



Section 1: Employment



The Employment section focuses on The Classic Clothing Company's responsibilities in the workplace. In this section, you will learn about Equal Opportunity, Employment Procedure, Orientation, Performance Appraisals and Reviews, Appeal Process and Safety policies.



Employment

This section focuses on The Classic Clothing Company's responsibilities to employees and workers. In addition, this section is a reflection of The Classic Clothing Company's belief in employee and worker equality. Everyone is encouraged to become familiar with these employment policies.

Equal Opportunity Policy

The Equal Opportunity Policy focuses on equal employment and advancement opportunities for all workers and employees. It is important to The Classic Clothing Company that everyone is treated equally and fairly.

Effective Date

This policy takes effect on April 1, 2006.

Review Date

This policy will be reviewed on April 1, 2007.

Objective

The purpose of this policy is to promote equality in the workplace and ensure that all employees and workers are aware of The Classic Clothing Company's belief in non-discrimination.

Statement

It is The Classic Clothing Company's responsibility that all employees and workers are not discriminated in employment and/or advancement opportunities.

Policy

Non-Discrimination

To provide equal employment and advancement opportunities to all employees and workers, The Classic Clothing Company's employment decisions are mainly based on experience and skills.



The Classic Clothing Company does not discriminate against anyone based on the following:

- ❖ Age
- ❖ Gender
- ❖ Race, religion, language and/or culture
- ❖ Disability
- ❖ Family, marital and/or economic status
- ❖ Sexual orientation
- ❖ Educational and/or political background
- ❖ Unions
- ❖ Pregnancy
- ❖ Industry
- ❖ Affiliations

This policy applies to all aspects of employment including recruitment, work assignments, compensation, termination, promotions, benefits and training.



Please ask your manager if you have any questions or concerns about discrimination in the workplace.



Employment Procedure Policy

The Employment Procedure Policy focuses on how all employees and workers are hired to fill positions at The Classic Clothing Company. It is important to The Classic Clothing Company that everyone is hired based on experience and skills.

Effective Date

This policy takes effect on April 1, 2006.

Review Date

This policy will be reviewed on April 1, 2007.

Objective

The purpose of this policy is to ensure that all employees and workers are aware of The Classic Clothing Company's hiring process.

Statement

It is The Classic Clothing Company's responsibility that all prospective employees and workers are given an equal opportunity for employment.

Policy

Job Descriptions

The Classic Clothing Company believes that the job descriptions for positions are important to ensure effective hiring practices and provide equal employment opportunities for all prospective workers and employees.

Job descriptions are designed to be equitable and accurate in their roles and responsibilities. It is The Classic Clothing Company's responsibility to ensure that the job descriptions are up-to-date by reviewing them every three months.

Interview and Recruitment Process

The Classic Clothing Company is committed to hiring skilled and experienced employees and workers while practicing the Equal Opportunity Policy in the interview and recruitment process.



The Classic Clothing Company takes the following steps in the interview and recruitment process:

1. Sets criteria for the job(s).
2. Advertises job(s) in the Edmonton Journal, on www.retailisin.com and in the front store window.
3. Receives resumes in person only.
4. Selects prospective employees and workers based on criteria, job description, skills and experience. The manager reviews all the resumes.
5. Interviews prospective employees and workers. The owner and manager are present in all the interviews.
6. Chooses three applicants.
7. Notifies chosen applicant by phone and in a written letter.
8. Decides on a start date for new employee or worker.

Employment of Relatives and Friends

The Classic Clothing Company offers equal employment opportunities to all skilled and experienced applicants including **relatives** and friends of current and/or former employees and workers.



Orientation Policy

The Orientation Policy focuses on the training process that all new employees and workers will complete once they begin working. It is important to The Classic Clothing Company that everyone feels welcome.

Effective Date

This policy takes effect on April 1, 2006.

Review Date

This policy will be reviewed on April 1, 2007.

Objective

The purpose of this policy is to ensure that all employees and workers are aware of The Classic Clothing Company's orientation process.

Statement

It is The Classic Clothing Company's responsibility that all new employees and workers participate in the orientation process.

Policy

Orientation

The Classic Clothing Company's orientation process is designed to help new employees and workers feel welcome and inform them of their roles and responsibilities in the workplace. New employees and workers receive all the information needed to understand their job requirements.

During the orientation process you will receive important information on the following:

- ❖ Performance requirements of your position
- ❖ Roles and responsibilities of your position
- ❖ Company policies
- ❖ Benefit programs
- ❖ Safety requirements

Your manager will also take you on a complete tour of The Classic Clothing Company and you will be asked to complete all the necessary paper work.



Performance Appraisals and Reviews Policy

The Performance Appraisals and Reviews Policy focuses on the evaluation of new employee and worker performance and progress in the workplace. It is important to The Classic Clothing Company to assess employee and worker progress and decide on a plan for improvement, if necessary.

Effective Date

This policy takes effect on April 1, 2006.

Review Date

This policy will be reviewed on May 4, 2008.

Objective

The purpose of this policy is to ensure that all employees and workers are aware that they will be assessed on their work performance.

Statement

The owner and manager will assess all employees and workers based on their work performance.

Policy

Performance Appraisals and Reviews

The owner and manager will conduct performance appraisals and reviews with all regular full-time and part-time employees and workers every six months.

New employees and workers will be reviewed at the end of three months. After the first review, the employee or worker will be reviewed every six months.

Performance appraisals and reviews are designed for the manager and owner and employee or worker to discuss work roles and performance, encourage and recognize positive characteristics, offer approaches for meeting work-related goals and provide **constructive** feedback.



Together, the manager and owner and employee or worker discusses ways to learn new skills and reviews areas of improvement, if necessary.



Performance appraisals and reviews directly affect wage increases; it is important to prepare for the reviews and participate in them fully. Please refer to the Wage Increases Policy in the Wage and Work Hours section for full details.



Performance appraisals and reviews are confidential information. Please refer to the Confidential Information Policy in the Communication section for full details.



Appeal Process Policy

The Appeal Process Policy focuses on the evaluation process that The Classic Clothing Company will complete if an employee or worker participates in any unacceptable behaviour in the workplace. It is important to The Classic Clothing Company that the rules and standards of conduct are followed.



Please refer to the Standards of Conduct section for full details.

Effective Date

This policy takes effect on April 1, 2006.

Review Date

This policy will be reviewed on May 4, 2008.

Objective

The purpose of this policy is to ensure that any unacceptable behaviour is recognized and evaluated.

Statement

The manager will take an employee or worker through the Appeal Process if and when any unacceptable behaviour is recognized.

Policy

Appeal Process

The manager will take the following steps if any unacceptable behaviour is recognized:

1. **Verbal Warning:** The manager warns employee or worker about the behaviour while a witness is present.
2. **Written Warning:** The manager writes a letter stating the problem and outlines the conditions that the employee or worker is expected to follow to change the behaviour. The manager signs the letter.



3. **Second Written Warning:** Manager writes a second letter containing the same information from the first written warning. The manager discusses probation with the worker or employee and recommends participating in a program to change the behaviour. If the employee or worker doesn't change, a panel review occurs.

Panel Review: All workers and employees, as well as the owner and manager discuss the employee or worker's behaviour. Decisions are made based on all evidence. The panel review occurs at one time only.

4. **Probation:** The employee or worker is placed on probation without pay for six months. During this time, the employee or worker is expected to participate in a program to change the behaviour and recover from it.
5. **Termination:** If the employee or worker does not demonstrate changed behaviour within 3 weeks (21 days), the manager will terminate his/her employment.



Termination of employment will occur immediately if an employee or worker participates in any form of violence. Please refer to the Physical Harassment Policy in the Standards of Conduct section for full details.



Safety Policy

The Safety Policy focuses on workplace safety standards in the workplace.

Effective Date

This policy takes effect on April 1, 2006.

Review Date

This policy will be reviewed on April 1, 2007.

Objective

The purpose of this policy is to provide a safe workplace for all employees, workers and visitors and reduce or eliminate any incidents in the workplace.

Statement

All employees and workers are expected to follow safety standards and exercise caution in all work activities.

Policy

Safety

The Classic Clothing Company exercises the precautions necessary to protect employees, workers and visitors from any and all incidents. All employees and workers are expected to follow safety standards.

If there are any unsafe conditions and/or incidents in the workplace, all employees and workers are expected to notify the manager immediately.

The Classic Clothing Company provides information to employees and workers about workplace safety and incidents through the following:

- ❖ Staff meetings
- ❖ Bulletin board postings
- ❖ Orientation



First aid kits are located at the front desk and in the bathroom.



Procedure

All employees and workers are expected to take the following steps in the case of an incident in the workplace:

1. Identify the incident.
2. Determine the required countermeasures (evacuation, rescue, first aid).
3. Notify your manager.
4. Use necessary safety procedures.



Employment Checklist

Did you read the following policies?

- Equal Opportunity
- Employment Procedure
- Orientation
- Performance Appraisals and Reviews
- Appeal Process
- Safety

What's Next?



Now that you have knowledge about Employment policies, you are ready to learn about Standards of Conduct policies.