

Table of Contents

Employee and Career Rewards Handbook

| | |
|---|-----------|
| Section 1: Business Conduct | 6 |
| Code of Conduct | 6 |
| Guidelines | 6 |
| Encouraged Behaviours | 6 |
| Unacceptable Actions/Behaviours | 7 |
| Confidentiality | 8 |
| Confidential Information | 8 |
| Management's Responsibility | 8 |
| Employee Responsibility | 8 |
| Breach of Confidentiality | 8 |
| Conflict of Interest | 9 |
| Other Business Activities and Interests | 10 |
| Reference Checks | 10 |
| Employment Verification | 10 |
| Gifts | 11 |
| Housekeeping | 11 |
| Security | 12 |
| Security of Information | 12 |
| Social Media | 12 |
| Smoking/Cannabis Use | 12 |
| Theft | 12 |
| Visitors | 13 |
| Section 2: Fair Employment Practices | 14 |
| Human Rights | 14 |
| Accommodation | 15 |
| Duty to Accommodate | 15 |
| The Accommodation Process | 15 |
| Points to Note | 16 |
| Workplace Violence and Workplace Harassment Policy | 17 |
| Introduction | 17 |
| What is Workplace Violence? | 17 |
| What is Workplace Harassment? | 17 |
| Responsibilities of Employees | 17 |
| Responsibilities of Employer | 18 |
| How to Report an Incident of Workplace Violence or Harassment | 18 |
| AODA (Accessibility for Ontarians with Disabilities Act) | 19 |
| Absenteeism | 20 |
| Alcohol and Substance Misuse | 21 |
| Reasonable Suspicion of Impairment | 22 |
| Complaint Procedure | 23 |
| Dress Code | 23 |
| Hours of Operation | 23 |
| Work Schedules | 23 |
| Extra Hours | 24 |
| Infectious Illness | 24 |
| Serious Illness | 25 |
| Performance Improvement | 26 |
| Workplace Investigation | 27 |
| Section 3: Communications | 28 |

| | |
|---|----|
| Meetings _____ | 28 |
| Bulletin Board _____ | 28 |
| Open-Door Policy _____ | 29 |
| Telephone/Voice Mail _____ | 29 |
| Cellphones _____ | 29 |
| Computer-based Technology _____ | 30 |
| Email _____ | 31 |
| Internet _____ | 31 |
| Sensitive and/or Confidential Information _____ | 32 |
| Downloading to Company Systems _____ | 32 |
| Inappropriate Use of Technology _____ | 32 |
| Personal Use of Company Technology _____ | 33 |
| Human Resources _____ | 33 |

Section 4: General Firm Policies _____ 34

| | |
|---|----|
| Expenses _____ | 34 |
| Meals _____ | 34 |
| Travel _____ | 34 |
| Travel in Personal Vehicle _____ | 34 |
| Reimbursement _____ | 34 |
| Personal Cell Phone Reimbursement _____ | 35 |

Section 5: Career Rewards _____ 36

Compensation _____ 37

| | |
|----------------------------------|----|
| Your Role and Compensation _____ | 37 |
| Job Description _____ | 37 |

Benefits _____ 38

| | |
|---|----|
| Government Regulated Benefits _____ | 39 |
| Provincial Health Insurance Plans _____ | 39 |
| Employment Insurance _____ | 39 |
| Canada Pension Plan _____ | 39 |

Work-Life Effectiveness _____ 40

| | |
|---|----|
| Vacation _____ | 40 |
| Vacation While on Maternity or Parental Leave _____ | 40 |
| Vacation Extension Due to Death in the Family _____ | 40 |
| Public and Civic Holidays _____ | 41 |
| Paid and Unpaid Time Off _____ | 42 |
| Personal Days _____ | 42 |
| General Guidelines for Eligibility for Personal Days _____ | 42 |
| Sick /Emergency Days _____ | 43 |
| General Guidelines for Eligibility for Sick Time _____ | 43 |
| Working from Home _____ | 43 |
| Disability Management Program _____ | 44 |
| Bereavement _____ | 46 |
| Bereavement – Immediate Family Member _____ | 46 |
| Bereavement – Extended Family or Close Personal Contact _____ | 46 |
| Jury Duty/Court Appearances _____ | 47 |
| Employment Standard Act (ESA) Leaves of Absence _____ | 48 |
| Emergency Leave _____ | 48 |
| Points to Note _____ | 48 |
| Pregnancy Leave _____ | 49 |

| | |
|---|-----------|
| When a Pregnancy Leave Can Begin _____ | 49 |
| Notices Required for Pregnancy Leave _____ | 49 |
| General Information for Pregnancy Leave _____ | 49 |
| Parental Leave _____ | 50 |
| When a Parental Leave Can Begin _____ | 50 |
| Notices Required for Parental Leave _____ | 50 |
| General Information for Parental Leave _____ | 50 |
| Top Up for Maternity Leave of Absence _____ | 51 |
| Pregnancy Leave/Parental Leave Guide Chart _____ | 51 |
| Points to Note _____ | 51 |
| Critical Illness Leave _____ | 52 |
| Points to Note _____ | 52 |
| Family Medical Leave _____ | 54 |
| Points to Note _____ | 54 |
| Child Death Leave, Crime – Related Child Disappearance Leave _____ | 55 |
| Points to Note _____ | 55 |
| Domestic or Sexual Violence Leave _____ | 56 |
| Eligibility _____ | 56 |
| Length of Leave _____ | 56 |
| Points to Note _____ | 56 |
| Organ Donor Leave _____ | 58 |
| Points to Note _____ | 58 |
| Reservist Leave _____ | 59 |
| Points to Note _____ | 59 |
| Performance and Recognition _____ | 60 |
| Recognition _____ | 60 |
| Career and Development _____ | 61 |
| Seminars, Conferences, and Virtual Learning _____ | 61 |
| On-the-Job Learning _____ | 61 |
| Professional Membership Fees _____ | 62 |
| Continuing Education _____ | 62 |
| Section 6: Firm Sponsored Events and Community Involvement _____ | 63 |
| Section 7: Occupational Health and Safety _____ | 64 |
| Safety Policy _____ | 64 |
| Section 8: Employee Information _____ | 65 |
| Fair at Work Ontario Poster – What Employee’s Need to Know _____ | 65 |
| Employee Authorization _____ | 66 |