

Dealing With Government Inspectors Policy



1. POLICY

- Employees should treat government inspectors with respect and consideration.
- Whether in person or by telephone, the **[Human Resources Manager]** is the authorized to be the initial contact. The most senior management representative of XYZ Co. will act as the initial contact if the **[Human Resources Manager]** is unavailable and the matter cannot be postponed.
 - Government inspectors attending the workplace shall be asked for their identification and to disclose the purpose of the visit. The inspector will be asked to provide a warrant if the purpose of the visit is an investigation.
- To the best of their ability, all employees shall provide the **[Human Resources Manager]** with any requested documents or materials within the scope of the warrant or inspection to assist the inspector.
- When the government inspector questions employees, the employees shall answer truthfully but shall not offer any information that has not been requested.

2. PURPOSE

1. XYZ Co. is desirous of developing and fostering good relationships with government inspectors and to co-operate to the fullest extent in accordance with the law, maintaining its rights regarding secrets, documents subject to privacy regulations and other privileged documents and information.

3. SCOPE

- This policy applies to all employees of XYZ Co.

4. RESPONSIBILITY

- The **[Human Resources Manager]** is responsible for:
 - all interaction with government inspectors and fostering positive, co-operative relationships.
 - ensuring that proper documentation has been obtained prior to allowing inspection or investigation of the premises.
- **Employees** are responsible for:

- ensuring that the **[Human Resources Manager]** is summoned to deal with telephone calls or visits from the government inspectors.
- contacting the most senior representative of XYZ Co. to deal with the matters of the government inspectors if the **[Human Resources Manager]** is unavailable.
- treating all government inspectors with respect and to co-operate in providing accurate, truthful information as requested by the **[Human Resources Manager]**.

5. DEFINITIONS

1. **“Government Inspector(s)”** means any representative of a government agency, board or commission not associated with **[Company]**, who has the legal or regulatory authority to enter, inspect or investigate **[Company]** and its operations, and includes Employment Standards officers, Occupational Health and Safety Officers and police, among others.
2. **“Privileged documents and information”** are those documents, information and communications, made in confidence by **[Company]** for the purpose of obtaining legal advice.

6. REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

1. *Employment Standards Act (British Columbia)* *Personal Information Protection Act (British Columbia)* *Tobacco Control Act (British Columbia)*

Workers Compensation Act (British Columbia) SPP HR 6.01.BC – Health and Safety Principles SPP HR 6.03.BC -Accident Investigation

7. PROCEDURE

- Upon arrival of a government inspector at the workplace, the employee who is the initial contact must summon the **[Human Resources Manager]**, or in his or her absence, the most senior management representative of **[Company]** on the premises to greet the government inspector.
- A government inspector maybe required to provide a valid warrant prior to being allowed access to the workplace if the purpose of the attendance appears to be an investigation regarding a matter which could result in criminal or provincial offence charges.
- The government inspector shall be provided with documents, materials or things specifically requested by the **[Human Resources Manager]** or his or her alternate subject to paragraph 7.2 and shall provide copies of said documents upon request. Unless the government provides a written receipt, nothing shall be removed from premises.
- While the government inspector is on the premises, at all times, the **[Human Resources Manager]** shall accompany the government inspector and make notes of any concerns the government inspector may have in relation to the operations of XYZ Co.
- The **[Human Resources Manager]**, in conclusion of a government inspection shall:
- review any concerns noted during the inspection with the appropriate department manager(s).
- ensure corrective action is implemented to eliminate the concern (s) noted.

8. ATTACHMENTS

None.