



Are You Managing These Top HR Compliance Risks?

It pays to stay on top of legal and employment news



A more human resource.™

Complying with changing employment, human rights and other legislation is complex work. For companies without dedicated HR resources, it's important to understand common areas where employers can find themselves in legal trouble.

Here are six key areas to watch:

TERMINATIONS

A mishandled termination can potentially result in severe penalties as well as costly severance payments. Before you part company with an employee, be sure you are doing it correctly and documenting your case properly. Do your managers have the necessary tools, resources and training?

SEXUAL HARASSMENT

Do you have a strong sexual harassment policy in place? Are your managers and employees properly trained to avoid sexual harassment situations? Do you have a plan to investigate and respond in the case of a complaint?

HUMAN RIGHTS VIOLATIONS

Human Rights legislation is complex and covers discrimination on the basis of a wide range of factors. It applies to all aspects of employment from recruiting to vacation to terminations and much more. Defending a human rights complaint can be costly and time consuming. Are you prepared?

OVERTIME PAY LITIGATION

Overtime entitlement can vary widely across jurisdictions. Are you up to speed on all of the employment standards that apply to your business?

NON-STANDARD EMPLOYMENT

Many companies hire interns, contractors and other non-standard employees to get through busy periods or cover staffing shortages. Are you aware of your obligations as an employer?

GOVERNMENT ENFORCEMENT AND MONITORING

Federal and provincial authorities routinely review employer filings to ensure organizations are compliant with applicable legislation. Are you following best practices when it comes to record-keeping, submitting information to relevant authorities and document management? How are you keeping up to date on the latest employment law changes?

BC Jury Awards \$800K in mishandled termination*

A forestry worker who was terminated improperly was awarded \$809,000 in punitive damages and severance pay after a three-week trial. **Do you know how to avoid HR risks like this one?**

For compliance news, best practices and resources visit adp.ca.

Tips for Staying Compliant

- ✓ Get expert advice about your obligations and HR best practices so you can identify and avoid risky situations.
- ✓ Make sure your HR team has access to resources on the latest updates to legislation, case law summaries and best practice overviews.
- ✓ Improve employee awareness and knowledge with easy-to-read handbooks that clearly communicate your compliance-related policies.
- ✓ Train your managers in conflict resolution, coaching, discipline, diversity and other people management skills.
- ✓ Train your employees in key risk areas including workplace diversity, sexual harassment and bullying.
- ✓ Keep accurate records in a safe and accessible place.
- ✓ Stay abreast of important legislative and regulatory changes, and labour and employment trends.
- ✓ Conduct annual reviews of your HR policies and programs.

ADP can help

ADP supports businesses for these and many other HR compliance issues. Our expert teams stay on top of new legislation; and provide regular updates to our clients to help them stay aware and compliant.

From best practices to documentation to training resources, your ADP team can help you stay compliant and reduce your risk.

To learn more, contact your ADP representative today.

1-866-622-8153

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*Higginson v. Babine Forest Products Ltd. (29 June 2012), Prince George (BC S.C.) (unreported)