



PERSONAL ATTENDANT CARE INC.
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		Policy Number 6:00
		Page 1 of 1
DEPARTMENT		Human Resources
SUBJECT		Human Resource Policy
APPROVED BY (Signature)	PRESIDENT, BOARD OF DIRECTORS	
	CHIEF EXECUTIVE OFFICER	
EFFECTIVE DATE		September 2009
REVIEWED BY (Title & Signature)		Pamela DeRaaf CHRP, Human Resource Manager
REVIEW DATE		New

SCOPE

The policy encompasses all employees, students and volunteers of Personal Attendant Care Inc.

RATIONALE

To ensure Human Resource practices are conducted and disseminated in accordance with the following;

- Collective Agreement
- Personal Attendant Care Inc.'s Policies and Operational Procedures
- The Employment Standards Act
- The Employment and Pay Equity Acts of Ontario
- Labour Relations Act
- All relevant Employment Acts and Legislation
- Occupational Health and Safety Act
- Ontario Human Rights Code
- Disability Act
- Privacy Act

To ensure progressive practices with regard to recruitment, retention, succession planning, performance management, compensation and training utilizing a competency based approach where possible.

To ensure employees are encouraged to play a full part in personal career development through progressive human resource and training arrangements.

POLICY STATEMENT

Personal Attendant Care Inc. is committed to the provision of strategic and innovative Human Resource practices that cater for the diverse needs of our workforce. Practices are communicated and made available to all employees at point of hire and throughout their tenure with the organization.