



Employee Onboarding Guide

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SECTION 1

About the
company

WELCOME MESSAGE

Welcome to [Company Name]!

We are delighted to have you join our team. As a new Canadian, you bring unique experiences and perspectives that enrich our workplace. We are committed to supporting your success and ensuring you feel welcomed and valued in our community.

Our Commitment to Your Success

At [Company Name], we understand that transitioning to a new country and a new job can be both exciting and challenging. We are here to support you every step of the way. Here are some of the ways we demonstrate our commitment to your success:

- 1. Cultural Competency Training:** We provide training to all employees to foster an inclusive environment and help everyone understand and appreciate diverse cultural backgrounds.
- 2. Mentorship Program:** We pair new employees with experienced mentors who can provide guidance, answer questions, and help you navigate both the workplace and the community.
- 3. Language Support:** If English is not your first language, we offer resources and support to help you improve your language skills, ensuring effective communication and a smoother integration.
- 4. Community Integration:** We encourage participation in local events and community activities. We will keep you informed about opportunities to get involved and meet other community members.
- 5. Resource Access:** We provide access to a variety of resources to help you settle in, including information on housing, transportation, healthcare, and education.

Inclusive Language and Practices

We use inclusive language and practices to ensure that everyone feels respected and valued. Here are some examples:

- **Respectful Communication:** We encourage the use of inclusive language that respects all individuals, regardless of their background or identity.
- **Diverse Representation:** Our company materials, from internal documents to marketing materials, reflect the diversity of our team and the broader community.
- **Celebrating Diversity:** We celebrate various cultural holidays and events, providing opportunities for all employees to share their traditions and learn about others.



Supporting Your Professional Growth

We are committed to your professional development and career growth. Here's how we support you:

- **Training and Development:** We offer a range of training programs and development opportunities to help you build new skills and advance in your career.
- **Performance Feedback:** Regular feedback and performance reviews are designed to support your growth and help you achieve your professional goals.
- **Career Pathways:** Clear career pathways and advancement opportunities are available to all employees, ensuring that you can see a future with our company.

Community Resources

We want you to feel at home both at work and in the community. Here are some resources that can help you get settled:

- **Local Community Centers:** Find support and social activities at your nearest community center. [INSERT ANY RELEVANT LINKS]
- **Newcomer Services:** Access services specifically designed to help newcomers integrate into Canadian society. [INSERT ANY RELEVANT LINKS]
- **Cultural Associations:** Join cultural associations and groups to connect with others who share your background and interests. [INSERT ANY RELEVANT LINKS]

About Our Company

[Company Name]

Welcome to [Company Name]! We are excited to have you join our team. Here is some information about who we are and what we stand for.

- **History:** [Company Name] was founded in [Year] and has grown to become a leader in [Industry]. Our journey began with [Brief History].
- **Values:** Our core values include [List Values, e.g., Integrity, Innovation, Collaboration, Customer Focus]. These values guide everything we do and are integral to our success.
- **Goals:** Our goals are to [List Goals, e.g., provide exceptional service, innovate continuously, grow sustainably].



Mission Statement

Our Mission

At [Company Name], our mission is to [Mission Statement]. We strive to achieve this by [How the Mission is Achieved].



Community Statement

Commitment to the Community

[Company Name] is dedicated to making a positive impact in our community. We demonstrate this commitment by [How Commitment is Demonstrated, e.g., participating in community events, supporting local charities, implementing sustainable practices].

DEI Commitment Statement

Diversity, Equity, and Inclusion

[Company Name] is committed to fostering a diverse, equitable, and inclusive workplace. We believe that diversity in our team brings a wealth of perspectives and ideas that drive our success. Our DEI initiatives include [List Initiatives, e.g., training programs, inclusive hiring practices, employee resource groups].

Organizational Structure

Understanding Our Structure

Here's an overview of our organizational structure to help you understand how we operate and who to contact for various needs:

Leadership Team

[Names and Titles of Leadership Team]

Departments

[List of Departments, e.g., Sales, Marketing, Operations]

Immigrant-Specific Contacts

If you have specific questions or need support as a newcomer, you can reach out to:

[Names and Titles of Relevant Contacts].

Additional Employer Resources

We have compiled a list of resources to help you integrate smoothly into your new role and the Canadian workplace culture. These resources are designed to support your professional growth and personal well-being.



ISANS Resources for Understanding Immigration

isans.ca



Government of Canada - Diversity and Inclusion

chairs-chaires.gc.ca/program-programme/equity-equite/index-eng.aspx



NS Works - Welcoming Workplaces

workplaceinitiatives.novascotia.ca/welcoming-workplaces



SkillsOnlineNS

skillsonlinens.skillspass.com



SECTION 2

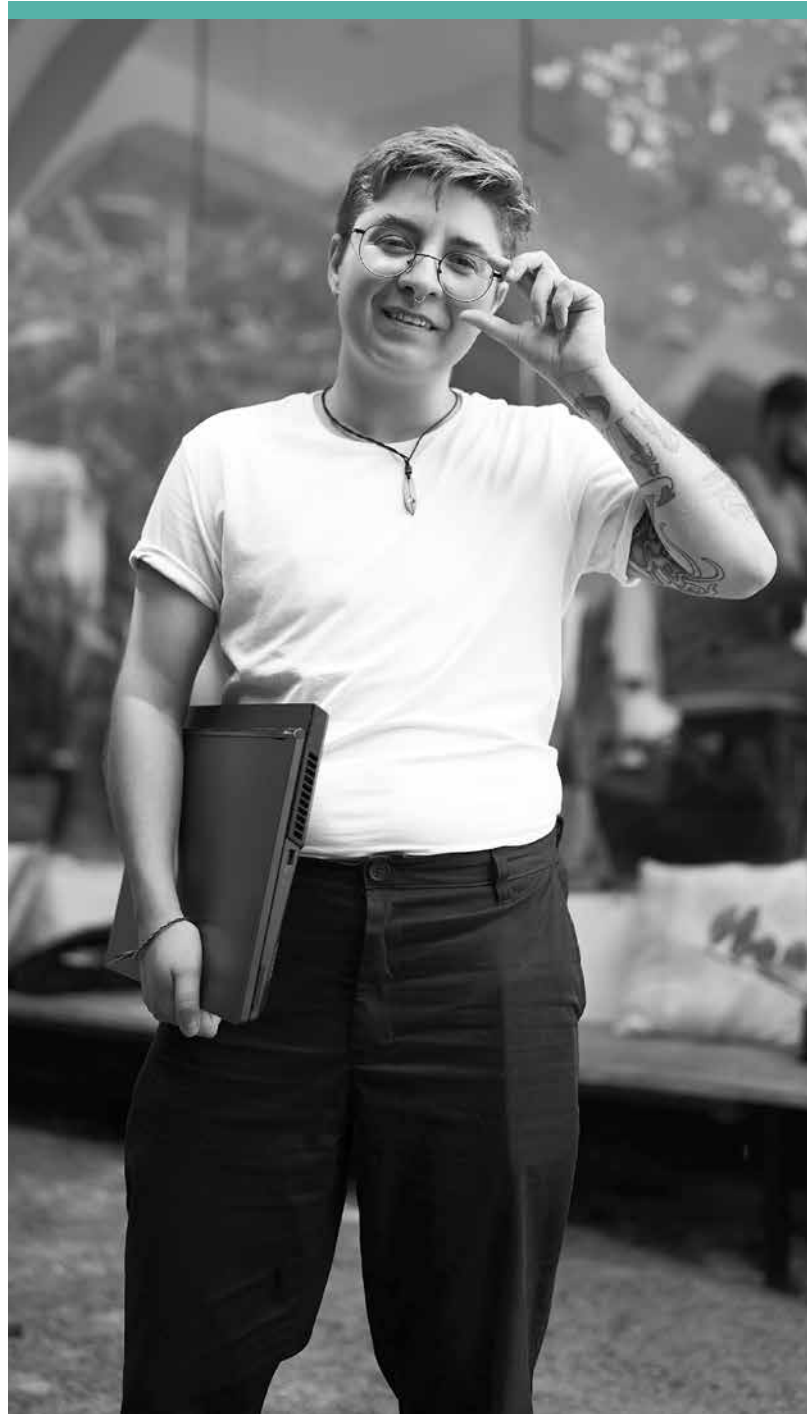
Legal Rights and Responsibilities

OVERVIEW

Understanding your legal rights and responsibilities as an employee is crucial for a successful and compliant work experience. This section provides an overview of Nova Scotia Labour Standards, human rights, and workplace rights in Canada. It aims to ensure that both employees and employers are aware of their obligations and protections under the law.

Overview of Employee and Employer Legal Rights

As an employee in Nova Scotia, you have specific rights and responsibilities that are protected by law. Similarly, employers have obligations they must fulfill to maintain a fair and safe workplace.



Nova Scotia Labour Standards

The Nova Scotia Labour Standards Division ensures that workplaces adhere to provincial employment laws. Here are some key aspects of the Labour Standards you should be aware of:

Hours of Work and Overtime

- **Standard Work Hours:** The standard workweek in Nova Scotia is typically 48 hours. Any hours worked beyond this may qualify for overtime pay.
- **Overtime Pay:** Employees must be paid at least one and a half times their regular wage for any hours worked over 48 in a week.

Minimum Wage

- **Current Minimum Wage:** The minimum wage in Nova Scotia is reviewed annually. As of [Date], the minimum wage is [Current Rate].
- **Wage Deductions:** Employers cannot make unauthorized deductions from an employee's wages, except for statutory deductions or those agreed upon in writing.



Vacation and Leave

- **Vacation Entitlements:** Employees are entitled to at least two weeks of vacation after one year of service, increasing to three weeks after eight years.
- **Holiday Pay:** Employees are entitled to paid holidays for statutory holidays recognized by the province.
- **Leaves of Absence:** Various leaves are available, including maternity leave, parental leave, compassionate care leave, and bereavement leave.

Termination of Employment

- **Notice Requirements:** Employers must provide written notice or pay in lieu of notice when terminating an employee, based on the length of service.
- **Severance Pay:** In certain cases, employees may be entitled to severance pay if their employment is terminated without cause.

Workplace Safety

- **Occupational Health and Safety (OH&S):** Employers must ensure a safe workplace by adhering to OH&S regulations, providing necessary training, and addressing any hazards promptly.
- **Reporting Unsafe Conditions:** Employees have the right to refuse unsafe work and report any unsafe conditions without fear of reprisal.

Nova Scotia Human Rights

The Nova Scotia Human Rights Act protects employees from discrimination based on various grounds, including race, gender, age, disability, and more. Here's what you need to know:

- **Protection from Discrimination:** Employees have the right to work in an environment free from discrimination and harassment.
- **Duty to Accommodate:** Employers must accommodate employees' needs related to disability, religion, or other protected grounds, to the point of undue hardship.
- **Filing a Complaint:** If you believe your rights have been violated, you can file a complaint with the Nova Scotia Human Rights Commission.

Canada Rights in the Workplace

In addition to provincial laws, federal laws provide further protections and rights for workers across Canada:

- **Canadian Labour Code:** Governs federally regulated workplaces, covering standards for hours of work, wages, and occupational health and safety.
- **Employment Equity Act:** Promotes fair treatment of all employees and aims to eliminate employment barriers for four designated groups: women, people with disabilities, Indigenous peoples, and visible minorities.

What to Know More

For more detailed information on your rights and responsibilities, visit the following resources:



Nova Scotia Labour Standards

novascotia.ca/lae/employmentrights/



NS Human Rights Commission

humanrights.novascotia.ca/



Canada Labour Code

laws-lois.justice.gc.ca/eng/ACTS/L-2/index.html





SECTION 3

Employer Workplace Orientation Checklist

OVERVIEW

A structured and comprehensive orientation process is essential for helping new employees, particularly new Canadian immigrants, integrate smoothly into the workplace.

This section provides detailed templates and resources to guide both employees and employers through the first weeks and months of employment. Ensuring a well-planned orientation process can enhance job satisfaction, performance, and retention.

DAY 1

○ Warm Welcome and Introduction

- Greet the new employees warmly and introduce them to the team.
- Provide a tour of the workplace, including key areas such as restrooms, break rooms, and emergency exits.
- Ensure the new employee feels comfortable and welcomed from the start.

○ Complete Necessary Paperwork

- Assist the new employee in completing any remaining employment forms.
- Provide a copy of the employee handbook and review key policies, emphasizing inclusivity and support for newcomers.

○ Set Up Workspace

- Ensure the employee's workstation is equipped with necessary tools and supplies.
- Assist with setting up email accounts, computer systems, and access to necessary software.
- Offer additional support if needed, considering any language barriers.

○ Overview of Company Culture and Values

- Discuss the company's mission, vision, and values, highlighting the importance of diversity and inclusion.
- Explain the organizational structure and key departments, ensuring clarity for the new employee.

○ Immediate Team Introduction

- Introduce the new employee to immediate team members and key contacts.
- Schedule one-on-one meetings with team members to facilitate integration and build relationships.

DAY 2-5

○ Job-Specific Training

- Provide initial training related to the employee's specific role and responsibilities, with consideration for different learning styles.
- Assign a mentor or buddy to assist with job-specific questions and guidance, especially someone who understands the challenges of being a newcomer.

○ Review of Policies and Procedures

- Conduct a detailed review of important company policies, including attendance, dress code, confidentiality, and use of company resources.
- Discuss health and safety protocols, including emergency procedures and reporting unsafe conditions, ensuring understanding.

○ Setting Expectations

- Outline performance expectations and key performance indicators (KPIs) clearly.
- Set short-term and long-term goals for the new employee, considering their unique background and experiences.

○ Introduction to Tools and Resources

- Provide training on any tools, software, or systems the employee will use regularly.
- Share access to company resources such as the intranet, document libraries, and support services.

WEEK 2-4

○ Ongoing Training and Development

- Continue with job-specific training and skill development, offering additional support as needed.
- Schedule regular check-ins with the mentor or buddy, ensuring continuous support and guidance.

○ Feedback and Evaluation

- Conduct a preliminary performance review to provide feedback on the employee's progress.
- Encourage the employee to share their feedback on the onboarding process and any challenges they are facing.

○ Integration Activities

- Organize team-building activities or social events to help the new employee build relationships with colleagues.
- Encourage participation in company-wide events and initiatives to foster a sense of belonging.

○ Ongoing Training and Development

- Continue with job-specific training and skill development, offering additional support as needed.
- Schedule regular check-ins with the mentor or buddy, ensuring continuous support and guidance.

WEEK 5-8

○ Advanced Training

- Offer advanced training sessions or workshops relevant to the employee's role.
- Provide opportunities for cross-training to enhance skills and knowledge.

○ Mid-Point Review

- Conduct a mid-point performance review to assess progress and set additional goals.
- Address any ongoing concerns or areas for improvement, providing tailored support.

○ Career Development Planning

- Discuss long-term career goals and development opportunities within the company.
- Create a personalized development plan to support the employee's growth, considering their aspirations and potential.

WEEK 9-12

○ Full Integration

- Ensure the employee is fully integrated into their role and the team.
- Provide ongoing support and resources as needed, ensuring continuous development and satisfaction.

○ Final 90-Day Review

- Conduct a comprehensive performance review at the end of the 90-day period.
- Celebrate successes and outline the next steps for continued development, recognizing the employee's contributions.

○ Continuous Feedback Loop

- Establish a continuous feedback loop to ensure ongoing communication and support.
- Encourage the employee to seek feedback and provide input on their experience, fostering an inclusive environment.

Additional Employer Resources

PC Partnership Orientation Tool

XXXXXXXX



ISANS Onboarding Toolkit

isans.ca/resources/onboarding-newcomers-a-toolkit-for-nova-scotian-employers/



NS Works Orientation Resources

<https://novascotiaworks.ca/nsdc/>



SECTION 4

Occupational Health & Safety

OVERVIEW

Ensuring a safe and healthy work environment is a fundamental responsibility for both employers and employees. This section focuses on the occupational health and safety standards in Nova Scotia, with particular attention to the needs of new Canadian immigrants. Understanding these standards will help new employees feel secure and confident in their new workplace.

Commitment to Workplace Safety

At [Company Name], we are committed to providing a safe and healthy work environment for all our employees. This commitment includes adhering to Nova Scotia's occupational health and safety (OH&S) regulations, offering ongoing safety training, and fostering a culture of safety.

Overview of Nova Scotia OH&S Standards

Nova Scotia's OH&S standards are designed to protect workers from hazards and ensure their health and safety. Key components of these standards include:

Employer Responsibilities

- Providing a safe workplace free from hazards.
- Ensuring that all equipment and machinery are maintained and used safely.
- Providing necessary safety training and information to employees.
- Establishing and maintaining an occupational health and safety program.
- Reporting and investigating workplace incidents and accidents.

Employee Rights and Responsibilities

- The right to know about hazards in the workplace.
- The right to participate in identifying and resolving workplace health and safety concerns.
- The right to refuse unsafe work without fear of reprisal.
- The responsibility to follow safety procedures and use protective equipment as required.
- The responsibility to report unsafe conditions or incidents to a supervisor.

Key Safety Protocols and Procedures

○ Emergency Procedures

- Familiarize yourself with the emergency exits, evacuation routes, and assembly points.
- Know the locations of fire extinguishers, first aid kits, and emergency contact numbers.
- Participate in regular emergency drills and training sessions.

○ Workplace Hazard Communication

- Be aware of the Workplace Hazardous Materials Information System (WHMIS) labels and Safety Data Sheets (SDS) for chemicals and hazardous materials.
- Understand the potential hazards associated with your job and how to mitigate them.
- Attend training sessions on hazard identification and risk assessment.

○ Personal Protective Equipment (PPE)

- Use the required PPE for your job, such as gloves, safety glasses, hard hats, or ear protection.
- Ensure that PPE is in good condition and fits properly.
- Report any issues with PPE to your supervisor immediately.

○ Manual Handling and Ergonomics

- Follow proper lifting techniques to avoid injury. Bend your knees, keep your back straight, and lift with your legs.
- Use mechanical aids or ask for assistance when lifting heavy objects.
- Set up your workstation ergonomically to prevent strain and discomfort.

○ Reporting Incidents and Near Misses

- Report any workplace accidents, injuries, or near misses to your supervisor immediately.
- Participate in incident investigations to help identify causes and prevent future occurrences.
- Understand that reporting helps improve safety for everyone.

Special Considerations for New Canadian Immigrants

1. Language Support

- Safety training materials and instructions should be available in multiple languages if necessary.
- Employers should provide translators or language support during safety training sessions.
- Encourage employees to ask questions if they do not understand safety procedures.

2. Cultural Differences

- Recognize and respect cultural differences that may affect perceptions of safety and communication styles.
- Provide cultural competency training for all employees to foster an inclusive and understanding workplace.
- Encourage open communication and feedback to address any cultural barriers to safety.

3. Integration into Safety Culture

- Pair new immigrants with experienced mentors who can guide them through safety practices and procedures.
- Include new immigrants in safety committees and encourage their participation in safety discussions.
- Celebrate and recognize contributions to workplace safety from all employees.

Additional Resources

We provide access to additional resources to support your understanding of occupational health and safety standards in Nova Scotia:



Nova Scotia Occupational Health and Safety Division: NS OH&S
novascotia.ca/lae/healthandsafety/



Workplace Hazardous Materials Information System (WHMIS):
onlinewhmis.ca/online-whmis-certification-training/?gad_source=1&gclid=CjwKCAjwyo60BhBiEiwAHmVLJaXDa8yvn7RWUFTFARbxlcqhAlpcn4IPfHP4ZacD5MXXqnzFBQ-TSxoC7jEQAvD_BwE



Canadian Centre for Occupational Health and Safety (CCOHS): ccohs.ca/



Skills Development Nova Scotia- FREE online courses: SkillsonlineNS
skillsonlinens.skillspass.com/





SECTION 5

Introduction to Canadian Payroll

OVERVIEW

Understanding how payroll and taxes work in Canada is essential for managing your finances and ensuring compliance with Canadian laws. This section provides a condensed overview tailored for new Canadian immigrants, covering key aspects of the payroll system, common deductions, and the tax system.

Getting Paid

Pay Cycle

- **Frequency:** Employees in Canada are typically paid on a weekly, biweekly, or monthly basis. The specific schedule will be provided by your employer.
- **Methods:** Payment is usually made via direct deposit into your bank account, but some employers may issue cheques.

Required Information

- **Bank Information:** Employers need your bank account details for direct deposit.
- **Social Insurance Number (SIN):** Required for payroll and tax purposes. Provide this only once you have a job offer.
- **TDI Forms:** Federal and provincial TDI forms determine the amount of tax to deduct from your pay. Complete these accurately to ensure correct deductions.

Understanding Your Pay Stub

Your pay stub provides a breakdown of your earnings and deductions. Key components include:

Gross Pay

- The total amount earned before any deductions.

Deductions

- **CPP (Canada Pension Plan):** Contributions for your pension, deducted based on government rates.
- **EI (Employment Insurance):** Contributions for unemployment insurance.
- **Income Tax:** Deducted based on your earnings and TDI form information.
- **Other Deductions:** May include benefits contributions, union dues, etc.

Net Pay

- The amount that is deposited into your bank account after all deductions.

Sample Pay Stub Breakdown

Hourly wage Total hours worked Start of the pay period End of the pay period Total earnings before deductions Date the cheque is issued, or deposit is made

COMPANY NAME				EARNINGS STATEMENT		
123 Main St., Town, Province, L7M 1N7						
Employee Name						
EMPLOYEE ID	PAY PERIOD			PAY DATE	CHEQUE NUMBER	
12345	2023/07/16-2023/07/29			2023/08/03	322111	
INCOME	RATE	HOURS	GROSS PAY	DEDUCTIONS	CURRENT TOTAL	YEAR TO DATE
REGULAR	25.00/HR	60	1,500.00	CPP EI INCOME TAX	81.24 24.45 210.53	000.00 000.00 000.00
YTD GROSS	YTD DEDUCTIONS	YTD NET PAY	GROSS TOTAL	TOTAL DEDUCTIONS	NET PAY	
00.00	00.00	00.00	1,500.00	316.22	1,183.78	

CPP.....Canada Pension Plan contribution
 EIEmployment Insurance contribution
 Income Tax ...Federal and provincial income tax

Total earnings before deductions

Sum of all deductions

Gross pay minus total deductions

Your employer may **DIRECT DEPOSIT** your pay into your bank account on the pay date.

YTD (Year To Date) information may also be provided by the employer.



Common Payroll Questions

Why Are There Deductions?

- CPP and EI: Mandatory contributions that provide benefits in retirement and during periods of unemployment.
- Income Tax: Deducted to cover federal and provincial taxes.

Employer Contributions

- Employers also contribute to CPP and EI on your behalf, matching your contributions.

Overview of the Canadian Tax System

Canada Revenue Agency (CRA)

- The CRA administers tax laws and collects taxes in Canada.

Tax Filing

- Annual Filing: Taxes must be filed annually by April 30th for the previous calendar year (January 1 to December 31).
- T4 Slip: Provided by your employer, summarizing your earnings and deductions for the year.

Resources for Assistance

- CRA Website: Offers guides and tools for filing taxes.
- Community Organizations: Many offer tax filing assistance for newcomers.

Why File Taxes?

- Even if you earn little income, filing taxes ensures you can access benefits like the Canada Child Benefit and GST/HST credits.

Understanding Taxation Equity

- Canada's tax system aims for fairness by taxing higher incomes at higher rates and providing credits for those with lower incomes or dependents.

Employee Resources

Nova Scotia Works Information
novascotiaworks.ca/nsdc/

ISANS Onboarding Toolkit
isans.ca/resources/onboarding-newcomers-a-toolkit-for-nova-scotian-employers/



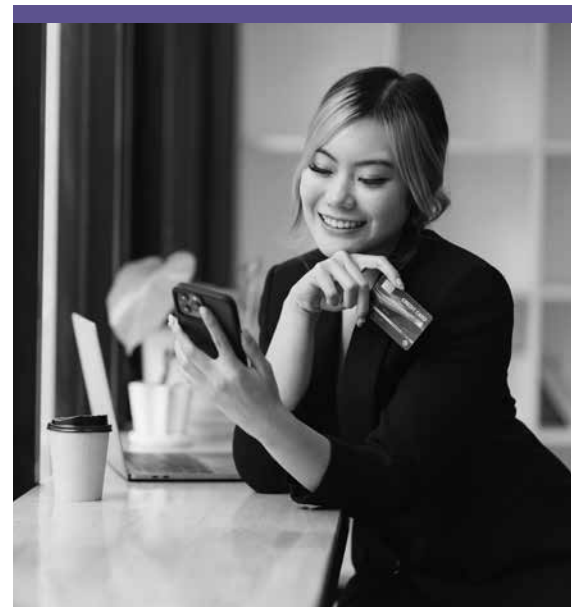
Understanding Canadian Payroll: Canada Revenue Agency

canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/calculating-deductions.html



Employee Rights and Responsibilities: Government of Canada

canada.ca/en/canadian-heritage/services/rights-workplace.html





SECTION 6

HR Policies and Procedures for Employees

OVERVIEW

Understanding HR policies and procedures is crucial for all employees, especially new Canadian immigrants, to ensure compliance and foster a positive working environment. This section outlines key HR policies relevant to new hires, providing clarity on expectations and resources available to support your integration into the workplace.



Working within a Union and Collective Agreement

A union is an organization that represents the collective interests of employees. If your workplace is unionized, a collective agreement will outline the terms and conditions of employment, including wages, hours of work, benefits, and dispute resolution processes. Being part of a union can provide you with support and resources to address workplace issues.

Collective Agreement Template Message:

If your workplace has a union, you can find more information about the collective agreement by contacting your union representative or visiting the union's website. [INSERT LINK OR WEBSITE] The collective agreement will provide detailed information on your rights and responsibilities as a union member.

Key Human Resource Policies for Non-Union Workplaces

In workplaces without a union, it is essential to be familiar with the company's HR policies and procedures. These policies ensure a fair and consistent approach to managing employment-related matters.

Work Schedule and Attendance

Work Hours

- Standard Hours: Typically 40 hours per week. Specific hours will be outlined by your employer.
- [COMPANY SPECIFIC STANDARD: Our standard work hours are Monday to Friday, 9:00 AM to 5:00 PM, with a one-hour lunch break.]
- Overtime: Employees are entitled to overtime pay (usually 1.5 times the regular rate) for hours worked beyond the standard workweek.
- [COMPANY SPECIFIC STANDARD: Overtime is paid at 1.5 times the regular hourly rate for any hours worked over 40 hours in a week.]

Attendance Policy

- Punctuality: Arriving on time is essential. Notify your supervisor as soon as possible if you will be late or absent.
- [COMPANY SPECIFIC STANDARD: Employees are expected to be at their workstations and ready to start work at their scheduled start time. If you are unable to report to work on time, please notify your supervisor as soon as possible.]
- Leave Requests: Procedures for requesting vacation, sick leave, and other types of leave will be provided by your employer.
- [COMPANY SPECIFIC STANDARD: To request leave, please fill out the leave request form and submit it to your supervisor at least two weeks in advance for planned absences. For sick leave, notify your supervisor by phone or email before the start of your shift.]



Compensation

Pay Period

- Employees are usually paid weekly, biweekly, or monthly. Your employer will inform you of your specific pay period.
- [COMPANY SPECIFIC STANDARD: Employees are paid biweekly on Fridays. Pay periods run from Monday to Sunday.]

Salary and Wages

- Salary: Fixed amount paid regularly.
- [COMPANY SPECIFIC STANDARD: Salaried employees receive a fixed amount of \$3,000 per month, regardless of the number of hours worked.]
- Hourly Wage: Pay varies based on the number of hours worked.
- [COMPANY SPECIFIC STANDARD: Hourly employees are paid \$20 per hour, and their pay will reflect the total hours worked during the pay period.]

Performance Reviews

Performance Evaluation

- Regular performance reviews help assess your progress, provide feedback, and set goals.
- [COMPANY SPECIFIC STANDARD: Performance reviews are conducted annually in December. During the review, we will discuss your accomplishments, areas for improvement, and set goals for the coming year.]
- Reviews are typically conducted annually but may occur more frequently during the initial onboarding period.
- [COMPANY SPECIFIC STANDARD: New employees will have performance reviews at the end of their first 90 days and then annually thereafter.]

Setting Goals

- Collaborate with your supervisor to set achievable short-term and long-term goals.
- [COMPANY SPECIFIC STANDARD: During your performance review, you and your supervisor will set specific, measurable, attainable, relevant, and time-bound (SMART) goals to guide your development.]



Dress Code

Work Attire

- Dress codes vary by industry and company. Your employer will provide specific guidelines.
- [COMPANY SPECIFIC STANDARD: Our dress code is business casual. Employees are expected to dress in a manner that is professional and appropriate for the workplace. Jeans are allowed on Fridays.]

Workplace Conduct

Code of Conduct

- Employees are expected to behave professionally and respectfully towards colleagues, clients, and customers.
- [COMPANY SPECIFIC STANDARD: All employees are expected to adhere to the highest standards of professional conduct. This includes treating colleagues, clients, and customers with respect and integrity.]
- Harassment, discrimination, and bullying are not tolerated.

Confidentiality

- Employees must protect confidential information related to the company, clients, and colleagues.
- [COMPANY SPECIFIC STANDARD: Employees must not disclose any confidential information to unauthorized individuals. This includes proprietary company information, client data, and personal information about colleagues.]
- Unauthorized sharing of confidential information is prohibited.
- [COMPANY SPECIFIC STANDARD: Unauthorized sharing of confidential information will result in disciplinary action, up to and including termination.]

Health and Safety

Occupational Health and Safety

- Familiarize yourself with workplace health and safety protocols.
- [COMPANY SPECIFIC STANDARD: All employees must complete health and safety training during their first week of employment. This includes understanding emergency procedures and how to report unsafe conditions.]
- Participate in safety training and follow all safety guidelines.
- [COMPANY SPECIFIC STANDARD: Employees are required to participate in annual safety training sessions and adhere to all safety guidelines at all times.]

Reporting Unsafe Conditions

- Report any unsafe conditions or incidents to your supervisor immediately.
- [COMPANY SPECIFIC STANDARD: If you identify an unsafe condition or witness an incident, report it to your supervisor immediately using the incident report form available in the HR office.]
- Employees have the right to refuse unsafe work without fear of reprisal.
- [COMPANY SPECIFIC STANDARD: Employees have the right to refuse work they believe to be unsafe. If you refuse unsafe work, inform your supervisor and HR immediately.]

Diversity and Inclusion

Commitment to DEI

- [Company Name] is committed to fostering a diverse, equitable, and inclusive workplace.
- [COMPANY SPECIFIC STANDARD: We value diversity and are committed to creating an inclusive environment for all employees. Our DEI initiatives include diversity training, employee resource groups, and an inclusive hiring process.]
- Participate in DEI training and initiatives to promote an inclusive environment.
- [COMPANY SPECIFIC STANDARD: All employees will be invited to complete DEI training within their first month of employment and participate in ongoing DEI initiatives.]

Cultural Sensitivity

- Respect and value the diverse backgrounds of your colleagues.
- [COMPANY SPECIFIC STANDARD: We encourage employees to respect and value the diverse backgrounds and perspectives of their colleagues. Cultural sensitivity training is provided to help employees understand and appreciate different cultures.]
- Engage in open communication to understand and appreciate different perspectives.
- [COMPANY SPECIFIC STANDARD: Open communication is key to understanding and appreciating diverse perspectives. We encourage employees to engage in respectful dialogue and seek to understand the experiences of their colleagues.]

Benefits and Perks

Health and Wellness Benefits

- Many employers offer health insurance, dental coverage, and other wellness benefits. Review the benefits package provided by your employer.
- [COMPANY SPECIFIC STANDARD: Our health and wellness benefits include comprehensive health insurance, dental coverage, vision care, and access to wellness programs such as gym memberships and mental health support.]

Employee Assistance Programs (EAP)

- EAPs offer support for personal and work-related issues, including counseling and mental health services.
- [COMPANY SPECIFIC STANDARD: Our Employee Assistance Program provides confidential counseling services, financial advice, and support for personal and work-related issues. This service is available to all employees and their immediate family members.]



Leaves and Absences

Vacation Leave

- Employees are entitled to a minimum of two weeks of paid vacation after one year of service, increasing with tenure.
- [COMPANY SPECIFIC STANDARD: Employees are entitled to two weeks of paid vacation per year after completing one year of service. After five years, this entitlement increases to three weeks.]

Sick Leave

- Policies vary, but employees are generally entitled to a certain number of paid or unpaid sick days each year.
- [COMPANY SPECIFIC STANDARD: Employees are entitled to five paid sick days per year. If you need to take a sick day, notify your supervisor as soon as possible.]

Parental Leave

- Eligible employees can take maternity, paternity, or parental leave. Benefits and duration are governed by provincial and federal laws.
- [COMPANY SPECIFIC STANDARD: We offer maternity, paternity, and parental leave in accordance with provincial and federal regulations. Eligible employees can take up to 18 months of leave, with benefits as outlined by Employment Insurance (EI).]

Workplace Accommodations

Accessibility and Accommodations

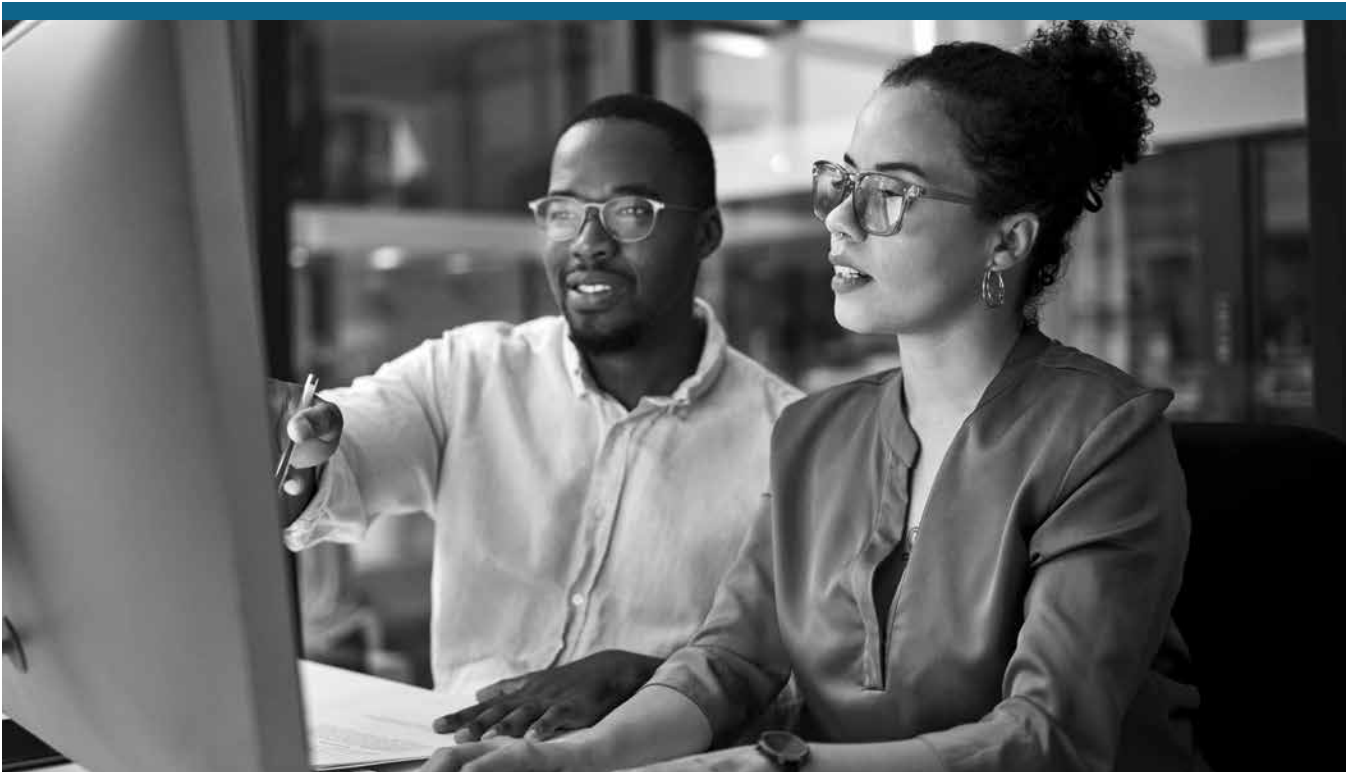
- [Company Name] is committed to providing accommodations for employees with disabilities.
- [COMPANY SPECIFIC STANDARD: We are committed to providing reasonable accommodations for employees with disabilities. If you require accommodations, please contact HR to discuss your needs.]
- Discuss any required accommodations with your supervisor or HR department.
- [COMPANY SPECIFIC STANDARD: If you need any accommodations to perform your job, speak with your supervisor or the HR department to arrange suitable adjustments.]

Conflict Resolution

Addressing Workplace Conflicts

- If conflicts arise, address them promptly and professionally.
- [COMPANY SPECIFIC STANDARD: We encourage employees to address conflicts promptly and professionally. If you are unable to resolve a conflict, seek assistance from your supervisor or HR.]
- Utilize mediation and conflict resolution resources provided by your employer.
- [COMPANY SPECIFIC STANDARD: Our conflict resolution resources include mediation services and conflict resolution training. Contact HR to learn more about these resources.]





Training and Development

Professional Development

- Participate in training programs and workshops offered by your employer.
- [COMPANY SPECIFIC STANDARD: We offer a variety of training programs and workshops to support your professional development. Employees are encouraged to take advantage of these opportunities.]
- Discuss career development opportunities with your supervisor.
- [COMPANY SPECIFIC STANDARD: Discuss your career goals with your supervisor to identify development opportunities and create a personalized career growth plan.]

Continued Education

- Some employers offer tuition reimbursement or support for continued education. Inquire about available programs.
- [COMPANY SPECIFIC STANDARD: Our tuition reimbursement program supports employees pursuing continued

Additional Resources

We provide access to additional resources to support your understanding of workplace standards in Nova Scotia:



Skills Development Nova Scotia- FREE online courses:
SkillsonlineNS
skillsonlinens.skillspass.com/



Employee Onboarding Guide

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