

Human Resources from A to Z:

CFIB Business Resources is here for you

DIN0832-1309

- A**ttendance policy help
- B**oxing Day—Is it a holiday?
- C**ode of Conduct for employees
- D**isciplinary procedures
- E**mployee contract template
- F**oreign workers
- G**uide to Employment Standards
- H**iring for the 1st time?
- I**nterns
- J**ob description template
- K**eeping employee records
- L**etter of offer sample
- M**aternity leave
- N**ew employee orientation
- O**ccupational Health & Safety
- P**rivacy Policy template
- Q**uestions for interviews
- R**educing termination exposure
- S**ocial media policy template
- T**raining employees for success
- U**nderage employees—What to know
- V**iolence in the workplace
- W**orker injury claims
- X**-it Interviews
- Y**outh employment
- Z**ero tolerance—harassment

Put HR policies in place that will protect you and your business.

Having employees can be rewarding but also complicated. CFIB Business Resources can take some of the mystery out of working with employees and the laws governing these relationships. We can provide samples, tips, tools and links to make it easier for you to become a great employer, regardless of the size of your business.



Access info at www.cfib.ca or contact Business Resources
at cfib@cfib.ca or 1 888 234-2232

Are you unsure how to handle employees who call in sick?

Would you like a written policy and procedures to help your business have the best attendance record? Do you know your basic obligations under employment law? Perhaps your workplace could benefit from written policies and procedures? We have a sample policy, sample disciplinary letter and advice on how to set your business up for success. Build accountability and reliability into your company's team.

Have you clearly communicated to all employees what constitutes acceptable behaviour in your workplace?

An employee code of conduct is a written expectation of acceptable employee behaviour in the workplace. This document informs employees about what is an acceptable standard of conduct in relationship to vendors, customers and other employees. We have a sample you can customize.

Are you thinking of hiring your first employee?

Know what you must do to meet all your employment obligations. For example, do you need to register for worker's compensation? What do you need to do to meet your payroll tax obligations and how do you get set up properly as an employer? Sample letters, hiring checklists, and links to register your business payroll are all available to you from Business Resources.

Do all of your employees know their key responsibilities?

A business owner can get frustrated if employees "just aren't doing their job", but is your communication clear about what those key responsibilities really are? Do you have a written job description for your key positions? We can help with a sample job description form, recommended language and questions to help you complete this task most efficiently. A job description can help your employees complete their job requirements.



Do you know what your employees are saying about your business on social media?

Many of your employees are on Facebook, Twitter, LinkedIn and YouTube, along with dozens of other social media channels. Is social media hurting or helping your business? Learn what you can do to encourage your employees to make this a positive experience for them and for your business, or, at the very least, reduce the risk of any negative impact. CFIB has a sample social media policy that will help you navigate this complex issue with employees.

Other HR tools CFIB can help you develop:

- ▶ Confidentiality agreement
- ▶ Disciplinary letters
- ▶ Employee contract templates
- ▶ Formal job offers
- ▶ Harassment policy
- ▶ Health & Safety guide
- ▶ Hiring and interview tips
- ▶ Termination letters

The services of a good lawyer and accountant are invaluable. We will be sure to point you in the right direction should the circumstances warrant.

**Access info at www.cfib.ca or contact Business Resources
at cfib@cfib.ca or 1 888 234-2232**

Legal Notice: This publication and its contents are for the members of the Canadian Federation of Independent Business ("CFIB") only, and are not intended for any other recipient. The contents of this publication are for informational purposes and the CFIB does not warrant the accuracy, currency or suitability of any of the information provided herein. Before acting on the basis of any information contained in this publication, please seek the advice of your professional advisors.