

EMPLOYMENT MATTERS

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ADVANTAGES TO HAVING AN EMPLOYEE HANDBOOK

Who should have an Employee Handbook?

If your organization has more than a handful of employees, it would be prudent for you to have an Employee Handbook that clearly spells out your workplace policies, procedures and rules. There are significant advantages, both legally and practically, to creating and implementing a Handbook.

What are the advantages?

- They give you a good forum to clearly communicate your policies and rules
- They enable your employees to know what you expect of them and what they can expect of you
- They ensure that every employee receives the same information
- They help provide some measure of certainty in the workplace
- They help provide a transparent means of dealing with workplace disputes
- They can assist in reducing legal liability through consistent application of policies

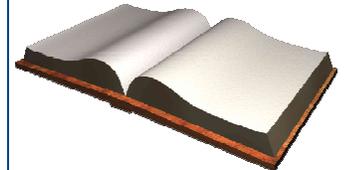
What topics should my Handbook address?

Your Handbook should include all of your organization's policies and rules with respect to the workplace. You may choose to have a Handbook that covers only the basics, or you may choose to take this opportunity to implement policies in areas you feel are lacking.

Topics to consider are the following:

- Benefits
- Attendance & Punctuality
- Discipline
- Health and Safety
- Dress Code
- Confidentiality
- Key Card Access
- Expenses
- Leaves of Absence
- Telephone Usage
- Internet and Email Usage
- Anti-Harassment
- Anti-Violence
- Anti-Discrimination
- Accommodation
- Social Media
- Pregnancy and Parental Leave
- Disability Benefits
- Vacation Time
- Sick Days
- Compassionate Leave
- Performance Reviews

As can be seen from the above, the list of topics is endless. Ultimately, you decide what is important to your organization. If you would like a review of your current Handbook, to update your current Handbook, or if you would like to implement a new Handbook, I would be happy to assist. You can contact me at 416-365-3703 or at amarsland@foglers.com.



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