## 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 *Ontario Human Rights Code*, the *Accessibility for Ontarians with Disabilities Act*, and the *Employment Standards Act*.

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.

Accessibility

We welcome applications from persons with disabilities and will provide accommodations during all stages of the hiring process, upon request. This statement will be added to any job postings and all applicants will be reminded of this policy: 1) when they are invited to an interview, and 2) within any job offer provided. All hiring managers of [Organization Name] will treat all job applicants with dignity and respect.

Hiring Process

[Organization Name] is committed to transparency and fairness in our recruitment and hiring practices. In accordance with the *Working for Workers Four Act, 2023*, we will disclose all salary ranges associated with our public job postings to ensure candidates can make informed decisions.

Further, [Organization Name] will not include any requirements related to Canadian experience in publicly advertised job postings.

Additionally, [Organization Name] will inform all candidates if we are using artificial intelligence to screen, assess, or select applicants for job positions. We believe in providing candidates with accurate information about our hiring processes to promote transparency and equity throughout the hiring process.

[Organization Name] will retain copies of all publicly advertised job postings for three years after access to the postings by the general public have been removed.

Ontario Human Rights Code

At no time during the interview process will any questions be asked that touch on any prohibited areas outlined in the *Human Rights Code (s*uch as age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, sex/pregnancy, family status, marital status, sexual orientation, gender identity, gender expression, and record of offences).

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).

These employment agreements will contain a probationary period of three months, so that both 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 at 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.

Information Statement of Employment - Requirement as of July 1, 2025

Note: this requirement is for employers with 25 or more employees.

[Organization Name] shall provide an employee with the below information, in writing, before the employee’s first day of work or, if it is not practicable for it to be provided before, then as soon as is reasonably possible.

The information statement must include:

* The legal name of the employer, as well as any operating or business name of the employer if different from the legal name.
* Contact information for the employer, including address, telephone number and one or more contact names.
* A general description of where it is anticipated that the employee will initially perform work.
* The employee’s starting hourly or other wage rate or commission, as applicable.
* The pay period and pay day established by [Organization Name].
* A general description of the employee’s initial anticipated hours of work.

Personal Information

[Organization Name] will ensure any personal information collected during any stage of the recruitment and hiring process is retained in an appropriate manner and remains confidential.