

# EMPLOYEE HANDBOOK

Thank you for purchasing the Employee Handbook. This manual is intended to be used as a template to assist organizations in creating their own Employee Manual. This handbook is a guide and we expect that you will need to modify parts of it to better reflect your Organization's practices.

Please take the time to review the policies contained in the manual to ensure that they accurately reflect how your Organization operates. If the policies do not reflect your current practices or you do not intend to change your practices to reflect the policies in the manual, please be sure to modify the policies to reflect your Organization's practices. Do not include policies in your manual that your Organization does not follow, as this may put your Organization at risk for future litigation.

Your employee manual is a living document and must always reflect any change in your employment practices. Please note that certain assumptions have been made in creating the manual, however it is up to your Organization to ensure ongoing compliance with provincial employment legislation and standards.

Please note that the sample Employment Manual from [Bernardi Human Resource Law LLP and TJ Solutions](#) has been provided for the exclusive use for the purchaser and cannot be used to create policies or similar manuals to offer or sell to other organizations. These templates are for the personal use of the purchaser and their organizations are not to be shared with non-purchasing organizations. Thank you.

The information contained in this manual is intended as a general guide only and organizations must create their own policies. This manual should not be considered legal advice is not intended to be relied on or replace professional legal advice. If legal advice is required for a specific issue or situation organizations should contact a lawyer.

If you modify any of your policies, please remember to update the manual and provide a copy of the updated policy to all staff.

Feel free to contact us if you have any questions.

**Joy Lerman, Terri Carr, and Asha Rampersad**



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