

# Employment Standards Act Policy



## 1. Purpose

[Organization name] believes it is important that all of our employees are fully informed of their employment rights and the standards of (name of Province and Territory). We make every effort to ensure our employee's rights are respected. The purpose of this policy is to help us ensure that all of our employees have been clearly informed of their employment rights and the standards in our Province and Territory.

In (name of Province or Territory) we are required by legislation to ensure that our employees are fully aware of their employment rights and further required to demonstrate we have made efforts to inform our employees of their employment rights.

## 2. Scope

This policy applies to all employees including full and part-time, temporary, occasional and contract. The legislation referenced may have different provisions for different categories of employee or contractor but the goal of the policy is to inform all employees of the employment standards within our jurisdiction. All managers and supervisors at [Organization name] are required to understand and apply this policy.

## 3. Definitions

**Employment Standards Act:** Legislation that regulates employment in the Province of Ontario, including wages, maximum work hours, and workplace health and safety.

### Governing Laws and Regulations

1. The Employment Standards Act, 2000 (Ontario, Canada)
2. "Stronger Workplaces for a Stronger Economy Act", 2014 (Bill 18)
3. AODA (Accommodation for Ontarians with Disabilities act), 2005

## 4. Policy

## **Responsibility**

Human Resources and all Supervisors are responsible for ensuring that every employee receives a copy of this poster and that dissemination of this poster and receipt thereof tracked.

## **5. Procedure**

- A printed or electronic (or alternate format) copy of the Ministry of Labour's Employment Standards Poster will be provided to every new employee within 30 days of hire date with (company name). Employees hired before May 20<sup>th</sup>, 2015 will be provided with this poster immediately and before June 19<sup>th</sup>, 2015.
- The Human Resources department will ensure that this poster is provided as part of the employee onboarding process, provided directly by HR or by the employee's supervisor or manager (indicate relevant details based on your onboarding process)
- All employees will acknowledge receipt of this poster by signing the acknowledgement agreement (sample below) on paper or electronically. This acknowledgement may be received as part of signing an agreement that the employee has read and agreed to abide by the full package of policies and procedures of the organization (if this policy is contained within the full policy and procedures document acknowledgment of receipt and review of all policies may be sufficient within your jurisdiction).
- Alternate format versions of this policy and the poster will be made available and accessible to accommodate employees who require accommodation.
- Employees will be asked if they require accommodation including alternate format to receive, review and understand this policy and the relevant poster. An employee's supervisor will take every step to ensure that if accommodation is required, including accommodation for disability or language barriers, this accommodation is offered and received.
- HR will check and track that this poster has been received and acknowledged by every employee and be able to demonstrate the steps taken to provide this poster as required.

## **Employee Employment Standards Act Notification Policy Employee Agreement Acknowledgement:**

### **Agreement**

I, [employee name], have been provided with a (printed or electronic) copy of the Ontario the Ministry of Labour's Employment Standards Poster and have read and understand the information contained within this poster. If I require accommodation to read this poster I have been provided with an alternate format and an opportunity to consult with my supervisor or Human Resources to better understand my employment rights as indicated in this poster. I have further been provided with a copy of (company name's) Employee Employment Standards Act Notification Policy and have read and understood the same.

Employee Name

Employee Signature

Date

Original filed in HR with copy to Manager and Employee

**6. Revision History**

<b>Version</b>	<b>Change</b>	<b>Author</b>	<b>Date of Change</b>
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