

EMPLOYMENT STANDARDS

Ministry of Labour, Training and Skills Development -

Employment Standards in Ontario

The *Employment Standards Act, 2000* (ESA) protects employees and sets minimum standards for most workplaces in Ontario. **Employers are prohibited from penalizing employees in any way for exercising their rights under the ESA.**

What you need to know

Public holidays

Ontario has a number of public holidays each year. Most employees are entitled to take these days off work and be paid public holiday pay. Visit Ontario.ca/publicolidays.

Hours of work and overtime

There are daily and weekly limits on hours of work. There are also rules around meal breaks, rest periods and overtime. Visit Ontario.ca/hoursfwork and Ontario.ca/overtime.

Termination notice and pay

In most cases when terminating employment, employers must give employees advance written notice of termination or termination pay instead of notice. Visit Ontario.ca/terminationofemployment.

Vacation time and pay

There are rules around the amount of vacation time and pay employees earn. Most employees can take vacation time after every 12 months of work. Visit Ontario.ca/vacation.

Leaves of absence

There are a number of job-protected leaves of absence in Ontario. Examples include sick leave, pregnancy leave, parental leave and family caregiver leave. Visit Ontario.ca/ESAGuide.

Minimum wage

Most employees are entitled to be paid at least the minimum wage. For current rates visit Ontario.ca/minimumwage.

Other employment rights, exemptions and special rules

There are other rights, exemptions and special rules not listed on this poster, including rights to severance pay and special rules for assignment employees of temporary help agencies.

Subscribe to our news-letter and stay up to date on the latest news that can affect you and your workplace. Visit Ontario.ca/labournews.

Learn more about your rights at:
Ontario.ca/employmentstandards
 1-800-531-5551 or TTY 1-866-567-8893
 @ONTatwork f@OntarioAtWork @Ontarioatwork

Version 9.0

HUMAN RIGHTS CODE

Our organization respects and follows the letter and spirit of the Ontario Human Rights Code.

We support and protect the dignity and worth of everyone. We provide equal rights and opportunities for all employees, clients and volunteers.

Our policies, programs and processes are designed to address, prevent and eliminate discrimination in all aspects of employment and when we provide services to others. We do not tolerate harassment or unwelcome comments and actions. We take prompt action if such problems occur.

These are the prohibited grounds of discrimination under the Code:

race, ancestry, place of origin, ethnic origin, citizenship, sexual orientation, sex, gender identity, gender expression, disability, colour, creed, age (18 and over, 16 and over in housing), marital status, family status, reprisal, receipt of public assistance (in housing), record of offences (in employment) and discrimination because of association.

The Code requires equal treatment in employment, housing, contracts, goods, services and facilities, and membership in vocational associations and trade unions.

The **Ontario Human Rights Commission** works to promote, protect and advance human rights. Its main focus is the root causes of discrimination. Through outreach, cooperation, partnership and advocacy, the OHRC aims to advance Ontario's human rights culture. Contact the OHRC if you want to learn more about human rights education and outreach or human rights issues in Ontario.

The **Human Rights Legal Support Centre** provides free legal services to people who have been discriminated against under Ontario's Human Rights Code. Contact the Centre if you have experienced discrimination and need legal advice or help deciding whether you should make a human rights application.

The **Human Rights Tribunal of Ontario** deals with claims of discrimination filed under the Ontario Human Rights Code. The Tribunal resolves applications through mediation or adjudication. The Tribunal's goal is to resolve claims in a fair, open and timely manner. Contact the Tribunal if you want an application guide or information about the status of your case, copies of any Tribunal forms or information about the Tribunal's procedures.

Case-related enquiries should be directed to:
 The Registrar, Human Rights Tribunal of Ontario
 655 Bay Street, 14th Floor
 Toronto, ON M7A 2A3
 Phone: 416-326-1519 | Toll-Free: 1-866-598-0322
 TTY: 416-326-2027 | TTY Toll-free: 1-866-607-1240
 Fax: 416-326-2199 | Fax Toll-free: 1-866-355-6099
 Email: HRT.O.Registr@ontario.ca

Website: www.ohrc.on.ca
 Email: info@ohrc.on.ca
 Toronto: 416-326-1312
 Toll Free: 1-800-387-9080
 TTY: 416-326-0603
 TTY (Toll Free): 1-800-308-556

Website: www.hrlsc.on.ca
 Tel: 416-597-4900
 Toll Free: 1-866-625-5179
 TTY: 416-597-4903
 TTY (Toll Free): 1-866-612-8627

Website: www.hrtco.ca
 Tel: 416-326-1312
 Tel (Toll Free): 1-866-598-0322
 TTY: 416-326-2027
 TTY (Toll Free): 1-866-607-1240

Ontario Human Rights Commission
 Commission ontarienne des droits de la personne

PAYDAY NOTICE

Regular Paydays for Employees of _____ (Company Name)

Shall be as follows:

Weekly Bi-Weekly Monthly Other

By: _____

Title: _____

EMERGENCY NUMBERS

Police: _____

Ambulance: _____

Fire Department: _____

Hospital: _____

Poison Control: _____

PAYMENT OF WAGES

Employers must establish a regular pay period and a regular pay day for employees. An employer has to pay all the wages earned in each pay period, other than vacation pay that is accrued no later than the employee's regular pay day for the period. Some employees earn commissions or "bonuses" based on sales made in a pay period. In these situations, the employment contract or the practice of the employer often provide that the commission or bonus is "accrued and owing" or "earned" until some future event has occurred. For example, this could be when goods or services have been delivered to the customer and full payment has been received. In such cases, the commission or bonus is not "earned" in the pay period in which the sales are actually made. Instead, in accordance with the employee's accepted or agreed-on practice, it is "earned" and paid at a later date. There are special rules about when employees must be paid their vacation pay. Refer to "When to pay vacation pay" for more information. Use the Employment Standards Self-Service Tool to check compliance with rules on payment of wages and other employment standards entitlements.

How wages (including vacation pay) are paid:
 Cash/cheque: direct deposit includes Interac e-Transfer into the employee's account at a bank or other financial institution. If payment is by cash or cheque, the employer must be paid the wages at the workplace or at some other place agreed to electronically or in writing by the employee. If the wages are paid by direct deposit, the employer's account must be their name. Nobody other than the employer can have access to the account unless the employer has authorized it.

When employment ends:
 If an employee's employment ends, the employer must pay their outstanding wages, including vacation pay (plus any payments due to the employee because the employment has ended - see "Termination of employment" and "Severance pay") no later than seven days after the employment ends; or on what would ordinarily have been the employee's next regular pay day, whichever is later.

Wage statements
 On or before an employee's pay day, the employer must provide the employee with a wage statement that sets out: the pay period for which the wages are being paid; the wage rate, if there is one; the gross amount of wages and - unless the employer is given the information in some other manner (such as in an employment contract) - how the gross wages were calculated; the amount and purpose of each deduction; any amounts that were paid in respect of room or board; the net amount of wages. The wage statement must be in writing, or provided by e-mail if the employee has access to some means of electronic copy. The employee must be able to keep this information separate from their cheque. Special statements regarding vacation pay. Employees may request (in writing) a statement containing the information in the employer's vacation records. The employer is required to provide the information no later than seven days after the request, or the first day after the employee makes the request, whichever is later, but subject to the following: If the employee asks for information concerning the current stub period or vacation entitlement year, the employer is required to provide the information no later than seven days after the stub period or vacation entitlement year ends, or the first pay day after the stub period or vacation entitlement year ends, whichever is later. If the employer is required to provide the information with respect to each stub year or vacation entitlement year once the employee has agreed that vacation pay will be paid on each pay cheque as it is earned, the employer does not need to keep records and provide statements about vacation pay as discussed above. Instead, the employer must report the wages as paid by direct deposit separately from the amount of wages on each wage statement, or provide a separate statement setting out the vacation pay that is being paid. The employer must also keep a record of that information.

Deductions from wages
 Only three kinds of deductions can be made from an employee's wages: 1. Statutory deductions: Certain statutes require an employer to withhold or make deductions from an employee's wages. For example, employees are required to make deductions for income taxes, employment insurance premiums and Canada Pension Plan contributions. An employer is not permitted to deduct more than the applicable statute allows and cannot make a deduction from wages if the money is not owed to the proper authority. 2. Court orders: A court order may indicate that an employee owes money either to the employer or to someone else other than their employer, and that the employer can make a deduction from the employee's wages to pay what is owed. The court order must specifically state that the employer may make a deduction from the employee's wages in order for the employer to make the deduction. If an employee owes money to someone other than their employer, a court order may direct an employer to make a deduction from an employee's wages and send the money to the court clerk or other official, to be paid in turn to a third party. The employer is not allowed to make this deduction if the money is not owed to the court clerk or other official specified in the order. The Wages Act limits how much an employer can deduct at any one time. 3. Written authorization: An employer may also deduct money from an employee's wages if the employee has signed a written statement authorizing the deduction. This is called a "written authorization." An employee's written authorization must state that the employer may make a deduction from their wages. The authorization must also specify the amount of money to be deducted, or provide a method of calculating the specific amount of money to be deducted. An employee's oral authorization or a general statement ("blanket authorization") that an employee owes money to the employer under certain circumstances is not sufficient to allow a deduction from wages. Even with a signed authorization, an employer cannot make a deduction from wages if the purpose is to cover a loss due to "faulty work." For example, "faulty work" could be a mistake in a credit card transaction, work that is spoiled or rejected, or a situation where tools are broken or employer vehicles damaged while on employer business; the employer has a shortage or has had property lost or stolen when an employee did not have sole access and total control over the cash or property that is lost or stolen. A deduction can only be made when the employee was the only one to have access to the cash or property, and has provided a written authorization to the employer to make the deduction.

WORKPLACE HARASSMENT & VIOLENCE

Workplace harassment policy
 General information
 A policy addressing workplace harassment promotes a working environment of dignity and respect and helps keep Ontario's workplaces healthy and safe for workers. The employer must choose to prepare a separate policy regarding workplace harassment or they may combine it with the workplace health and safety policy. The policy should be appropriate action can be taken to stop workplace conduct. An employer is required to prepare a workplace harassment policy under the Occupational Health and Safety Act (OHSA). In addition to including the definition of workplace harassment as defined by the OHSA in its policy, the policy must include the following behaviors as examples of workplace harassment:
 - offensive or intimidating comments or jokes;
 - bullying or aggressive behaviour;
 - displaying or circulating offensive pictures or materials;
 - inappropriate staring;
 - workplace sexual harassment;
 - isolating or making fun of a worker because of gender identity.
 Workplace sexual harassment includes unwelcome solicitation or advances from a manager, supervisor or another person who has the power to hire or punish the worker, or another worker being harassed. The person who receives a workplace harassment complaint should not be under the alleged harasser's direct control. In a larger organization, the person who receives a complaint of workplace harassment may be a supervisor, human resource manager or another person associated with the workplace. There can be persons associated with the workplace such as auditors, education, customer shift changes, representatives, suspension, job transfer or termination) depending on the employer's policy, the nature or severity of the behaviour and circumstances. Actions that are the investigation of an incident or complaint shows that workplace harassment is prevalent or commonplace. An example of action taken could be training for everyone in the workplace or in a department on what is unacceptable behaviour in the workplace. The employer in the workplace harassment policy may also want to address the role of other workplace parties. In a workplace, the employer must consider the role of the union during an investigation. It is also the employer's duty to consult with the joint health and safety committee or the health and safety representative (if any) as the employer develops and maintains the workplace harassment program. A Workplace Harassment Policy is attached to this Code of Practice as Schedule D.

Workplace violence policy
 Every employer in Ontario must prepare and review, at least annually, a policy on workplace violence, as required by the OHSA (section 32.0.1 (1) (a) and (c)). This policy is required regardless of the size of the workplace or the number of workers. If six or more workers are regularly employed at a workplace, this policy must be in writing and be posted in a conspicuous place in the workplace. If fewer than six workers are regularly employed at a workplace, the policy does not necessarily have to be written (Sections 32.0.1 (2) and (3)). However, a Ministry of Labour, Training and Skills Development inspector may order the policy to be in writing (Section 35.1). The workplace violence policy should:
 - show an employer's commitment to protecting workers from workplace violence;
 - address violence from all possible sources (customers, clients, employees, supervisors, workers, strangers and domestic/intimate partners);
 - outline the roles and responsibilities of the workplace parties in supporting the policy and program;
 - be dated and signed by the highest level of management of the employer or at the workplace as appropriate (examples may include, but are not limited to, the President, Chief Executive Officer, senior human resources professional or uppermost member of management at the workplace). See Section 6 for an example to help you develop your workplace violence policy.

Workplace violence program
 In addition to preparing a workplace violence policy and assessing the risks of workplace violence, under the OHSA every employer must develop and maintain a program to implement the workplace violence policy (section 32.0.2).
 The program must include:
 a. measures and procedures to control the risks identified in the assessment required under subsection 32.0.3 (1) as likely to expose a worker to physical injury;
 b. measures and procedures for summoning immediate assistance when workplace violence occurs or is likely to occur;
 c. measures and procedures for workers to report incidents of workplace violence to the employer or supervisor;
 d. how the employer will investigate and deal with incidents or complaints of workplace violence; and
 e. any other elements prescribed in regulation.
 The workplace violence program may incorporate or reference existing programs, procedures or protocols related to workplace violence. For example, there could be existing procedures for emergency situations, incident reporting or personal safety. See Section 6 for more information on the types of measures and procedures that could be part of a workplace violence program.

HEALTH AND SAFETY POLICY

The employer and senior management are vitally interested in the health and safety of its workers. Protection of workers from injury or occupational disease is a major continuing objective. The Employer will make every effort to provide a safe, healthy work environment. All employers, supervisors and workers must be dedicated to the continuing objective of reducing risk of injury. As an employer, you are ultimately responsible for worker health and safety. As a president, owner, manager, chairperson, chief executive officer, etc.) of [insert name of business], I give you my personal commitment that I will comply with my duties under the Act, such as taking every reasonable precaution for the protection of workers in the workplace. Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are subject to various duties in the workplace, including the duty to ensure that machinery and equipment are safe and that workers work in compliance with established safe work practices and procedures. Every worker must protect their own health and safety by working in compliance with the law and with safe work practices and procedures established by the employer. Workers will receive information, training and competent supervision in their specific work tasks to protect their health and safety. It is in the best interests of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization, from the president to the workers.

Signed: _____

Company: _____

INJURY AT THE WORKPLACE

1

Get medical help

Your employer is responsible for providing first aid. See a doctor or go to a hospital if you need treatment. Your employer pays for your transportation on the day of injury..

2

3

4

Document

Tell your employer about your injury or illness. They investigate and keep a record of what happened.

Report to the WSIB

You can scan the QR code below or visit wsib.ca/reporting and follow the steps to submit a Worker's Report of Injury/Illness (form 6). Your employer must report an injury or illness to us within three days.

Work together

We work with you and your employer to help you recover and return to work safely, at the right time.

Questions? We're here to help.

Sign up for our online services to send us a message anytime, anywhere, or call us at 1-800-387-0750 or TTY: 1-800-387-0050. Visit wsib.ca/online-services for details.

Scan the QR code or visit wsib.ca/reporting to submit a Worker's Report of Injury/Illness (form 6).

Ce document est disponible en français sous le titre : En cas de lésion ou de maladie au travail (03/2023)



MINIMUM WAGE

Minimum wage rate	Rates from October 1, 2024 to September 30, 2026	Rates from October 1, 2025	Rates from October 1, 2024 to September 30, 2024	Rates from October 1, 2023 to September 30, 2023	Rates from January 1, 2022 to September 30, 2022
General minimum wage	\$17.60 per hour	\$17.20 per hour	\$16.55 per hour	\$15.50 per hour	\$15.00 per hour
Student minimum wage	\$16.60 per hour	\$16.20 per hour	\$15.60 per hour	\$14.60 per hour	\$14.10 per hour
Hunting, fishing and wilderness guides minimum wage	\$88.05 per hour for working less than five consecutive hours in a day	\$86.00 per hour for working less than five consecutive hours in a day	\$82.85 per hour for working less than five consecutive hours in a day	\$77.60 per hour for working less than five consecutive hours in a day	\$75.00 per hour for working less than five consecutive hours in a day
Rate for working five or more hours in a day whether or not the hours are consecutive	\$176.15 per hour	\$172.05 per hour	\$165.75 per hour	\$155.25 per hour	\$150.05 per hour
Homeworkers minimum wage	\$19.35 per hour	\$18.90 per hour	\$18.20 per hour	\$17.05 per hour	\$16.50 per hour

General minimum wage: This rate applies to most employees. Example for calculating general minimum wage: One week, Julia works 38 hours. She is paid on a weekly basis. The minimum wage applicable to Julia is \$15.50 per hour. Since compliance with the minimum wage requirements is based on pay periods, Julia must be paid at least \$589.00 (38 hours x \$15.50 per hour = \$589.00) in this work week (prior to deductions). (Note that eating periods are not included when counting how many hours an employee works in a week).

Student minimum wage: This rate applies to students under the age of 18 who work 28 hours a week or less when school is in session or work during a school break or summer holidays.

Hunting and fishing guides, wilderness guides minimum wage: The minimum wage for hunting and fishing guides and for wilderness guides is based on blocks of time instead of by the hour. They are entitled to a minimum amount for working less than five consecutive hours in a day, and a different amount for working five hours or more in a day - whether or not the hours are consecutive. A wilderness guide is a person who is employed to guide, teach, or assist a person or people while they are engaged in wilderness activities in a wilderness environment, including the following activities: back-country skiing and snowshoeing, canoeing, kayaking, and rafting, dog-sledding, hiking, horseback riding, rock climbing, operating all-terrain vehicles or snowmobiles, wildlife viewing, survival training. A wilderness guide does not include a hunting or fishing guide or a student under 18 years of age who works 28 hours each week or less or who is employed during a school holiday.

Homeworkers minimum wage: Homeworkers are employees who do paid work in their own homes. For example, they may sell clothes for a clothing manufacturer, answer telephone calls for a call centre, or write software for a high-tech company. Note that students of any age (including students under the age of 18 years) who are employed as homeworkers must be paid the homeworker's minimum wage.

EMPLOYMENT INSURANCE

Employment Insurance (EI) provides regular benefits to individuals who lose their jobs through no fault of their own (for example, due to shortage of work, or seasonal or mass lay-offs) and are available for and able to work, but can't find a job.

Always apply for EI benefits as soon as you stop working. You can apply for benefits even if you haven't yet received your record of employment. If you delay filing your claim for benefits for more than 4 weeks after your last day of work, you may lose benefits.

Do You Qualify?
 The information below should be used as a guideline. We encourage you to apply for Employment Insurance (EI) benefits as soon as possible and let us determine if you're eligible.

You need to demonstrate that you:
 - were employed in insurable employment
 - lost your job through no fault of your own
 - are affected by flooding or wildfires
 - have been without work and without pay for at least 7 consecutive days in the last 52 weeks
 - have worked for the required number of insurable employment hours in the last 52 weeks or since the start of your last EI claim, whichever is shorter
 - are actively willing and capable of working each day
 - are actively looking for work (you must keep a written record of employees you contact, including when you contacted them)

To prove your eligibility and to receive payments you may be entitled to, you're required to complete bi-weekly reports by internet or telephone. Failure to do so can mean a loss of your benefits.

You may not be eligible for EI benefits if:
 - you voluntarily left your job without just cause
 - if you were dismissed for misconduct
 - if you're unemployed because you're directly participating in a labour dispute (for example, a strike, lockout or other type of conflict)
 - during a period of leave that compensates for a period in which you worked under an agreement with your employer, more than that are normally worked in full-time employment

If you're in jail
 You're entitled to receive EI benefits while you're confined to a jail, penitentiary or other residential institution.

If you've been incarcerated but are later found not guilty by a court of law on all counts related to the event that led to your incarceration, your qualifying period and benefit period may be extended upon providing necessary proof.

Once you've applied for EI benefits, you'll be asked to provide us with proof that you were confined to a jail, penitentiary or other similar institution and you were not found guilty of the offence(s) for which you were being held.

For a qualifying period or benefit period to be extended, you'll be asked to submit the following documents:
 - a letter from the institution where you were incarcerated, specifying the dates of your incarceration
 - documentation showing that no other outstanding charge(s) in relation to the event(s) that originally led to the incarceration exist, to confirm the time served is not being credited to any other charge(s) in relation to the original event or any subsequent event
 - proof that you have not been found guilty of the charge(s) from the original event that led to your incarceration
 - your bank branch number

Keep these documents in a safe place. We'll contact you and provide you with instructions on how to submit them.

You need at least 420 hours of insurable employment to qualify for EI
 Number of hours of insurable employment required to qualify for EI
 The qualifying period is the shorter of:
 - the 52-week period immediately before the start date of your claim, or
 - the period from the start of your last EI claim, whichever is shorter
 benefit period. If you applied for benefits earlier and your application was approved in the last 52 weeks

Exception: In some cases, the qualifying period may be extended to a maximum of 104 weeks if you weren't employed in insurable employment when you weren't receiving EI benefits.

Based on the unemployment rate in your area, you'll need between 420 and 700 hours of insurable employment during the qualifying period to qualify for regular benefits.

Information you need to apply
 Make sure your information is accurate before submitting it. A common mistake, like misspelling your parent's name at birth, can delay the processing of your claims.

Do not enter your parent's first name, married name, or date of birth.

To complete the online EI application, you will need the following information:
 - your social insurance number (SIN)
 - your SIN begins with a "9" you will need to supply proof of your immigration status and work permit
 - the last name at birth of 1 of your parents
 - your mailing and residential addresses, including postal codes
 - your complete banking information to sign up for direct deposit, including:
 - the name of your financial institution
 - your bank branch number
 - your account number

NO SMOKING OR VAPING

NO SMOKING

NO VAPING

(e-cigarettes)

JOINT HEALTH AND SAFETY COMMITTEES

About joint health and safety committees
 What is a joint health and safety committee?
 A joint health and safety committee (JHSC) is composed of worker and employer representatives. Together, they should be mutually committed to improving health and safety conditions in the workplace. Committees identify potential health and safety issues and bring them to the employer's attention and must be kept informed of health and safety developments in the workplace by the employer. As well, a designated worker member of the committee inspects the workplace at least once a month.

What is the joint health and safety committee's role?
 The committee is an advisory body that helps to stimulate or raise awareness of health and safety issues in the workplace, recognizes and identifies workplace risks and develops recommendations for the employer to address these risks. To achieve its goal, the committee holds regular meetings and conducts regular workplace inspections and makes written recommendations to the employer for the improvement of the health and safety of workers.

Why are joint health and safety committees important?
 Joint health and safety committees assist in providing greater protection against workplace injury and illness and deaths. Joint health and safety committees involve representatives from workers and employers. This co-operative involvement ensures that everything possible is done to identify and eliminate or mitigate workplace health and safety hazards.

Joint health and safety committees are a key element of a well-functioning workplace internal responsibility system.

No. of Workers	Legislative requirement
1 to 5	You are not required to have a JHSC or a health and safety representative unless a designated substance regulation applies to your workplace.
6 to 19	You are required to have one health and safety representative who is selected by the workers they represent. If a designated substance regulation applies to your workplace, you are required to have a JHSC.
20 to 49	You are required to have a JHSC. The committee must have at least two (2) members.
50 plus	You are required to have a JHSC. The committee must have at least four (4) members.

Name	Department	Contact Information

WORKPLACE VIOLENCE POLICY

The management of [insert company name] is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources. (The workplace may wish to insert the Occupational Health and Safety Act's definition of workplace violence and to list the sources of workplace violence.) Violent behaviour in the workplace is unacceptable from anyone. This policy applies to the (workplace may wish to list to who this policy applies to, especially if it applies to people other than workers such as visitors, clients, delivery persons and volunteers, etc.). Everyone is expected to uphold this policy and to work together to prevent workplace violence. There is a workplace violence program that implements this policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents, or raise concerns. (The workplace may wish to specify and expand upon the components of the workplace violence program here.) [insert company name], as the employer, will ensure this policy and the supporting program are implemented and maintained. All workers and supervisors will receive appropriate information and instruction on the contents of the policy and program. Supervisors will adhere to this policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves. Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats. (The workplace may wish to provide more information about how to report incidents, and may wish to emphasize there will be no negative consequences for reports made in good faith.) Management pledges to investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned as much as possible. (The workplace may wish to provide more information about how incidents and complaints will be investigated and/or dealt with.)

Signed: _____

Date: _____

The workplace harassment policy should be consulted whenever there are concerns about harassment in the workplace.

HEALTH & SAFETY AT WORK

Prevention Starts Here

Workers have the right to:

- Know about workplace hazards and what to do about them.
- Participate in solving workplace health and safety problems.
- Refuse work they believe is unsafe.

Workers must:

- Follow the law and workplace health and safety policies and procedures.
- Wear and use the protective equipment required by their employer.
- Work and act in a way that won't hurt themselves or anyone else.
- Report any hazards or injuries to their supervisor.

Employers must NOT take action against workers for following the law and raising health and safety concerns.

Employers must:

- Make sure workers know about hazards and dangers by providing information, instruction and supervision on how to work safely.
- Make sure supervisors know what is required to protect workers' health and safety on the job.
- Create workplace health and safety policies and procedures.
- Make sure everyone follows the law and the workplace health and safety policies and procedures.
- Make sure workers wear and use the right protective equipment.
- Do everything reasonable in the circumstances to protect workers from being hurt or getting a work-related illness.

Supervisors must:

- Tell workers about hazards and dangers, and respond to their concerns.
- Show workers how to work safely, and make sure they follow the law and workplace health and safety policies and procedures.
- Make sure workers wear and use the right protective equipment.
- Do everything reasonable in the circumstances to protect workers from being hurt or getting a work-related illness.

Improve Health and Safety:

- Find out about your Joint Health and Safety Committee or Health and Safety Representative.
- Talk to your employer, supervisor, workers, joint health and safety committee or health and safety representative about health and safety concerns.

Call the Ministry of Labour, Training and Skills Development at 1-877-202-0008

Report critical injuries, fatalities, work refusals anytime.
 Workplace health and safety information, weekdays 8:30am - 5:00pm.
 Emergency? Always call 911 immediately.

Find out more:
ontario.ca/healthandsafetywork

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WORKPLACE HARASSMENT POLICY

The Employer is committed to providing a work environment in which all workers are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace (including customers, clients, other employees, supervisors, workers and members of the public, as applicable). Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome or workplace sexual harassment means: engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome. Reasonable action taken by the employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment. Workers are encouraged to report any incidents of workplace harassment to the appropriate person. [Employer may specify the person or department to report any incident(s) of workplace harassment.] Management will investigate and deal with all complaints or incidents of workplace harassment in a fair, respectful and timely manner. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law. Managers, supervisors and workers are expected to adhere to this policy, and will be held responsible by the employer for not following it. Workers are not to be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace harassment. If a worker needs further assistance, he or she may contact [insert union (if any), JHSC or health and safety representative (if any), Human Rights Legal Support Centre or employee assistance program (if available)].

Signed or Approved by: _____

Date: _____