



Employee Orientation Handbook for [XXX Honey Farm]

Introduction to Company & Values

Welcome,

Started in [date], [company name] is aiming to be the [describe company vision here]. Founded by [founder name(s)], we pride ourselves in producing Alberta's best honey.

What Is Important To Being A Part Of The Team At [Company Name]?

We believe in: [Company values below]

- **Rolling Up our Sleeves** – No matter your level in the organization, you're willing to dive in head first to get work done and support the team. No one is above lending a hand and ensuring what needs to get done to achieve success is done.
- **Transparency** – We believe in being honest amongst each other. You're willing to be open, trustworthy and truthful in all company dealings.
- **Safety First** – Our employees' safety is our priority. Our employees will never be forced to take on tasks they are not comfortable with.
- **Excellence** - Our work is our art and you will demonstrate attention to detail, pride, and the highest quality of beekeeping.
- **Experiences** – Learning by experience is the way we grow. We shouldn't be afraid of failure if we're trying, learning, and moving forward. You will push yourself to try new things both personally and professionally, and share lessons learned with your peers.

[XXX Honey Farm] policies may change at any time, and employees are expected to comply with the most current versions. To the extent this Handbook conflicts with any applicable company policy, the policy will govern. If you have questions about this Handbook or a policy, consult management for clarification.

Anti-Discrimination Policy

No person shall be discriminated against in employment or harassed because of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a physical or mental disability unrelated to ability, citizenship status, marital status, parental status, ancestry, housing status. This policy includes the commitment to maintaining a work environment based on inclusion and free from unlawful harassment.



Safety

We are committed to our employees' safety and wellbeing. We aim to provide the safest workplace possible and in return, we expect employees to help improving workplace safety.

In Alberta, workers have 3 rights:

- The right to refuse unsafe work
- The right to Participate in the workplace health and safety activities.
- Right to know about potential dangers.

We value the Health and Safety of our workers and encourage employees to report **any** kind of injuries. We pride ourselves in using a proactive approach to creating a safe working environment.

Compensation

The amount of compensation you will receive is provided in your offer letter. In addition [XXX Honey Farm] is required to deduct specific amounts from your paycheck. These deductions may be taken pre-tax or post-tax depending on Canada Revenue Agency tax rules.

Other deductions

The Company may make deductions from an employee's pay for:

- Full day absences for personal reasons or sickness if vacation/sick leave has been exhausted
- Any days not worked in the initial and final weeks of employment
- For hours taken as unpaid leave

Overtime pay

According to Alberta Labour Laws, some employees may be exempt of overtime. Non-exempt status is reserved for hourly workers, and they are eligible for overtime. If you have questions about your status, please ask your supervisor.



Pay schedules

Employees at [XXX Honey Farm] are paid on a [Monthly,bi-weekly,bimonthly basis on the 15th and 30th] via check or direct deposit. If a payday shall fall on a Saturday, Sunday, or bank holiday, the employee will be paid on the Friday prior.

Break times

To ensure your general health and productivity, employees are offered paid rest breaks of no more than 15 minutes and unpaid lunch time of at least 30 minutes, but not longer than 1 hour.

General Employment Information

Probationary periods

The probationary period is a time for you to learn about your job and become familiar with [XXX Honey Farm]. During this time, management will explain Company policies and procedure, your job duties, and your performance expectations. Your performance will be closely evaluated by your supervisor to ensure that you understand and are able to meet expectations. The probationary period is considered to be the employee's first 90 days.

Resignation procedures

If you decide to terminate your employment, it is recommended that you give at least a two-week notice to your supervisor in order to maintain a mutually respectful relationship. All resignations must be submitted in writing or email to the [Company Owner].

Leave Policies

[Company Name] provides the following kinds of leave after the employee has completed their 90 day probationary period. Any leave prior to 90 days will be up to the discretion of management to approve on a case-by-case basis.

Sick Leave

[Company Name] complies with local, provincial and federal laws for sick leave. Sick leave can be used for personal illness or for caring for an ill family member.

After 2 consecutive days of sick leave, [Company Name] reserves the right to request proof of illness with a signed doctor's note.



Sick leave should be requested by 8 am on the day in question via email or phone call to your supervisor (please note: text messages do not suffice).

Paid Holidays

[Company Name] provides the following paid holidays:

- Easter Monday: Monday April 2, 2018
- Victoria Day: Monday May 21, 2018
- Canada Day: Sunday July 1, 2018
- Heritage Day - Alberta: Monday August 6, 2018
- Labour Day: Monday September 3, 2018
- Thanksgiving Day: Monday October 8, 2018

Progressive Disciplinary Policy

Corrective action is a process designed to identify and correct problems that affect an employee's work performance and/or the overall performance of the company. The progressive corrective action process should be handled consistently within each unit and for each problem.

The Progressive Corrective Action Process refers to the following actions:

- Verbal warning
- Written warning #1
- Written Warning #2
- Dismissal

Depending on the situation, any step may be repeated, omitted, or taken out of sequence; however, the Company reserves the right to effect immediate termination depending on the severity of the fault. Each case is considered on an individual basis.

Typically, a preliminary meeting is held with the employee to allow the employee an opportunity to understand the nature of the concern and to explain his/her position on the matter. If necessary, the corrective action documentation would then be put together which would summarize the issue, taking into account any additional information the employee may have provided during the preliminary meeting.

When issuing corrective action, there should be clear and direct communication between the employee and his/her immediate supervisor. This communication should include a meeting between the employee and the supervisor.



However, in cases of serious workplace misconduct an employee is likely to be discharged immediately. Serious workplace misconduct includes, but is not limited to:

- Theft;
- Fighting;
- Behavior/language of a threatening, abusive or inappropriate nature;
- Misuse, damage to or loss of Company property;
- Falsification, alteration or improper handling of Company-related records;
- Unsatisfactory customer service;
- Disclosure or misuse of confidential information;
- Unauthorized possession or concealment of weapons;
- Insubordination (e.g., refusal to carry out a direct assignment);
- Misuse of the Company's electronic information systems;
- Possession, use, sale, manufacture, purchase or working under the influence of non-prescribed or illegal drugs, alcohol, or other intoxicants;
- Any action that violates federal, state or local law.

Signature Page

The Employee Handbook contains important information about the Company, and I understand that I should consult the Company Owner, or my supervisor, regarding any questions not answered in the handbook. I have entered into my employment relationship with the Company voluntarily, and understand that there is no specified length of employment. Accordingly, either the Company or I can terminate the relationship at will, at any time, with or without cause, and with or without advance notice.

Since the information and policies described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the President of the Company has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I understand that this handbook is neither a contract of employment nor a legally-binding employment agreement. I have had an opportunity to read the handbook, and I understand that I may ask my supervisor any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it.



I further agree that if I remain with the Company following any modifications to the handbook, I hereby accept and agree to such changes.

I have received a copy of the Company's Employee Handbook on the date listed below. I understand that I am expected to read the entire handbook. Additionally, I will sign the two copies of this Acknowledgment of Receipt, retain one copy for myself, and return one copy to the Company's representative listed below on the date specified. I understand that this form will be retained in my personnel file.

Signature of Employee

Date

Printed Name of Employee