## NEW HIRE POLICY

[Organization Name] intends to follow all provincial requirements governing the onboarding of new employees. In order to perform and develop effectively in their responsibilities, [Organization Name] aims to guarantee that all workers are properly and efficiently introduced to their new positions as well as [Organization Name]'s essential policies, systems, and processes.

PROCEDURE

[Organization Name] HR will begin the onboarding process after an individual accepts the role, ensuring a great onboarding experience for the new hire.

Welcome Employees

HR is expected to conduct the following tasks prior to and/or on the first day of work for new employees:

* New employees should be announced ahead of time so that others can greet and support them on their first day;
* Form a team with the recruiting manager to greet new workers on their first day and tour them around;
* Provide new hires with a learning schedule that includes the names of the persons they'll be seeing and the dates they'll be meeting (if appropriate); and
* Provide onboarding documentation to new employees, such as the company's policy manual and/or health and safety manual, which they must study before their first day on the job.

Collect Required Information

The following information will be collected prior to and/or on the first day of work of a new employee:

* Collect the necessary payroll data, such as employee’s:
  + Direct Deposit Information (Void Cheque or bank account digits)
  + Address
  + Phone Number
  + Obtain the name of a contact person to call in the event of an emergency
  + Driver’s licence (for those driving company vehicles)
  + Driver’s abstract or police records check (if applicable)

Policies and Procedures

The organization will perform the following as part of the orientation process:

* Provide health and safety training tailored to the firm, such as task site procedures or tool safety;
* Reiterate the primary requirements using the following examples:
  + Conduct at work and with clients;
  + Safety while working;
  + Hours of work, including when breaks may be taken;
  + attendance, absenteeism (procedure to follow if they are ill/late);
  + Do they know your COVID safety plan and procedures;
* Request that new hires acknowledge and agree to the corporate policy manual;
* Provide new hires with Job Descriptions for their positions (if applicable);
* Inform new hires who to contact inside the company if they have any questions or concerns;
* Ascertain that new hires are comfortable asking questions and know who to contact;
* Assign a mentor or supervisor to demonstrate good workplace practices and expectations;
* Ascertain that employees are aware of their safety rights and obligations;
* Provide training on all essential areas of legislation, such as workplace violence and harassment, health and safety awareness, and WHMIS.

Other Information

The organization will give the following information to new workers during orientation:

* Explain the payroll procedure (or provide this information in writing):
  + When employees get paid;
  + Pay stubs or online access to pay information;
  + Benefits forms to be filled out
* Where to find First Aid Kits;
* Explanation of what to do in the event of an on-the-job injury or accident;
* Location of tools/supplies;
* Provide any agreements pertaining to the borrowing of tools/supplies or anything similar that need to be signed;
* Company email address (if applicable);
* How employees can get to job sites (if applicable):
  + Using company vehicle or safe driving expectations
  + Any information needed regarding obtaining gas for vehicles