<u>Checklist of Essential HR Policies for New</u> Brunswick



The policies every employer operating in New Brunswick must have.

What HR policies do we need to have in our province?

That is the one question we at HR Compliance Insider get the most. The basic answer is that you need policies to ensure compliance with your jurisdiction's employment standards, human rights and OHS regulations, as well as the so-called common law which governs issues like termination, employment contracting and general workplace conduct. However, there are also slight variations by province. So, we've decided to create a Checklist of essential HR policies in each part of Canada. Here's a New Brunswick version.

Must-Have HR Policies for New Brunswick Employers

□Anti-Discrimination Policy (you can also have separate policies for racial, sex, age, disability, sexual orientation, gender identity and expression, religion, family status, criminal background and other protected characteristics)

- □ Reasonable Accommodations Policy
- □ Equal Pay for Equal Work Policy
- □Workplace Accessibility Policy
- □Bullying & Cyberbullying Policy
- □Workplace Violence & Harassment Policy
- □Domestic Violence in the Workplace Policy
- □Respectful Workplace Policy
- □ Personal Privacy in the Workplace Policy
- □Computer, Social Networking & Internet Use Policy
- □Workplace Data Security Policy

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□ Employee Right to Disconnect Policy
□Use of Digital Monitoring Technology in the Workplace Policy
□Flexible Benefits/Telecommuting/Work from Home Policy
□Substance Abuse, Impairment & Fitness for Work Policy
□Drug & Alcohol Testing Policy
□Attendance & Absenteeism Policy
□ Hours of Work & Work Schedule Policy
□General HR Code of Conduct
□Progressive Discipline Policy
□Work Hours & Overtime Policy
□Payment of Wages Policy
□Vacation Policy
□General & Statutory Holidays Policy
□General Leaves of Absence Policy
□ Pregnancy Leave Policy
□Parental & Adoption Leave Policy
□Family Medical Leave Policy
□Family Caregiver Leave Policy
□Family Responsibility Leave Policy
□Bereavement Leave Policy
□Organ Donor Leave Policy
□Court & Jury Duty Leave Policy
□Critical Illness Leave Policy
□Infectious Disease & Emergency Leave Policy
□Child Death Leave Policy
□Crime-Related Child Disappearance Leave Policy
□Domestic or Sexual Violence Leave Policy
□Sick Leave & Paid Sick Days Policy
□Military Reservist Leave Policy
□Termination of Employment Policy
□Non-Retaliation/Reprisals Policy
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