

[NAME OF COMPANY]
EMPLOYMENT POLICIES
(IN COMPLIANCE WITH THE *EMPLOYMENT STANDARDS ACT*)

Current to [date].

Application: These are our standard Company employment policies. They apply to all Employees of the company, and are subject to change from time to time by the Company. These policies represent minimum standards only. Both the Company and individual Employees may be held accountable to a higher standard depending on the circumstances.

Part of Employment Agreement: These policies are hereby incorporated into and form part of all written or implied employment agreements between the Company and its Employees. In the event of any conflict between these policies and the terms of any written employment agreement, then the terms of the written employment agreement will prevail.

Compliance with Legislation: The Company will comply with the *Employment Standards Act* and any and all other legislation applicable to its Employees. In the event of any conflict between these policies and any applicable legislation, the applicable legislation will prevail.

Accuracy of Resume: Each Employee certifies the honesty, completeness and accuracy of their resume, application materials etc., as presented to the Company from time to time. Any substantial inaccuracy, misrepresentation or omission from that documentation shall be immediate grounds for dismissal with cause.

Probationary Period: If agreed to at the time of hiring, an Employee's employment with the Company will be probationary for a Probationary Period of three months. The Company will have the right to terminate employment at any time during or at the expiry of a Probationary Period without advance notice or pay in lieu of notice.

Job Title, Duties and Employment Standards: The Company shall be entitled to change an Employee's job title from time to time as it sees fit. Each Employee shall report to such person as the Company designates from time to time. The Company is entitled to add to, change or alter an Employee's duties from time to time as it sees fit. The Company is entitled to change or alter an Employee's performance standards from time to time as it sees fit. Any substantial change in an Employee's duties or performance standards should result in an appropriate increase or decrease in the Employee's compensation. Each Employee should perform all their duties and responsibilities faithfully and to the best of their ability, and should devote their full time attention during working hours to the business of the Company.

Effective Date and Hours of Work: Employment will commence on the agreed start date and continue on a daily basis thereafter at the discretion of the Company and the Employee or until the end of any specific employment agreed to. Regular work hours are Monday to Friday, 8:30 a.m. to 5:00 p.m., with one hour for lunch. The Company will be entitled to change an Employee's hours of work to meet the Company's needs. Each Employee should at all times devote such time and attention to the business of the Company which is reasonably appropriate considering the Employee's position, duties, seniority and salary with the Company.

Remuneration: Salary increases are wholly within the discretion of the Company, and will be based upon: an increase in duties or responsibilities; consistent, proven performance and contribution to the Company; loyalty to and length of service with the Company; increased qualifications through education or experience; overall Company performance; general economic circumstances. Salary will be reviewed no more often than once every twelve months.

Overtime: The Company will pay for overtime that has been approved in advance by the Company.