Checklist of Essential HR Policies in Ontario



The policies every employer doing business in Ontario has to 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 province'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 the Ontario version.

Must-Have HR Policies in Ontario

☐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

☐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

☐ Compensation, Salary & Benefits Policy

☐General Leaves of Absence Policy*

☐Maternity & Parental Leave Policy

☐Compassionate Care Policy

☐Child Death or Disappearance Leave Policy

☐Personal & Sick Leave Policy

☐Family Violence Leave Policy

☐Bereavement Leave Policy

☐Court & Jury Duty Leave Policy

☐Military Reservist Leave Policy

☐Termination of Employment Policy

☐Non-Retaliation/Reprisals Policy*

☐General Occupational Health and Safety Policy*

Nice-to-Have HR Policies in Ontario

☐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

Policies marked with * are required by law.