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New Hire Orientation Guide   
& Welcome Packet

**For Use in the Health Sector**

**Updated: April 5, 2025**

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**Table of Contents**

[Disclaimer: 2](#_Toc194786558)

[How to Use This Document 2](#_Toc194786559)

[Introduction & Welcome Message 3](#_Toc194786560)

[Purpose & Scope 3](#_Toc194786561)

[Employment Policies & Compliance 3](#_Toc194786562)

[First Day Orientation & Facility Tour 4](#_Toc194786563)

[Employee Handbook & Key Policies 4](#_Toc194786564)

[Workplace Safety & Compliance Training 4](#_Toc194786565)

[Compensation, Benefits & Leave Policies 5](#_Toc194786566)

[Onboarding Checklist & 30-60-90 Day Plan 5](#_Toc194786567)

[Acknowledgment & Agreement 5](#_Toc194786568)

[Final Notes 6](#_Toc194786569)

# Disclaimer:

This **New Hire Orientation Guide & Welcome Packet** is designed to ensure compliance with **Ontario Employment Standards Act (ESA), Occupational Health and Safety Act (OHSA), Accessibility for Ontarians with Disabilities Act (AODA), and other relevant labor laws**. This document does **not** constitute legal advice and should be reviewed by HR professionals or legal counsel before implementation.

Employers should customize this guide based on their **company policies, industry requirements, and regulatory obligations**.

# How to Use This Document

This guide serves as a **structured onboarding tool** for new employees. Employers should:

* **Customize sections** based on specific job roles and industry requirements.
* **Ensure compliance** with **ESA, OHSA, AODA, WSIB, and company-specific policies**.
* **Distribute this packet** to all new hires **before or on their first day**.
* **Conduct onboarding sessions** and ensure employees receive proper workplace training.
* **Require employees to sign the acknowledgment form** confirming their understanding.

# Introduction & Welcome Message

**Welcome to [Company Name]!** We are excited to have you join our team. Our mission is to **[Insert Company Mission]**, and we look forward to supporting your professional growth.

This **New Hire Orientation Guide & Welcome Packet** is designed to introduce you to our company culture, policies, and expectations. You will find important details regarding your **first day, employment policies, training programs, compensation, benefits, and safety procedures**.

# Purpose & Scope

This guide applies to **all new employees, contractors, and interns** at **[Company Name]**. The primary objectives of this document are to:

* Provide a smooth and structured onboarding experience.
* Ensure compliance with employment laws and workplace regulations.
* Familiarize employees with company policies, compensation, benefits, and performance expectations.
* Outline mandatory workplace safety and compliance training.

# Employment Policies & Compliance

As a new employee, you are expected to comply with the following workplace laws and regulations:

* **Ontario Employment Standards Act (ESA)** – Covers minimum wage, overtime pay, vacation entitlements, and termination rights.
* **Occupational Health and Safety Act (OHSA)** – Ensures a safe working environment and proper training.
* **Workplace Safety & Insurance Board (WSIB)** – Provides benefits for work-related injuries.
* **Accessibility for Ontarians with Disabilities Act (AODA)** – Ensures accessibility for employees with disabilities.
* **Human Rights Code (HRC)** – Protects against workplace discrimination and harassment.

# First Day Orientation & Facility Tour

* Welcome Session – Introduction to company mission, values, and leadership team.
* Workstation & IT Setup – Assign work devices, logins, and access to company software.
* Workplace Tour – Familiarization with office layout, emergency exits, break areas, and key personnel. Employee ID & Security Clearance – Issue badges, parking permits, and facility access.
* HR Paperwork Completion – Submission of tax forms, direct deposit details, and employment contracts.

# Employee Handbook & Key Policies

* Code of Conduct – Guidelines on professional behavior, dress code, and company ethics.
* Harassment & Discrimination Policy – Zero tolerance for workplace harassment under Ontario’s Human Rights Code.
* Remote Work & Flexible Work Arrangements – Expectations for hybrid or remote work setups.
* Social Media & Confidentiality Policy – Rules on information sharing, data privacy, and professional conduct online.
* Disciplinary & Termination Policies – Progressive discipline process and employment termination procedures.

# Workplace Safety & Compliance Training

* **Mandatory OHSA Training** – Covers fire safety, emergency procedures, and hazard prevention.
* **Workplace Violence & Harassment Prevention** – Ensures compliance with **Bill 168 and Bill 132**.
* **Emergency Preparedness Training** – Protocols for fire drills, first aid, and medical emergencies.
* **Cybersecurity & Data Protection** – Safe handling of confidential company and customer data.
* **Industry-Specific Safety Training** – E.g., biohazard handling (healthcare), construction safety (trades), food safety (hospitality).

# Compensation, Benefits & Leave Policies

* **Payroll Process & Payment Schedule** – Explanation of direct deposits, deductions, and pay periods.
* **Statutory & Employer-Provided Benefits** – Overview of **CPP, EI, WSIB, and extended health benefits**.
* **Vacation & Paid Time Off (PTO)** – ESA-mandated vacation entitlements and company leave policies. **Sick Leave & Personal Days** – ESA minimum leave entitlements for medical and emergency leave.
* **Retirement & Savings Plans** – Employer-matched **RRSP** or pension contributions (if applicable).

# Onboarding Checklist & 30-60-90 Day Plan

**First Week:** Complete new hire training, HR paperwork, and IT setup.

* **30-Day Check-In:** Review performance progress, feedback, and integration into the team.
* **60-Day Evaluation:** Discuss professional development goals and role expectations.
* **90-Day Final Review:** Confirm successful onboarding completion and long-term role fit.

# Acknowledgment & Agreement

I, **[Employee Name]**, acknowledge that I have received and reviewed the **New Hire Orientation Guide & Welcome Packet** for [Company Name]. I understand my responsibilities, company policies, and workplace expectations.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HR Representative Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Final Notes

This guide is designed to ensure compliance with Ontario labor laws while creating a structured onboarding experience. Employers should regularly update this document to reflect changes in workplace policies and legal requirements.

**Please delete the last page once you are done.**

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