

Description	N/A	✓	Notes
1. Staff information			
a. job descriptions, etc.			
2. Overtime classification			
a. hourly-paid employees (payment for overtime as per office policy and provincial legislation)			
b. salary-paid employees			
3. Performance review and career development goals			
4. Bonuses			
5. Work outside office on personal projects			
6. Working from home			
7. Workplace health and safety			
8. Participation/attendance at conferences			
9. Codes of conduct			
a. discrimination			
b. sexual harassment			
c. ethics			
d. disciplinary action			
e. dress code			
10. Notice of termination			