



## Customized Employee Manual

NOTO can prepare an employee manual that include an extensive list of occupational health and safety policies. This manual will bring your business into compliance with the Employment Standards Act and the Occupational Health and Safety Act.

The main document is an extensive employee manual covering the requirements of the Employment Standards Act (ESA) and the Occupational Health and Safety Act, the latter being the main focus of Safety at Work Ontario (SAWO). The manual covers the main standards of the ESA; payment of wages, hours of work, public holidays, vacation with pay, termination and severance and deduction from wages to name a few.

The manual also includes detailed sections on the work environment as well occupational health and safety. There are 40 safety policies included in this document that cover just about every aspect of a tourist operation. This package allows you to easily copy individual policies to have staff sign and verify their training and understanding for your records.

Some of the safety policies include; boats, housekeeping, working in the kitchen, working with power tools, emergencies definitions and handling procedures, fires, lawn mowers, chain saws and many more.

Obtaining an employee manual as a NOTO member will give you a 50% discount on the original price. NOTO members only pay \$500.00 (plus tax), while non-members have to pay \$1000.00 for the same document.

If you wish to obtain an employee manual or have more questions, please contact Laurie Marcil:

Phone: (705) 499-7556

Email: [laurie@noto.net](mailto:laurie@noto.net)



## Employee Manual Form

**Business Name:** \_\_\_\_\_

**Primary Contact:** \_\_\_\_\_

Please e-mail a copy of your business logo to [laurie@noto.net](mailto:laurie@noto.net).

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The employee manual includes sections on:

- **Code of Business & Personal Conduct:** integrity, competence, confidentiality, conflict of interest, public image and PIPEDA -Personal Information Protection & Electronic Documents Act.
- **Work Environment:** health and safety, equal opportunity policy, workplace harassment policy, insurance on personal effects
- **Smoking, Alcohol & Drug Policies**
- **Employee Confidentiality**
- **Telephone, Computer, Internet & E-mail Usage**
- **Compensation & Personal Development:** payroll schedule, compensation, time keeping, bonuses, probation period, inclement weather/emergency closings, punctuality, working hours, absences, holiday pay, vacation, leaves, disciplinary actions, termination, resignations
- **Employee Communication:** staff meetings, bulletin boards, procedures for handling complaints, suggestions
- **Appendices:** there are 40 policies included in the Employee Manual which cover everything from WHIMIS, use of company motorized transportation, to proper cleaning methods and handling of different equipment to help bring your business in compliance

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**Please complete the form with as much detail as possible.**

**Health and Safety:**

Who is the health and safety person at your business? \_\_\_\_\_

Do you have a health & safety meeting schedule? \_\_\_\_\_

Do you have at least one health & safety meeting with new hires? \_\_\_\_\_

**Smoking Policy:**

Do you have a smoking policy? If yes, please provide details on your policy – i.e. designated smoking locations, time, etc.

**Alcohol & Drug Policy:**

Do you have alcohol and drug use policies? If yes, please provide details on your policy – i.e. use of drugs or alcohol, impairment on the job, consequences, etc.



**Personal Development and Compensation:**

How many breaks do employees receive in a shift? (ex: two 15 min breaks, 30 min lunch)

Do you have a designated break area(s)? If yes, where are they?

What is your pay schedule? (weekly, bi-weekly, monthly, which day of the week, etc.)

Do you provide base compensation?

How do you do time keeping? (time cards, punch clock, etc.)

Do you have any performance bonuses? If yes, what are they and when are they given?

What is your probationary period for new employees? (3 months, 1 month, etc.)

How are employees compensated for inclement weather, emergency closings, evacuations?

Do you have a policy on punctuality? If yes, please provide a description.

How do you treat absences? (strike system, loss of pay, meetings, write ups, etc.)

What are your working hours? (i.e. weekdays, weekends, 40 hour weeks, etc.)

**Employee Communications:**

Do you have a staff meeting schedule? (i.e. meet every morning, once a week, etc.)

Do you have bulletin boards to share updates with employees? Where are they located?

Do you have a procedure for handling complaints? If yes, what is it?

How can staff make suggestions? (suggestion box, talk to supervisor, etc.)



### **Employee Monitoring:**

*If you have 25 or more employees, you need to have an electronic monitoring policy in place at your business. The date the policy was prepared and any amendments must be included on this policy. All employees must receive a copy of the written policy.*

Please provide a description of how and in what circumstances you may electronically monitor your employees:

What is the purpose of the information obtained through electronic monitoring?

## **PLEASE READ CAREFULLY**

The following section is a list of all the appendices that come in the employee manual. These are policies that employees will sign and that will be kept as proof of compliance. You may not require some of these this year, but you may require them in the near future (ex: renovations, expansions, new services/equipment rentals, etc). You can always keep all of the appendices and have your employees sign those that apply to them for this season. In case an inspector from the Ministry of Labour questions why some of the policies aren't signed, you can explain to them your future plans in which the employees will require to sign the form. This will show the Ministry of Labour that you are proactive. It's always better to have them and not need them, than need them and not have them.

### **Appendices:**

*Only select the boxes for the policies you are 100% positive you **WILL NOT NEED** for your business.*

- Acknowledement of Receipt of Employee Manual & Harassment Policy
- Acknowledement of Policies & Procedures Checklist
- Bears
- Baiting
- Pontoon Boat
- Boats
- Chain Saws
- Chain Sharpener
- Circular Saws
- Cabin Cleaning Hazards



- Cleaning Solvents/Flammables
- Company Vehicles
- Compressed Air
- Defective Tools
- Critical Injury Response Procedures & Definition
- Electrical Safety
- Emergencies
- Extension Cords
- Fall Protection Equipment
- Fire Protection
- Grinding
- Hazardous Materials
- Kitchen
- Backhoe/Loader/Tractor (Kubota)
- Ladders
- Laundry
- Lawn Mower
- Manual Lifting
- Portable Grinders
- Power Tools
- Power Tools Checklist
- Propane Torch
- Safe Use of Knives
- Scaffolding
- Search & Rescue
- Shore Lunch Policy
- Waitressing
- Weed Trimmer
- Welding/Cutting/Burning
- WHMIS
- Working Around Water

If there are any additional policies not listed above that you may have in place at your business that you would like to include in your manual, please let us know and provide details or an example of the policy:

To submit completed form, please save the completed document as a PDF and send it as an attachment via e-mail to [laurie@noto.net](mailto:laurie@noto.net), or print and fax completed form to 705-472-0621.