Checklist of Essential HR Policies for Nova Scotia



The policies every employer operating in Nova Scotia 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 jurisdiction. So, we've decided to create a Checklist of essential HR policies in each part of Canada. Here's a Nova Scotia version.

Must-Have HR Policies for Nova Scotia 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

☐Bullying & Cyberbullying Policy

☐Workplace Violence & Harassment Policy

☐Domestic Violence in the Workplace Policy

☐Respectful Workplace Policy

☐Personal Privacy in the Workplace Policy

☐Lie Detectors in the Workplace Policy

☐Computer, Social Networking & Internet Use Policy

☐Workplace Data Security Policy

☐Employee Right to Disconnect 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

☐Maternity, 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

☐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

☐General Occupational Health and Safety Policy

☐Refusal of Dangerous Work Policy

☐Joint Health & Safety Committee Policy

☐Emergency Response & Evacuation Policy

☐First Aid Policy

☐Infection Control & Prevention Policy

☐Incident & Injury Investigation & Reporting Policy

☐WHMIS Policy

☐OHS Policies addressing hazards at your worksite, which may include Fall Hazards, Confined Spaces, Electrical Hazards, Designated Substances, Machine & Equipment, Power Tools, Powered Mobile Equipment, Cranes, Hoists, Lifting Apparatus, Traffic Hazards, De-Energized Equipment, Excavations, Working Alone, Material Handling, Hot Work, Heat Stress, Cold Stress, Musculoskeletal Injuries, etc.

Nice-to-Have HR Policies in Nova Scotia

☐Workplace Accessibility Policy

☐Use of Digital Monitoring Technology in the Workplace Policy

☐Visitors Safety & Rules of Conduct Policy

☐Children in the Workplace Policy

☐Group Benefits Plans Policy

☐Business & Travel Expenses Policy

☐Conflict of Interest Policy

☐Gifts, Favors & Entertainment Policy

☐Smoking in the Workplace Policy

☐Off-Duty Conduct Policy

☐Dress Code & Personal Appearance Policy

☐Performance Review & Management Policy

☐Inclement Weather Policy

☐Bring Your Own Device Policy

☐Use of Cell Phones in the Workplace Policy

☐Genetic Testing Policy

☐Employee Right to Disconnect Policy