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Get expert advice and resources

➤ As a business owner, it's hard to do everything alone. That's why CFIB is here.

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Here are some of our most popular templates and why they are so important to your business.

Attendance and Sick Day Policy



This basic policy will help you establish the attendance rules and sick time entitlement in your business.

Letter of Offer / Employment Contract



Provides guidelines and a sample letter of offer which can also be used as an employment contract.

Wellness Policy



Talking about mental wellbeing at work helps create a better work atmosphere. This policy can help start the conversation.

Employee Manual



The objectives of the Manual are to give an overview of your organization and the human resources practices of your company.

RESOURCES



Whether it's a regulatory issue, a delicate employee problem, or a health and safety question, there are many situations where you need a team behind you.



➤ Visit [CFIB.CA/RESOURCES](https://www.cfib.ca/resources)



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Value of CFIB Templates

CFIB's templates save you time and money - and here's the proof! A lack of policies can cost businesses in fines but also in consequences. Here's a glance at the savings worth **over \$30k!**

VALUE	NAME OF POLICY	FINES OR CONSEQUENCES	
\$500 each	Professional Personal Appearance Policy	Helpful within the disciplinary process.	
	Social Media Policy		
	Cell Phone Policy		
	Environmental Sensitivities Policy	Nice to have; a must have where workers are at risk.	
	Smoke-Free Workplace Policy	QC = \$1,000 to \$15,000 ON = \$300 NB = \$140 to \$1,100	NS = \$180 to \$352.50 PEI = \$350 NL = \$500 to \$5,000
	Canadian Anti-Spam Policy	AB = \$1,000 per email	
	Inclement Weather Policy	Possible graduated fines like workers' compensation.	
	Disconnecting from Work Policy	ON = up to \$25,000	
\$900 each	Letter of Offer /Contract	A must in a defence against an employment standards complaint or wrongful dismissal claim.	
	Code of Conduct		
	Employee Absence Scheduling Tool		
	Employee Performance Review Policy & Form		
	Expenses Reimbursement Policy		
	Attendance and Sick Day Policy		
	Confidentiality Agreement		
	Employee Support and Development Plan		
	Vacation Policy	ON = \$295	
	Distracted Driving Policy	NB = \$172.50 + 3 p/infraction NS = \$233 to \$578	NL = \$300 to \$1,000 PEI = \$575 to \$1,275
	Anti-Bullying Policy	ON = \$550 BC = min \$1,250	Also, a requirement for Liability Insurance.
	Anti-Harassment Policy	ALB = \$100 to \$500 per violation SK = \$250 to \$1,000	NB & NL = up to \$250,000 NS = \$500 to \$2,000
	Anti-Violence Policy	MB = \$1,000 to \$5,000 ONT = \$550	Also, a requirement for Liability Insurance.
	Wellness Policy	A must in a defence against a Human Rights' or wrongful dismissal claim. Most lawyers will not take on a case under \$9,000.00*.	
	Respectful Workplace Statement		
Working from Home Policy & Procedure			
Communicable Disease Prevention Plan	ON = \$750 BC = min \$1,250		
QC Harassment Prevention Policy	QC = \$600 to \$1,200 Most lawyers will not take on a case under \$9,000.00*		
QC Prevention Program	QC = \$1,500 to \$3,000		
ON Electronic Monitoring Policy	ON = min \$250		
\$1,500 each	Return to Work Package	NB = \$100 - \$2,000 NL = strike against employer's WCB assessment account.	
	Covid-19 Vaccination Policy	A must as many vaccination issues are currently in front of mediation or the courts.	
\$2,800 each	Drugs, Alcohol and Medication Policy	ALB = Legal Defence for employee discrimination lawsuit \$10,000 to \$100,000.	
	Employee Manual	A requirement for Liability Insurance.	

* Source: Canadian Lawyer Magazine's [survey \(CL Apr 19-survey.pdf \(canadianlawyermag.com\)\)](https://www.canadianlawyermag.com/survey/CL_Apr_19-survey.pdf)