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What are the workplace policies

Choosing to move to another country requires more than packing a bag and showing up at the border. That's why you should know the immigration laws for that country. Here's what you need to know about moving to Canada on an immigrant visa.Employment-Based VisasCanadian immigration visas fall under three primary permanent visa categories. The Express Entry Program lets eligible immigrants apply through an online platform. These individuals qualify for the program based on their employment skills, such as skilled tradespeople like carpenters, aircraft mechanics, electricians and plumbers. Other groups that may be able to apply for the Express Entry Program include workers in certain professions needed by the government, low-skilled workers willing to work in provinces that need their skills and individuals with temporary visas who want to change to permanent status.The Canadian government also issues business immigrant visas through the Immigrant Investor, Entrepreneur and Self-employed Persons programs. To qualify for the Immigrant Investor or Entrepreneur programs, individuals must meet net worth requirements. These programs are available only in Quebec. The Self-employed Persons Program is open to people who plan to start a business.Other Visa ProgramsThose who are fluent in French and have a specific skill needed in the province of Quebec can apply for the Quebec-Selected Skilled Worker Program. There are also family-sponsored visas available for Canadian citizens' and permanent residents' foreign-born spouses and dependent children. Certain caregivers may also apply for a permanent immigrant visa if they take care of someone in a private home. Canada also maintains a visa program for refugees.The requirements for Canadian immigrant visas do change from time to time, so it's important for people to check the latest laws when they decide to apply. In general, immigrants should speak English or French and be prepared to give biometric data, fingerprints and a photo, as suggested by the Canadian government.Who's Eligible for a Canadian Immigrant Visa?The Canadian government recommends that people interested in applying for an immigrant visa visit its website. There, they can use a tool that asks questions about their situations and tells them which visas may work for them. This tool also gives instructions for completing the application process. It also has the most current information about immigration laws.How to Apply for an Immigrant VisaIndividuals who want to apply for a Canadian immigrant visa first need to determine their eligibility. They read and complete the application packet for the specific visa they want. This includes paying all fees and submitting required documentation. Immigration officials review the application and decide whether to grant the visa.Immigration Visa Processing TimesProcessing times for immigrant visas vary depending on the type of visa and the application method. Applicants who use the Express Entry Program usually complete the process within six months. The average wait for other visas ranges from 12 months to just under four years. Published processing times represent the average length of time it takes to complete the application process. Cases can take more or less time. MORE FROM QUESTIONSANSWERED.NET Workplace policies help you explain to your employees what you expect of them and can also state legislative requirements. Even employees that are doing the right thing need to know what you expect of them, whether it is to apply for leave or what they can and can't wear to work. Policies need to be reasonable. You need to ensure that employees are aware of what the policy means to them, their workmates and the business. Consider conducting regular information sessions about your policies. What policies should I have in my workplace? This depends on the size of the business and the type of work. Here are some policies that I think all businesses should have: Code of conduct Leave Harassment & Bullying Attendance and Absenteeism Anti Discrimination & EEO Performance & Misconduct Grievance Social Media WHS Workplace Bullying Drug & Alcohol Why do I need Workplace Policies? Having workplace policies will give employees a clear indication of what is expected of them and what they can expect from you as their employer. Workplace policies are useful when a legal dispute arises between an employer and an employee. Where the employer can refer to a policy to show that the employee should know what his or her responsibilities are, the employer is likely to be in a much stronger position before a court or tribunal. There are some employment related policies that are needed to make sure you comply with legislation. For example: WHS, EEO, Harassment & Bullying. Many workplace policies are not regulated by law, but are based on standards set by the employer in relation to expectations in relation to behaviour in the workplace. For example, a Code of Conduct deals with employees' behaviour at work, dress standards, punctuality, alcohol, drugs, smoking, confidentiality, other employment, swearing in the workplace and statements to media. Social media use is another emerging issue in the workplace and your employees need to be clear about what they can and can't post on social media, including what they say on their own personal social media profiles. Case study: A salesman hadn't been correctly paid his commissions for a month. He posted some threatening remarks on his Facebook status, which included a number of swear words. He didn't mention the employer by name but he did have a number of co-workers in his group of Facebook friends. The Fair Work Commission determined that "The fact that the comments were made on the applicant's home computer, out of work hours, does not make any difference." The comments were read by work colleagues and passed on to his supervisor and it was clear that he was making reference to his employer. The employee was terminated and his appeal to the Fair Work Commission was dismissed. This case demonstrates the need to have a clear Social Media policy to give employees guidance on the use of Social Media both at work and outside of work. Workplace policies also advise employees in relation to their entitlements such as leave, attendance, overtime, use of company vehicles & mobile phones. Well-developed workplace policies & procedures can give many benefits to the business. But, remember that new policies must be properly implemented. If your employees don't know about the policies, they can't be effective. Also, as an employer, you need to make sure that you are following your own processes and policies. Regular training should be given to ensure that your employees understand the policies. Workplace policies enable you to treat your employees fairly and help protect your business from unfair dismissal or bullying claims lodged to the Fair Work Commission. Case management software helps you identify and monitor areas of risk in your organization, including harassment, discrimination, safety and misconduct. Download our free eBook to learn more. Get the eBook Policies and procedures go hand-in-hand but are not interchangeable. A policy is a set of general guidelines that outline the organization's plan for tackling an issue. Policies communicate the connection between the organization's vision and values and its day-to-day operations. A procedure explains a specific action plan for carrying out a policy. Procedures tells employees how to deal with a situation and when. Using policies and procedures together gives employees a well-rounded view of their workplace. They know the type of culture that the organization is striving for, what behavior is expected of them and how to achieve both of these. RELATED: Employee Handbook Updates for 2019 The Importance of Policies and Procedures Regardless of your organization's size, developing formal policies and procedures can make it run much more smoothly and efficiently. They communicate the values and vision of the organization, ensuring employees understand exactly what is expected of them in certain situations. Because both individual and team responsibilities are clearly documented, there is no need for trial-and-error or micromanaging. Upon reading the workplace policies and procedures, employees should clearly understand how to approach their jobs. Formal policies and procedures save time and stress when handling HR issues. The absence of written policies results in unnecessary time and effort spent trying to agree on a course of action. With strict guidelines already in place, employees simply have to follow the procedures and managers just have to enforce the policies. Implementing these documents also improves the way an organization looks from the outside. Formal policies and procedures help to ensure your company complies with relevant regulations. They also demonstrate that organizations are efficient, professional and stable. This can lead to stronger business relationships and a better public reputation. How to Develop Policies and Procedures in the Workplace When creating a policy or procedure for your workplace, start by reviewing the mission statement, vision and values. According to the New South Wales Government Industrial Relations, "a workplace policy should: set out the aim of the policy explain why the policy was developed list who the policy applies to set out what is acceptable or unacceptable behavior set out the consequences of not complying with the policy provide a date when the policy was developed or updated" Once you implement your policies and procedures, the next step is to inform and train employees on them. You can't expect employees to follow guidelines if they aren't aware of them. Be sure to schedule regular refresher training sessions, too, to keep employees on track. Paychex WORX says that "employees may be more likely to embrace rules when they understand their purpose and that they are not meant to be a form of control or punishment." For this reason, keep a positive attitude during training sessions and leave plenty of time for employee questions. Policies and procedures should not be written once and left alone for decades. Reviewing these documents regularly and updating them when necessary is key to their success. In addition to an annual review, consider updating them with you: adopt new equipment, software, etc. see an increase in accidents or failures on-site experience increased customer complaints have a feeling of general confusion or increased staff questions regarding day-to-day operations see inconsistency in employee job performance feel increased stress levels across the office Organizations need policies and procedures for a wide range of HR topics. Below are some of the subjects you should consider creating guidelines for. Polices and Procedures for Attendance Absenteeism costs wages for the employee who doesn't show up, wages for a replacement worker, and delays and disruptions to the whole organization. That's why you need to write (and consistently apply) attendance policies. These documents can include guidelines on tardiness, vacation time, sick leave, appointments and paid volunteer hours. You can also include the amount of notice required before booking time off. Take your corporate culture into consideration when developing these rules. Policies and Procedures for Employee Conduct This is a broad topic and may require multiple, separate policies. Including guidelines on drugs and alcohol use, smoking, performance management and discipline helps employees know what is and is not acceptable behavior at work. Policies and Procedures for Use of Company Property The number of ways employees can misuse company property is never-ending. "Renting out the company's equipment to third parties, intentionally producing scrap product that is actually being sold by the employee, taking vehicles for recreation, hosting their own websites on company servers, even directing other employees to preform tasks that unknowingly benefit the ghost business" are just a few examples of risks your organization could face, according to ASG Investigations. Employees have to use company property in order to do their jobs. Depending on your industry, this could include electronics, medical equipment, vehicles, tools and uniforms. Include guidelines on how to care for company property, as well as how much (if any) and what types of personal use are permitted using company property. Policies and Procedures for Harassment and Discrimination Did you know that the average harassment lawsuit costs the employer $250,000 to defend? With rules in place, you can prevent these incidents and protect both your company and your employees. Harassment and discrimination affect the entire workplace culture. Keep employees safe and treat them fairly by developing policies and procedures that prohibit behaviors such as: sexual harassment bullying verbal and physical harassment stalking hiring discrimination workplace discrimination Include information on how to report harassment and discrimination and explain that the company will not retaliate for reporting. Policies and Procedures for Internet and Social Media Use Make employees aware that any internet use at work is not private. Urge employees to limit personal internet use and ensure everything they do online in the workplace is legal, ethical and appropriate (and explain what these mean). Add guidelines about what is and is not appropriate to post on social media regarding your organization as well. RELATED: 16 Tips for Managing Social Media in the Workplace to Help You Avoid Scandals Policies and Procedures for Health and Safety In 2020, OSHA awarded workers $30.1 million in settlements, nearly double the total from the year before. Without strong health and safety policies that are actually enforced, your employees and your organization are at risk. Protecting employees' safety and well-being should be every organization's top priority. When writing your health and safety policies, include information about how to deal with illness or injury at work, equipment safety guidelines and how to report a health or safety concern. Also include procedures to follow in the event of a fire or natural disaster. Policies and Procedures for Expenses If your employees travel or purchase things for work, having an expense reimbursement policy in place is essential. Explain what types of expenses are acceptable for reimbursement (airfare class, transportation, meals, etc.). Include procedures on how to submit a reimbursement claim. Policies and Procedures for Remote Work With a desire for more flexibility in location and hours, as well as the COVID-19 pandemic, many companies and employees are choosing to work remotely at least some of the time. If you allow employees to work from home, you need two main policies to ensure the set-up is safe and runs smoothly. First, a general remote work policy should describe who can work remotely and how often. What hours do remote workers need to be available? What communication standards must they meet? Will you provide necessary work equipment or reimburse employees for their purchases? In addition, include health and safety procedures for remote work in either your remote work policy or your regular health and safety policy. These should address how you'll handle potential ergonomic issues, environment-caused injuries and illnesses, mental health, and fire and weather emergencies. Why You Need to Enforce Policies and Procedures Policies and procedures are helpful for making your workplace run more efficiently, but they are only effective if you enforce them. Enforcement of the guidelines guarantees your organization's operational procedures and decision-making processes are uniform and consistent across cases. When you don't enforce your procedures, you put your organization at risk. If an employee or external person comes forward with an allegation against your company, having formal policies and procedures in place strengthens your case. RELATED: Employee Policy Manuals: What to Include in Your Annual Review For example, say someone sues your organization for hiring discrimination, claiming that they were not given a job they interviewed for because they have a disability. Having an anti-discrimination policy in place is a strong piece of evidence in your defense. Or, say that you refuse to reimburse a first-class plane ticket an employee bought to get to a conference. Pointing out that first-class airfare is not eligible for expense reimbursement and having proof of this in your policy protects your organization from legal actions and reputation damage. Without formal policies and procedures, your organization may not be reaching its potential. Developing and enforcing policies that reflect your workplace's values make it a better environment for all employees.

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