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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:

Mandatory HR employment policies (in alpha order):

- Accessibility
- Pay Equity
- Right to Disconnect
- Workplace Health and Safety
- Workplace Violence and Harassment

Core HR employment policies (in alpha order):

- Accommodation
- Anti-discrimination, Anti-harassment and Anti-violence
- Anti-Spam
- Attendance, Lateness and Absenteeism
- Background Checks
- Benefits
- Bonuses
- Communication and Information Systems Usage
- Compensation
- Confidential Information
- Conflict of Interest and Breach of Trust
- Continuing Education and Professional Development
- Discipline and Performance Management
- Diversity, Equity and Inclusion
- Electronic Monitoring
- Email
- Emergencies
- Employee records
- Expenses
- External Communications
- Illness and Injury at Work



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- Intellectual Property
- Internet Use
- Mission Statement, Core Values
- Non-Disparagement
- Overtime
- Pandemic Policy
- Privacy and Security
- Recruitment, Employment and Placement
- Relationships
- Remote Work
- Smoke and Vape-Free Workplace & Substance Use
- Social Media
- Use of Company Property and Equipment
- Use of Personal Vehicles
- Vaccination
- Workplace Hazardous Material Information System

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

- Dispute Resolution (including mediation and arbitration)
- Dress Code
- Hours of Work, Breaks
- Leaves of Absence (including Infectious Disease Emergency Leave)
- Non-Solicitation of Customers and Employees
- 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.