**Synergy Engineering LTD.**

**HR Policy Manual Meeting**

**October 2, 2019**

**Attendees:** Nicole Neuman, Adele Eeckhout, Robin Turnill, Mia McCannel

Table of Contents Outline:

1. Hiring Practices
2. Hours of Work

* Hours of Work
* Overtime
* **Field Travel**
* **Averaging Agreement (project dictated)**

1. Compensation and Benefits

* Payment of Wages (1 x monthly-
* Employee Benefits

1. Vacation and Statutory Holidays

* Vacation Time and Pay
* Statutory Holidays

1. Leaves of Absence

* Sick Leave
* Appointments During Work Hours
* Family Responsibility Leave
* Bearevement Leave
* Jury Duty
* Compassionate Care Leave
* Pregnancy Leave
* Parental Leave

1. Performance Enhancement

* Probationary Period
* Performance Review Process
* Training and Professional Development

1. Respectful Workplace

* Diversity and Inclusion
* Workplace Violence
* Harassment and Bullying
* Sexual Harassment
* Discrimination
* Employee and Employer Responsibilities
* Resolution Process

1. Drugs & Alcohol
2. Privacy Protection

* Personal Information
* Right to Privacy
* Retention to Employee Records

1. Confidentiality and Proprietary Information

* Confidential Information
* Intellectual Property
* Document Retention

1. Professional Conduct

* Code of Conduct
* Conflict of Interest
* Social Media & Online Presence

1. Departure

* Termination with Cause
* Termination without Cause
* Resignations
* Exit Interview
* Non-Disclosure