

## Terms & Conditions of HR Essentials Program

The Purchaser, hereon called ‘the Client’, has purchased, effective \_\_\_\_\_ (date of purchase), the **HR Essentials Program** (‘the **Program**’) from Salopek & Associates Ltd. (‘Salopek’).

A summary of the Program details is outlined in **Appendix A**.

Upon purchasing the **HR Essentials Program**, the Client will gain access to all files in the Program (as listed in *Appendix A*) via an on-line portal (‘the **Link**’) that allows access to a secure virtual folder containing the Program documents. Access to the Link and documents will expire one calendar year after purchase. After the initial one-year term, the Client can re-subscribe; or Salopek can customize a program that continues to leverage the original documents purchased. Assistance to customize the documents will be an additional charge.

The Client will receive documents in a Word format for easy customization. Documents have been developed based on **Alberta Employment Legislation** and will require the Client to customize based on the Legislation applicable to its organization and under which it operates. A **Guide to Customization** will be provided upon purchase of the Program. For additional support, the Client can contact Salopek at [info@salopekconsulting.com](mailto:info@salopekconsulting.com); or by calling HR-On-Call (1-877-681-1232). Assistance to customize the documents will be an additional charge. Salopek does not take any responsibility for any customization that is not done by one of Salopek’s Associates.

This Program is meant for the benefit of the Client only. The Program documents were created by our expert team of certified HR Specialists and are intended for the sole purpose and use of the Client under the Program. Under no circumstances will the Client share Program documents with, or allow access to the Link by third parties. Sharing with third parties is considered a violation of Salopek’s copyright, as well as the Terms and Conditions of this agreement.

The Client acknowledges and agrees to the proceeding Terms and Conditions by providing payment for the Program; or by accessing the on-line portal (‘the Link’). Further, the Client acknowledges that upon access to the Link, there are no refunds.

## ***Appendix A:***

### **HR Essentials Program:**

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

### **List of Policies, Procedures and HR 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