

HR POLICY COMPLIANCE CHECKLIST (ONTARIO)

The following is a list of recommended policies that you have at your place of business if you are located in Ontario.

Key Legislated Policies

- Accessibility (AODA - Accessibility for Ontarians with Disabilities Act)
- Protection of Employee Information
- Pay Equity (if 10 or more employees)
- General Occupational Health and Safety Statement
- Workplace Anti-Harassment and Discrimination
- Workplace Anti-Violence
- WHMIS (Workplace Hazardous Materials Information Systems)
- Emergency Preparedness and Response (if more than 20 employees)
- Joint Health and Safety Committee (if more than 20 employees)
- Right to Disconnect Policy (if more than 25 employees)
- Electronic Monitoring Policy (if more than 25 employees)
- Hazard Specific Policies that apply at your organization such as:
 - Personal Protective Equipment
 - Working Alone
 - Heat Stress
 - Safe Machine Handling

Recommended Common Law Policies

- Commitment to Human Rights
- Code of Conduct
- Hiring
- Termination
- Progressive Discipline
- Hours of Work/Overtime
- ESA Protected Leaves
- Public Holidays
- Right to Refuse Unsafe Work
- Duty of Persons Directing Work
- Smoke Free Workplace
- Drugs and Alcohol
- Social Media/Use of Technology
- Working from Home (if applicable)