

2023

Employee Handbook

This document is intended as a reference to provide non-union businesses operating in BC with an overview of topics that should be included in an employee handbook. While efforts have been made to ensure that this is a comprehensive list, it is important to recognize that HR policies and structures will vary between businesses. Users are responsible for ensuring that their employee policies meet the needs of their organization and are compliant with current employment-related legislation.

NOTE: To update Table of Contents, update Headings within the document directly first then follow steps to update the Table.

1. Go to References in the Toolbar > Update Table

OR

Right click on the Table of Contents > Update field

2. Select “Update page numbers only” (This will only update the pages that the headings are on) or “Update entire table” (This will reflect any updates to the heading text, and any page changes)
3. Select OK

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1 INTRODUCTION

1.1. Welcome to [Company Name]

1.2. About [Company Name], its History

1.3. About Our Team

1.4. Company Philosophy, Vision, Mission and Values

2 GETTING STARTED

2.1. Equity, Diversity, and Inclusion

[Company] is committed to creating and maintaining an inclusive workplace that welcomes, respects, and values diverse backgrounds, viewpoints, and abilities. We value the variety of unique dimensions, qualities, and characteristics we each possess and acknowledge that this variety occurs in any group of people. Race, ethnicity, age, gender, sexual orientation, religious beliefs, economic status, physical and mental abilities, life experiences, and other perspectives can make up individual diversity and we value this diversity as a way of strengthening our workplace.

We believe in equitable treatment and opportunity for all employees and fostering cultural competency. Discrimination will not be tolerated. We will ensure this right to equitable treatment is upheld throughout all stages of the employee life cycle and in key employment areas including those of recruitment and selection, compensation, onboarding, hours of work, time away from work, benefits, prevention and early intervention in workplace complaints, performance evaluations, and opportunities for development and advancement.

We strive to weave inclusivity into everything we do. [Company] will actively work to remove barriers to equity and inclusion, be they systematic, physical, or otherwise and supporting every employee to actively engage in the workplace and reach their full potential. We want all employees to feel welcomed, included, and able to bring their authentic selves to the team.

2.2. **Employment of Relatives**

2.3. **Code of Conduct**

2.4. **Privacy, Confidential Information & Intellectual Property**

2.5. **Employee Files**

The [Department Name] maintains your employee record in confidence. If you would like to review your own employee file, please make arrangements with [Position title]. Notify [Department name] promptly should you have any changes to your personal information including your emergency contact.

2.6. **Information Storage and Security**

2.7. **Conflict of Interest**

2.8. **Probationary Period**

[Link to BC Employment Standards](#)

2.9. **Employment Status (Full time, Part time, Seasonal, On-Call)**

2.10. Hours of Work

2.11. Overtime

2.12. Meals & Breaks

2.13. Attendance

3 COMPENSATION & BENEFITS

3.1. Compensation Philosophy

[Company]'s compensation program is designed to attract, motivate, and retain talented employees who drive the organization's success and uphold our values. Base wages are tied to the duties required in the position, as well as the education and experience requested. Base wages are intended to be competitive within the industry, equitable among employees in similar roles, and aligned with organizational financial resources. In addition to base wages, [company] may provide bonuses tied to individual and team performance, also considering the organization's financial performance that year and future forecasts

3.2. Payroll Information

3.3. Tips & Gratuities

3.4. Time Sheets/Records

3.5. Group Benefits (if applicable)

3.6. Annual Vacation

[Annual vacation - Province of British Columbia \(gov.bc.ca\)](#)

3.7. Statutory Holidays

[Statutory holidays - Province of British Columbia \(gov.bc.ca\)](#)

4 ON THE JOB

4.1. Appearance & Grooming – (eg. Is Uniform provided?)

4.2. Smoke and Vape Free Workplace

4.3. Cash Handling

4.4. Drug Free Workplace Policy

5 LEAVES

[Leaves of absence - Province of British Columbia \(gov.bc.ca\)](#)

- 5.1. **Illness or Injury Leave (sick leave)**
- 5.2. **Family Responsibility Leave**
- 5.3. **Bereavement Leave**
- 5.4. **Maternity / Parental Leave**
- 5.5. **Other Unpaid Leaves (if applicable)**
- 5.6. **Time off to Vote**
[Time off Work for Voting | Elections BC](#)

6 PERFORMANCE

- 6.1. **Performance Review process**
- 6.2. **Progressive Discipline**

7 CAREER DEVELOPMENT

7.1. **Recruitment & Selection**

[Company] is an equal opportunity employer. We recruit, hire, train, compensate and promote people of all races, ethnicities, religions, genders, sexes, abilities, and ages.

Through fair hiring practices, we believe it is important to provide opportunities to those who face systemic barriers. We also know that having a diversity of expertise and experience strengthens our team.

Our mission is to be a place where all employees feel welcomed, included and celebrated.

Selection for all positions is based on demonstrating the essential knowledge, skills, and abilities required to perform the job.

We encourage all applicants who require accommodations to their application or interview process to get in touch with us [*insert email and phone number here*].

7.2. Internal Transfers

[*Company Name*] supports career development through internal transfers.

To support this career development, all postings are shared via [*insert how postings are shared*] and remain open to internal applicants for a period of [*enter number of days*] days prior to posting externally. In extenuating circumstances, positions may be posted both internally and externally at the same time but the process outlined below remains the same.

To apply for an internal posting or transfer into a new position, employees need to [*insert process existing employees need to follow*]. All internal applicants will receive a first interview.

Selection for all positions remain based on demonstrating experience with the essential knowledge, skills, and abilities required to perform the job.

When recruiting for open positions, we determine the knowledge, skills, and competencies, and behaviours required to deliver the work or service in that position. The screening and selection of candidates through the recruitment process is based on the candidate's match to the required criteria for the position, to ensure the best-qualified candidate is chosen. [*company*] is committed to following an objective, fair, timely, and competitive hiring process in order to select the best candidate for the position. Applications are encouraged from current employees and they will be screened in the same manner as applications received from outside applicants (where there are outside applicants).

7.3. Educational Assistance/Tuition Reimbursement Program (if applicable)

8 HEALTH & WELLNESS

8.1. Health & Safety Program

<https://www.worksafebc.com/en/health-safety/create-manage/health-safety-programs/developing-health-safety-program>

8.2. Health & Safety Orientation & Training

8.3. Mental Health and Wellness at Work

[Company] recognizes the increasing importance of mental health and wellness and our responsibilities as an employer to foster a safe and supportive workplace. [Company] is committed to supporting employee physical and mental wellness at work and recognizes that best practices with respect to mental health and wellness are continually evolving. We are starting the journey and are committed to ensuring that all employees have access to mental health and wellness supports and resources.

8.4. Workplace Accommodation

[Company] is committed to fostering an inclusive workplace where all employees are treated with respect and dignity, and to providing reasonable workplace accommodation short of undue hardship. [Company] will act in a manner consistent with its obligations under the *BC Human Rights Code*.

The purpose of accommodation is to ensure that individuals who are otherwise able to work are not unfairly excluded from doing so when working conditions can be adjusted without causing undue hardship to [Company]. Each accommodation situation will be viewed as unique and assessed and address individually by [Company].

Accommodation is a shared responsibility between the employee and the employer. To be successful, accommodation requires collaboration and open communication. As the employer, [Company] is responsible for: [insert responsibilities]. Employees seeking accommodation are responsible for: [insert responsibilities].

Accommodation procedure: [insert how an employee should request an accommodation incl. reason for request, what the request actually is, and estimated duration the accommodation will be required as well as how/when decision get made and communicated back to the requesting employee]

8.5. Respect in the Workplace/Bullying and Harassment

[COMPANY] is committed to maintaining a safe and harassment-free environment for all employees, contractors, and clients. Mutual respect, along with cooperation and understanding, is expected in the interactions between [COMPANY] employees and its guests and clients.

[COMPANY] will neither tolerate nor condone behaviour that is likely to undermine the dignity or self-esteem of an individual, or create an intimidating, hostile or offensive environment. Training is provided as part of the health and safety orientation to ensure all employees understand their rights and responsibilities.

Bullying and Harassment includes any unwelcome inappropriate action by a person, whether verbal or physical, towards an employee that the person knew, or ought to have known, would cause humiliation or intimidation. For the purposes of this policy, unwelcome actions are those which a person knows, or ought to reasonable know, are not desired by the victim of the bullying/harassment.

Bullying and Harassment are similar; however, harassment is when the behaviour is discriminatory, based on protected grounds for Human Rights (race, colour, ancestry, place of origin, religion, family status, marital status, physical or mental disability, sex, age, sexual orientation, gender identity or expression, political belief, or conviction of a criminal offence unrelated to their employment).

Occurrences of intolerance of workplace diversity and inclusiveness, sexual orientation and cross-cultural issues will be deemed bullying and harassment. Reported situations and conflicts created by apparent lack of awareness or prejudice will not be tolerated.

Bullying and Harassment excludes any reasonable action taken by a manager relating to the management and direction of employees such as providing performance feedback.

[insert responsibilities, how to report, who to report to, etc – use WorkSafe BC resources to assist: <https://www.worksafebc.com/en/health-safety/hazards-exposures/bullying-harassment>]

8.6. Reporting Injury or Illness, and other Safety-related concerns

8.7. Health & Safety Committee or Joint Health & Safety Representative <https://www.worksafebc.com/en/health-safety/create-manage/joint-health-safety-committees>

8.8. Fire Safety & Emergency Response

9 SECURITY

9.1. Safety and Security

10 SOCIAL MEDIA, TECHNOLOGY & EQUIPMENT

9.2. Social Media Use

9.3. **Cell phone use**

9.4. **Company equipment & Information Technology**

9.5. **Personal Devices**

11 EMPLOYEE RELATIONS

11.1. **Employee Recognition Programs**

11.2. **Employee Events**

11.3. **Internal Committees**

12 EMPLOYEE DEPARTURE

In the event that you or [Company Name] decide to terminate your employment with [Company Name], your Manager and Human Resources (if applicable) will review Exit Procedures with you.

11.4. **Resignation**

11.5. **Lay-off**

11.6. **Termination**

<https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/termination>

11.7. **Return of Company property**

11.8. **Exit Interviews**

13 CONCLUSION

13.1. Acknowledgement

I acknowledge that I have received a copy of the [Company name] Employee Handbook. I understand that by executing this acknowledgement, I am affirming my agreement to act in accordance with the policies and procedures to follow the rules and policies set forth therein.

I understand that the Employee Handbook sets forth the current policies and rules of [Company name], and that it is not intended to be and is not a contract or implied contract with employees. The Company retains the discretion to amend, withdraw or modify the provision of this Employee Handbook at any time.

Employee Name (please print): _____

Employee Signature: _____

Department: _____

Date: _____