

ONTARIO EMPLOYER WORKPLACE TIPS

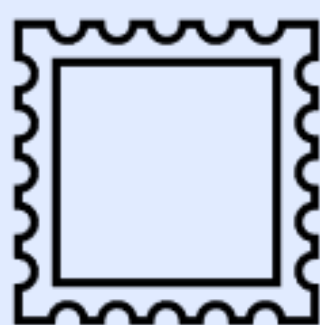


POLICIES

Some policies are mandatory and required by law. Others are important to have. Policy topics may not be applicable to your workplace, are non-exhaustive and subject to change. A free, up-to-date checklist is available for download: mitchellrose.ca/resources.

POSTINGS

Workplaces are required by law to display certain Employment Standards and Occupational Health & Safety posters, as well as names and locations of Joint Health and Safety representative(s), along with handing out employee information sheets.



TRAINING

Ontario employers have a legal obligation to provide training on violence prevention, harassment prevention, the Accessibility for Ontarians with Disabilities Act (AODA), and health & safety.

ANNUAL EMPLOYMENT DOCUMENT REVIEW

Review your employment policies, employment agreements and employee handbooks annually to ensure they meet business operations needs. Employment law judicial decisions also influence the need for updates.



HELP WITH UPDATING DOCUMENTS

Employers should seek legal advice for assistance in preparing policies, contracts and handbooks to reflect employment law changes, or when other employment matters arise such as terminations.

This document is for educational purposes only and is not intended as legal advice. Employers should seek legal advice for assistance in preparing policies, contracts and handbooks.

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