


HR ESSENTIALS | \$499

- ✓ Access to 75 Policies, Procedures and HR Templates (listed below)
- ✓ Guide to Customization
- ✓ Monthly Newsletter with Legislation updates and best practice reminders




**OUR HR ESSENTIALS
ENSURES YOUR BUSINESS
HAS ALL THE POLICIES AND
PROCEDURES IN PLACE TO BE
LEGISLATIVELY COMPLIANT**

LIST OF POLICIES, PROCEDURES & TEMPLATES

- Privacy Policy
- Workplace Harassment and Violence Prevention Policy
- Whistle Blowing Policy
- Code of Business Conduct Policy
- Information Systems, Internet Use and Social Media Policy
- Performance Management Policy
- Corrective Action Policy
- Termination of Employment Policy
- Respect in the Workplace Policy
- Recruitment and Selection Policy
- Probationary Period Policy
- Compensation Policy
- Vacation Policy
- Training and Development Policy
- Business Expenses Policy
- Dress Code Policy
- Company Cell Phone Use Policy
- Vehicle Use Policy
- Visitors in the Workplace Policy
- Drugs and Alcohol in the Workplace Policy
- Smoke-Free Workplace Policy
- Possession of Weapons Policy
- Media Relations Policy
- Hours of Work Policy
- Working from Home Policy
- Overtime and Other Premiums Policy
- General Holidays Policy
- Earned Days Off Policy
- Sick Leave Policy
- Leaves of Absence Policy
- Health and Safety Policy
- Incident Reporting Form
- Company Vehicle Use Agreement
- Confidentiality of Company Information Agreement
- Employee Expense Report
- Employee Grievance Form
- Employee Status Change Form
- Employee Agreement Template
- Exit Interview Template
- Employee Disciplinary Memo
- Employee Performance Review Form
- Offer of Employment Letter
- Gratuitous Payment Letter
- Hourly Wage Increase Letter
- Employee File Checklist
- Employee Verification Form
- Independent Contractor Agreement
- Offer of Modified Work Duties Form
- Overtime Agreement
- Performance Improvement Letter
- Personal Vehicle for Company Business Use Agreement
- Probationary Performance Review Form
- Probationary period Completion letter
- Resignation Acceptance Letter
- Return to Work Plan
- Salary Increase Letter
- Reference Release for Departing Employee
- Release Form
- Severance Payment Offer Letter
- Termination Checklist
- Termination for Just Cause Letter
- Termination Without Cause Letter with Gratuitous Payment
- Termination within Probationary Period Letter
- Termination without Cause Letter with Severance Payment
- Training Request Form
- Vacation Request Form
- Absence Request Form
- Staffing Request Form
- Recruitment Strategy Template
- Job Description Template
- Job Posting Template
- Job Application Form Template
- Telephone Screen Interview Template
- Offer of Employment Letter Template
- Letter to Unsuccessful Candidates Template
- Orientation Checklist



 **Purchase
HR Essentials for
only \$499***



**ADDITIONAL
RECOMMENDED
PACKAGES :**



HR Fundamentals | \$1499

HR-In-A-Box | \$4999