

IS YOUR BUSINESS AT RISK? COMPLIANCE CHECKLIST



DID YOU KNOW?

By law, your Manitoba business has to have certain written policies and documents to comply with government regulations. If you don't have the following in place, you could be putting your business at risk:

- Workplace Safety & Health**
 - Policies, including Working Alone
 - Committee or Representative
 - First Aid Kits & Trained Employee(s)
 - Harassment & Violence Prevention Policies
 - WHMIS Training
- Privacy Policy**
- Accessibility Standards**



DID YOU KNOW?

Not all policies are required by the government, but some are just smart business practice.

- Fasken Drug & Alcohol Policy Template
- Employee Code of Conduct
- Employment Contracts
- Social Media Policy
- Cell Phone Policy

If you are already a CFIB member, and do not have these in place, call **1-888-234-2232** or email **msman@cfib.ca** to speak to a business counsellor. We have templates so you can get in compliance.

CFIB BUSINESS COUNSELLORS HELPING YOU. PROTECTING YOUR BUSINESS.

CFIB business counsellors can save you hours of frustration trying to find the answers you need. Best of all, this service is at no extra cost to members like you.

Looking for information or guidance on topics like these? We can help!

HIRING AND COACHING EMPLOYEES

- Recruiting and interviewing employees
- Understanding employment standards
- Employee training
- Avoiding termination exposures

OPERATING YOUR BUSINESS

- Obtaining EI rulings/refunds
- Understanding oral vs. written contracts
- Advising on merchant services/credit card acceptance
- Guidance in difficult circumstances

REGULATIONS AND TAXATION

- Complying with the Canada Revenue Agency (CRA)
- Setting up required workplace policies
- Understanding Workers' Compensation
- Determining which regulations apply to your business

Our counsellors have years of experience helping businesses like yours find information. In some cases, we may recommend you seek the advice of an accountant or lawyer when circumstances warrant.



You are a lifesaver. It is at times like this I am so glad that you are out there looking out for small business, I just did not have the mind power to take care of everything alone and this saved me much time and stress."

—CFIB Member

**RUNNING A BUSINESS CAN BE CHALLENGING.
WE MAKE IT EASIER.**

Get in touch.
We're here to help.

Any questions? Call our business counsellors today.

1-888-234-2232 or msman@cfib.ca