Workplace Policies That All Businesses Need

Ontario employers are required by law to have certain workplace policies in place at work. The policies that employers **must** have include the following:

1. a *Workplace Health and Safety* Policy;
2. a *Workplace Violence and Harassment* Policy;
3. an *Accessibility* Policy; and
4. a *Pay Equity* Plan (employers with 10 or more employees).

Failure to have these policies in place is a violation of Ontario law and may result in the imposition of statutory fines and penalties.

While not required by statute, there are other policies that employers are well advised to have in place, including:

1. a *Drug & Alcohol* Policy (updated to address medical and non-medical cannabis);
2. a *Social Media* Policy;
3. an Investigations Policy;
4. a *Human Rights* Policy;
5. an *Accommodation* Policy;
6. an *Absenteeism* Policy; and
7. a *Privacy* Policy.

These policies not only help employers monitor and govern employee conduct, but also establish internal rules and processes that, if followed, will help employers limit potential liabilities.

Many small or start-up businesses are either unaware of their legal obligation to have policies in place or simply do not know where to start when it comes to drafting and implementing polices.

Our Employment and Labour Law group can quickly and effectively furnish employers with a complete set of policies ensuring that our clients are compliant with both Ontario law and best practices. Contact our team to help you implement policies in a cost effective manner.

The content of this article is intended to provide a general guide to the subject matter. Specialist advice should be sought about your specific circumstances.

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