

Need to communicate company policies?

⇒ Anti-Harassment	⇒ Statutory Holidays	⇒ Voluntary Resignation
⇒ Employment Eligibility	⇒ Maternity Leave	⇒ Severance Pay
⇒ Pre-employment Testing	⇒ Paternity Leave	⇒ Affirmative Action
⇒ Employment of Retirees	⇒ Bereavement Leave	⇒ Non-Discrimination
⇒ Prohibition Period	⇒ Jury Duty	⇒ Education & Training
⇒ Performance Review	⇒ Work from Home	⇒ Religious Observances
⇒ Seniority	⇒ Dismissal / Termination	⇒ Appearance & Dress

These are only 21 of 130 policy areas that we review. Are you up to date on all of them?

Often, workplace problems originate from employees' lack of understanding of company policies. It is therefore imperative that your policies be in writing and available to all employees.

THE PROBLEM

Employment times are changing

What was acceptable in the work place just a few years ago is no longer necessarily appropriate or even permissible.

Furthermore, we live in an increasingly litigious society. Court reports are full of stories of large compensation payments being made by employers for wrongful dismissal.

Often the facts are simple: the dismissed employees claim that they did not know that a particular action was contrary to company policy. Why didn't they know? Because there were no **written** policies. It was assumed that everyone knew what the policies were. Assumptions can lead to litigation.

Do you have up to date, well-considered and written policies on topics such as:

Dress code - Drug Testing - Sick Leave - Flexible Hours - Harassment - Smoking

The need for a concise, thorough and professionally prepared Employee Policy Manual grows in importance every day.

Don't fall into the trap of assuming that everyone knows. They don't.

Whether you call it a Corporate Policy Manual or an Employee Handbook, it is essential that you have one. It must be easy to read and up to date and **all your employees must have a copy.**

THE SOLUTION

CPM Manuals is pleased to offer you, in conjunction with the **Burnaby Board of Trade**, an Employee Policy Manual template which has been developed to contain all the items that would be important to businesses in Burnaby, B.C. today. You may add material that is more specific to your business or locality or delete any sections that do not apply. The result will be an effective employee policy publication that says exactly what you want it to say.

For a small investment of your time to personalize the template and at a fraction of the cost of a typical consultant solution, you will have an Employee Policy Manual that is thorough, professional and accurate.

This template is vetted by the **Burnaby Board of Trade** and contains approximately 130 separate topics in nine major sections, logically organized for easy reference. Related subjects are grouped together and your Manual will also have a Table of Contents at the front and an alphabetical Index at the back of the book. The template is designed so that adapting it to your situation simply consists of removing material that does not apply or which you do not want included. You may also freely add material.

CPM Manuals' mission is to make the creation of your Employee Policy Manual as speedy and painless as possible.

Board of Trade member price is \$995.00

The Burnaby Board of Trade, working with CPM Manuals, has developed a special program designed to provide members with a customized manual at 2/3 off the standard commercial price of \$2,995.00

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And that is good for business!