

HORIZON PLASTICS POLICY MANUAL

HR-AA-10	Manual Overview -Comments
HR-A-10	AODA –Customer Service Standard
HR-A-20	AODA –Accessibility Standards
HR-A-30	Early & Safe Return to Work
HR-A-40	Workplace Accommodations
HR-A-50	Workplace Harassment
HR-A-60	Exit Interviews
HR-A-70	Dress Code
HR-A-80	Workplace Violence
HR-A-90	PIPEDA
HR-B-10	Jury Duty
HR-B-20	Leaves
HR-B-30	Bereavement
HR-B-40	Attendance Management Program
HR-C-10	Tuition Reimbursement
HR-D-10	Plant Rules
HR-D-20	Work Clothing
HR-D-30	Cell Phones
HR-D-40	Social Media
HR-D-50	Shift Exchange
QSP-C5-001	HPI Quality Policy

POLICY MANUAL



SECTION: Introduction
SUBJECT: Manual Overview
APPROVED BY: Director, Human Resources

INDEX: HR-AA-10
Effective Date: April 2016
Replaces Date:

Page 1 of 1

WELCOMING COMMENTS

This Policy Manual contains statements of policies and procedures that have general application for employees in Horizon Plastics International.

It is designed to serve as a ready reference to managers and employees in the day-to-day handling of organizational matters as related to employment and Human Resources.

These written policies and procedures should increase understanding, eliminate the need for ad-hoc decisions on matters of organization-wide policy, and help to assume uniformity throughout the organization. It is the responsibility of all managers and employees to be familiar with the contents of this handbook, and to ensure adherence to these policies.

HPI reserves the right to make changes to the policies and procedures described in this manual. Periodic revisions, deletions or additions will be issued. The manual will be kept up-to-date by Human Resources to ensure administrative practices throughout the organization are consistent with HPI's intentions and expectations.

This manual has been prepared to reflect employment legislation in Ontario. If any law or regulation conflicts with a policy contained in this manual, HPI will follow the relevant statute.

This manual applies to all Salaried and Hourly HPI employees. Exceptions and qualifications are indicated in each policy and may apply to unionized employees where a conflicting provision exists in the applicable collective agreement.