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We appreciate your interest in the British Columbia Floor Covering Association (BCFCA) Company Policy Manual. Please see below the Table of Contents from the BCFCA Company Policy Manual as well as the "Topic Sampler" which will give you a sense of the style and content of the document. We also include a brochure and order form.

Bear in mind this is not an "off-the-shelf" product. The British Columbia Floor Covering Association, along with CPM Manuals, has focussed on your needs, policies and guidelines to customize this template. It is fully vetted by the Association and contains over 160 separate topics.

The fact is; if you have employees, you have employee policies. But if those policies are not carefully reviewed and provided to all employees IN WRITING, you are exposed to all kinds of potential human resources problems.

Remember in British Columbia if you do not have written policies on Anti-Bullying, Privacy and Health and Safety you are breaking the law!

That is why BCFCA has committed the time and expense to develop a customized manual crafted to the specific needs of you, the members.

And the really good news?

Through the agreement with CPM Manuals members enjoy the exclusive opportunity to acquire a thorough, customized employee policy manual for \$749.00. This is one quarter the standard commercial price of \$2,995.00 which is an outstanding value available only to British Columbia Floor Covering Association members.

Please call at any time if you have any questions or would like additional information.
604 294 9789 / 866 925 9789



Alain Chevalier
President
CPM Manuals Ltd.

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Sample topics from the British Columbia Floor Covering Association COMPANY POLICY MANUAL

The following are selected items from the BCFCFA Company Policy Manual. They are only 4 of the over 160 topics addressed in this manual which has been developed and customized by the BCFCFA for its members. This manual is available exclusively to BCFCFA members.

For more information please contact the BCFCFA office at (866) 575-9928 or (604) 881-4944 or CPM Manuals Ltd. at (866) 925-9789 or (604) 294-9789.

ABSENCE & LATENESS

Employees are expected to be at their work positions at designated starting times. Lateness and absenteeism are unfair to the company and to other employees. Habitual or repeated lateness and absences may result in disciplinary action up to and including dismissal. Coming in early once in a while does not excuse lateness on other occasions. However, the company understands in cases where lateness or unexpected absences are unavoidable.

You must call in, or have someone call for you, if you are unable to come in to work for the day or will be more than _____ hours late.

You are asked to call in as early as possible on the morning of each day of absence with a date when you expect to return.

An employee who does not come in to work for _____ days without explanation will be considered to have voluntarily resigned from the company.

Your supervisor must be advised if you have to be absent from company premises during working hours.

PERFORMANCE REVIEW

In order to evaluate workplace accomplishments as related to performance goals, identify areas where employee's work can be improved as well as recognize extraordinary service, employees' performance is reviewed continuously as part of overall supervision and management.

or

In order to evaluate workplace accomplishments as related to performance goals, identify areas where employee's work can be improved as well as recognize extraordinary service, employees' performance is reviewed at regular but not necessarily at fixed dates.

or

In order to evaluate workplace accomplishments as related to performance goals, identify areas where employee's work can be improved as well as recognize extraordinary service, employees' performance is reviewed formally every _____ months.

Factors taken into account during performance reviews include (not necessarily in this order):

- Attendance
- Quantity and quality of work performed
- Initiative shown by employee
- Effort and industriousness
- Attitude and conduct
- The employee's knowledge of his / her work and the company

APPEARANCE & DRESS

We reserve the right to maintain standards of dress and appearance for our employees. These rules are based on the image presented to customers and others.

Neatness, cleanliness and proper personal hygiene are required on the job at all times. The clothes you wear to work must be clean and properly cared for. The type and style of clothing must be suitable for a workplace environment.

Loose or baggy clothing should not be worn around machinery for safety reasons. Employees disregarding these rules may be sent home to change or be otherwise disciplined.

“Dress-down” days on which clothing rules are relaxed may be instituted at the company's discretion; however this may apply to certain employees only.

Some employees may be required to wear uniforms. The company may also require certain employees to wear safety equipment or shoes.

BEREAVEMENT LEAVE

At XXXX Change Company Name we are especially sensitive to the needs of our employees during times of personal loss. You will receive paid or unpaid leave depending on the circumstances. Each case is determined individually.

or

XXXX Change Company Name has an established bereavement policy for permanent employees.

For purposes of bereavement leave, “immediate” family members are:

- Your spouse
- Your child or step-child
- Your parent or a parent of your spouse
- Your or your spouse's sibling (brother or sister)
- Your brother-in-law or sister-in-law
- Your or your spouse's grandparent
- Your aunt or uncle
- Your niece or nephew
- Your cousin
- A close friend

You are eligible for bereavement leave with pay of _____ days in the event of the death of an immediate family member or _____ days in the case of other than an immediate family member.

Additional leave may be given with or without pay at the company's discretion to settle estate matters, for family or survivor support or for travel to and from a funeral.

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Do you have established, written company and employment policies in all of these areas?

- ⇒ Anti-Harassment/Bullying
 - ⇒ Privacy
 - ⇒ Pre-employment Testing
 - ⇒ Employment of Retirees
 - ⇒ Prohibition Period
 - ⇒ Performance Review
 - ⇒ Seniority
 - ⇒ Statutory Holidays
 - ⇒ Maternity Leave
 - ⇒ Paternity Leave
 - ⇒ Bereavement Leave
 - ⇒ Jury Duty
 - ⇒ Work from Home
 - ⇒ Dismissal/Termination
 - ⇒ Social Media
 - ⇒ Severance Pay
 - ⇒ Computer Use
 - ⇒ Personal Electronic Devices
 - ⇒ Education & Training
 - ⇒ Religious Observances
 - ⇒ Non-Discrimination
-

These are only 21 of 150 policy areas that we review. Are you up to date on all of them?



Everyone benefits from a shared understanding of work place rules...

And that is good for business!



British Columbia
Floor Covering Association

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Website:

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- Anti-harassment
- Seniority
- Employment Eligibility

Need to communicate company policies?

- Pre-employment Testing
- Smoking
- Probation Period
- Performance Review
- Severance Pay
- Retirement

Our website says it all:

policymadeeasy.com

CPM Manuals Ltd.

Often, workplace problems originate from employees' lack of understanding of company policies. It is therefore imperative that your policies be in writing and available to all employees.

THE PROBLEM

Employment times are changing

What was acceptable in the work place just a few years ago is no longer necessarily appropriate or even permissible.

Furthermore, we live in an increasingly litigious society. Court reports are full of stories of large compensation payments being made by employers for wrongful dismissal.

Often the facts are simple: the dismissed employees claim that they did not know that a particular action was contrary to company policy. Why didn't they know? Because there were no **written** policies. It was assumed that everyone knew what the policies were. Assumptions can lead to litigation.

Do you have up to date, well-considered and written policies on topics such as:

- **Privacy**
- **Social Media**
- **Drug Testing**
- **Harassment**
- **Sick Leave**
- **Computer Use**

The need for a concise, thorough and professionally prepared Employee Policy Manual grows in importance every day.

Don't fall into the trap of assuming that everyone knows. They don't.

Whether you call it a Corporate Policy Manual or an Employee Handbook, it is essential that you have one. It must be easy to read and up to date and **all your employees must have a copy.**

THE SOLUTION

CPM Manuals is pleased to offer you, in conjunction with the **British Columbia Floor Covering Association**, an Employee Policy Manual template which has been developed to contain all the items that would be important to the floor covering industry in British Columbia today. You may add material that is more specific to your business or locality or delete any sections that do not apply. The result will be an effective employee policy publication that says exactly what you want it to say.

This is not an "off-the-shelf" product. The **British Columbia Floor Covering Association** along with **CPM Manuals** have focussed on **your** needs, policies and guidelines.

For a small investment of your time to personalize the template and at a fraction of the cost of a typical consultant solution, you will have an Employee Policy Manual that is thorough, professional and accurate.



This template is vetted by the **British Columbia Floor Covering Association**, and contains approximately 150 separate topics in nine major sections, logically organized for easy reference. Related subjects are grouped together and your Manual will also have a Table of Contents at the front and an alphabetical Index at the back of the book. The template is designed so that adapting it to your situation simply consists of removing material that does not apply or which you do not want included. You may also freely add material.

CPM Manuals' mission is to make the creation of your Employee Policy Manual as speedy and painless as possible.

BCFCA price is \$749.00

BCFCA, working with CPM Manuals, has developed a special program designed to provide members with a customized manual at a 75% discount off the standard commercial price of \$2,995.00

To order your customized Employee Policy Manual Template please call:

CPM Manuals: 866 925 9789

or

BCFCA : 866 575 9928



**British Columbia
Floor Covering Association**

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**British Columbia Floor Covering Association / CPM Manuals Ltd.
Company Policy Manual
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Kindly complete this form and either email to info@policymadeeasy.com or fax to (866) 902-5379

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