

HR IN A BOX | \$4999 OR \$499/MONTH



- ✓ Access to 75 Policies, Procedures and HR Templates
- ✓ Guide to Customization
- ✓ Access to HR Fundamental Guides
- ✓ HR Policy Manual Template
- ✓ 10 hours of remote consulting support from a dedicated Certified HR Professional
- ✓ Additional consulting hours at a discounted rate
- ✓ Monthly Newsletter with Legislation updates and best practice reminders



YOUR COMPLETE HR OUTSOURCED PACKAGE TO ENSURE YOUR ORGANIZATION HAS EVERYTHING FROM A PEOPLE, PROCESS AND POLICY PERSPECTIVE INCLUDING A DEDICATED HR CONSULTANT THAT YOU CAN CALL AT ANY TIME FOR ASSISTANCE.


+ LIST OF POLICIES, PROCEDURES & TEMPLATES

- Privacy Policy
- Workplace Harassment and Violence Prevention Policy
- Whistle Blowing Policy
- Code of Business Conduct Policy
- Information Systems, Internet Use and Social Media Policy
- Performance Management Policy
- Corrective Action Policy
- Termination of Employment Policy
- Respect in the Workplace Policy
- Recruitment and Selection Policy
- Probationary Period Policy
- Compensation Policy
- Vacation Policy
- Training and Development Policy
- Business Expenses Policy
- Dress Code Policy
- Company Cell Phone Use Policy
- Vehicle Use Policy
- Visitors in the Workplace Policy
- Drugs and Alcohol in the Workplace Policy
- Smoke-Free Workplace Policy
- Possession of Weapons Policy
- Media Relations Policy
- Hours of Work Policy
- Working from Home Policy
- Overtime and Other Premiums Policy
- General Holidays Policy
- Earned Days Off Policy
- Sick Leave Policy
- Leaves of Absence Policy
- Health and Safety Policy
- Incident Reporting Form
- Company Vehicle Use Agreement
- Confidentiality of Company Information Agreement
- Employee Expense Report
- Employee Grievance Form
- Employee Status Change Form
- Employee Agreement Template
- Exit Interview Template
- Employee Disciplinary Memo
- Employee Performance Review Form
- Offer of Employment Letter
- Gratuitous Payment Letter
- Hourly Wage Increase Letter
- Employee File Checklist
- Employee Verification Form
- Independent Contractor Agreement
- Offer of Modified Work Duties Form
- Overtime Agreement
- Performance Improvement Letter
- Personal Vehicle for Company Business Use Agreement
- Probationary Performance Review Form
- Probationary period Completion letter
- Resignation Acceptance Letter
- Return to Work Plan
- Salary Increase Letter
- Reference Release for Departing Employee
- Release Form
- Severance Payment Offer Letter
- Termination Checklist
- Termination for Just Cause Letter
- Termination Without Cause Letter with Gratuitous Payment
- Termination within Probationary Period Letter
- Termination without Cause Letter with Severance Payment
- Training Request Form
- Vacation Request Form
- Absence Request Form
- Staffing Request Form
- Recruitment Strategy Template
- Job Description Template
- Job Posting Template
- Job Application Form Template
- Telephone Screen Interview Template
- Offer of Employment Letter Template
- Letter to Unsuccessful Candidates Template
- Orientation Checklist

+ LIST OF GUIDES

- Recruitment Guide
- Performance Management Guide
- Corrective Action Guide
- Disability Management Guide



 Purchase HR-In-A-Box for only \$4,999* or \$499/monthly

+ HR POLICY MANUAL TEMPLATE

+ 10 HOURS OF REMOTE CONSULTING SUPPORT

+ ADDITIONAL CONSULTING HOURS AT A REDUCED RATE

*With purchase of HR-In-A-Box get unlimited access to all policies, procedures, templates, guides & documents for a year. Any legislative changes that occur within that year will be automatically updated and included in your yearly subscription. Your designated CPHR Consultant will work with you to customize and create an HR plan that will utilize your 10 consulting hours within the year. [Click here to read more about the terms & conditions.](#)



ADDITIONAL RECOMMENDED PACKAGES :

HR Fundamentals | \$1499

✓ HR Essentials | \$499

Retained HR | \$ Customized