## HIRING POLICY

The purpose of this policy is to outline the processes [Organization Name] will follow to ensure our hiring practices are fair, consistent, equitable and in line with all applicable legislation such as the *Canadian Human Rights Act*, the *Employment Equity Act*, and the *Canada Labour Code*. Note that [Organization Name] full employment equity proactive practices can be found in its Employment Equity Policy.

POLICY

[Organization Name] is committed to the principles of equality and diversity in the workplace. We aim to hire the best candidate for the position based on their qualifications and merit in terms of knowledge, skills, and experience. [Organization Name] will not discriminate against job applicants on any of the grounds protected by human rights legislation during any phases of the recruitment, screening, and hiring process.

All hiring managers of [Organization Name] will treat all job applicants with dignity and respect.

At no time during the interview process will any questions be asked that touch on any prohibited areas outlined in the *Canadian Human Rights Act* (including race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability, and conviction for an offence for which a pardon has not been granted).

Reference Checks

Reference checks must be completed for any candidate that is considered for hiring prior to making an offer of employment, to validate credentials and the accuracy of information provided by the candidate during the recruitment and screening process.

Employment Agreements

Any offers of employment will be sent as employment agreements and will outline the full terms and conditions of employment, including any further steps that the applicant must agree to complete to be eligible for employment (example: successful police records check). The employment agreement will include a 5-7 business days review period so that the candidate may review it and understand the terms and benefits.

These employment agreements will contain a probationary period, the length of which will be outlined in the employment agreement, so that the employer and employee can trial the fit between the employee and the position.

Once the employment agreement is signed by the employee and any additional agreed terms have been met, the new employee may begin work on the agreed upon date. New employees will receive orientation and training about key policies and safety issues that pertain to their position or that are required by law.

Orientation

[Organization Name] will ensure that all employees who are beginning their employment with the organization or who have been assigned new job duties/responsibilities are provided with appropriate orientation. Our orientation process will not only orient employees to their job duties/responsibilities, but also familiarize them with [Organization Name]’s safety processes.

Orientation shall cover information concerning policies and procedures, occupational health and safety, as well as organizational goals. It is the policy of [Organization Name] to integrate new employees in a manner that will generate a positive and lasting employment relationship. Orientation is also intended to provide for legislative compliance and protection of the health and safety of employees and others who may work on [Organization Name]’s premises by ensuring that all health and safety training is conducted for employees before the assignment of regular work.

Employees will be provided with orientation and training, as it relates to their position, beginning on their first day of employment. Topics covered will include:

* Job description;
* Probationary period;
* Daily operations;
* General administrative procedures;
* Work hours, breaks, mealtimes and other rules;
* Call-in procedures and applicable phone numbers;
* Handling of confidential information;
* Employee expectations and goals;
* Performance goals and objectives;
* Health and safety processes, including injuries, emergency preparedness, organizational contacts for health and safety concerns, etc.; and
* Performance review process.

[Organization Name] will review the necessary health and safety policies and procedures with new employees, as required by the mandated legislation. Including, but not limited to:

* The reporting of unsafe conditions and the right to refuse to perform unsafe work;
* Workplace health and safety rules;
* Workplace/work-related hazards that employees may encounter;Procedures for working alone or in isolation;
* Measures to reduce risk of violence in the workplace and procedures for dealing with violent situations;
* Personal protective equipment;
* Location of first aid facilities and means of summoning first aid and reporting illnesses and injuries;
* The employer’s health and safety program (if applicable); and
* Contact information for the occupational health and safety committee or the worker health and safety representative, as applicable to the workplace.

[Organization Name] will provide a new worker with additional orientation and training if workplace observation reveals that the new worker is not able to perform work tasks or work processes safely, or

as requested by the new worker.

Personal Information

[Organization Name] will ensure that any personal information collected during any stage of the recruitment and hiring process is retained in an appropriate manner and remains confidential in accordance with the principles established under the *Personal Information Protection and Electronic Documents Act*.