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Employer Policy Checklist

Ontario employers of provincially regulated workplaces should have, at a minimum, up-to-date, written policies covering most of the following topics:

Core employment policies (in alpha order):

- Accessibility
- Accommodation
- Anti-discrimination, Anti-harassment and Anti-violence
- Anti-Spam
- Attendance, Lateness and Absenteeism
- Background Checks
- Communication and Information Systems Usage
- Confidential Information
- Conflict of Interest and Breach of Trust
- Continuing Education and Professional Development
- Discipline
- Dress Code
- Email
- Emergencies
- Employee records
- External Communications
- Health and Safety
- Illness and Injury at Work
- Infectious Disease Emergency Leave
- Internet Use
- Mission Statement, Core Values
- Pandemic Policy
- Performance Management
- Privacy and Security
- Recruitment, Employment and Placement
- Relationships
- Remote Work



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- Smoke and Vape-Free Workplace
- Social Media
- Sponsored Activities and Social Events
- Substance Use in the Workplace
- Use of Company Property and Equipment
- Use of Personal Vehicles
- Vaccination
- Workplace Hazardous Material Information System

Policies if the subject matter is not already extensively covered in an enforceable employment contract (in alpha order):

- Benefits
- Bonuses
- Compensation
- Dispute Resolution
- Expenses
- Hours of Work and Breaks
- Intellectual Property
- Leaves of Absence
- Non-Solicitation of Customers and Employees
- Overtime
- Personal Days
- Probation
- Public Holidays
- Suspensions
- Temporary Layoffs
- Termination of Employment (by employer and employee)
- Vacation

Please note: This document is not intended as legal advice. It is for educational purposes and to assist employers in determining which policies it may require for its unique workplace. Employers should then seek legal advice for assistance in preparing the actual policies and how to effectively communicate them to employees. Use of this document does not create a lawyer-client relationship with Mitchell Rose Professional Corporation. The policy topics referred to above are non-exhaustive and subject to change. Some policies may not be applicable to all workplaces, while others are mandatory.