

POLICY PROTEC

2024 Catalogue



Products and Services

We provide Canadian organizations with the documents they need to achieve their goals.

Our documents are clear, respectful, and fully customized to your requirements.

How to Use this Catalogue

Whether you need just a few policies, or require a complete document set, we're here to help. Use this catalogue to generate a requirements list. Then contact us to get started.

If you don't see what you need, not to worry: We'll develop exactly the documents you require.

Pricing

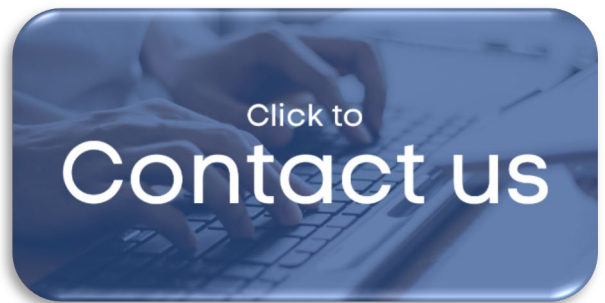
We don't lock you into a multi-year subscription for documents you'll never use. We provide one-time pricing for just the documents you select.

Contact Us

Take the next step. Contact us to discuss your goals and requirements.

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Good governance begins with valid policies. Get the governance and operational documents you need, customized exactly to your organization.

Governance Policies

- Board committees policy
- Board communications policy
- Board conflicts of interest policy
- Board development policy
- Board governance policy
- Board member compensation, travel, and expenses policy
- Board self-evaluation policy
- Donations and gifts policy
- Indigenous peoples engagement policy
- Officers' accountability policy

Specialty Documents

- Code of ethical conduct
- Corporate or society bylaws
- Incident reporting playbook

Operational Policies

Canada-wide

- A.I. usage policy
- Accessibility policy
- Customer service policy
- Ethical sourcing policy
- External communications policy
- Intellectual property policy
- Physical assets policy
- Purchasing policy
- Quality policy
- Vehicle usage policy
- Whistleblower policy, external

Ontario-specific

- Accessible customer service policy
- Integrated accessibility policy

Operational Procedures

General

- Customer complaint procedure
- Return authorization procedure
- Whistleblower investigation procedure, external

Purchasing

- Competitive bids purchasing procedure
- Open tendering purchasing procedure
- Purchasing procedure
- Request for proposals purchasing procedure
- Sole source purchasing procedure



Set your people up for success. Give them comprehensive, trustworthy employment policies, procedures, handbooks, and job aids.

Employment Policies

- Attendance and time off policy
- Compensation and benefits policy
- Conflicts of interest policy
- Diversity and inclusion policy
- Duty to accommodate policy
- Employee information policy
- Hiring policy
- Issue resolution policy
- Professional development policy
- Progressive discipline policy
- Remote working policy
- Whistleblower policy, internal

Employment Procedures

- Accommodation request procedure
- Benefits claim procedure
- Document distribution and attestation procedure
- Employee onboarding and offboarding procedures
- Issue resolution procedure
- Performance improvement procedure
- Recruitment and selection procedure
- Time off request procedure
- Visitor orientation procedure
- Whistleblower investigation procedure, internal

Employee Handbook Chapters

- Attendance and time-off chapter
- Company history, vision, and mission chapter
- Compensation and benefits chapter
- Employment administration chapter
- Expenses and business travel chapter
- Performance management chapter
- Talent acquisition chapter
- Training and development chapter

Forms and Checklists

Job aids are forms and checklists that support consistency and provide auditable records.

- Functional abilities assessment form
- Modified duties and return to work plan
- New employee onboarding checklist
- On-the-job training plan and record form
- Performance improvement process form
- Time off request form
- Visitor orientation checklist
- Volunteer orientation checklist
- Whistleblower report form



Health and Safety Documents

We provide the full range of health and safety documents. Everything is fully customized to your industry, workplaces, jobs, and tasks.

- Administrative procedures manual
- Building-specific fire safety plans
- Emergency response procedures manual
- Forms and checklists
- Hazards and controls risk register
- Health and safety policy manual
- Health and safety records and statistics workbook
- Health and safety system manual
- Joint workplace health and safety committee terms of reference
- Safe operating procedures manual
- Safe work practices manual
- Workplace violence and harassment prevention plans

Services

We are Canadian health and safety experts. Let us help you with:

- Health and safety system assessment
- Formal hazard assessment
- COR-certification consulting

HSE Policies

We have the policies you need to manage your health and safety function, including:

- Blood and bodily fluids exposure policy
- Contractors and visitors policy
- Corrective actions policy
- Drugs and alcohol policy
- Emergency preparedness and response policy
- Environmental protection policy
- Food safety policy
- Hazard assessment and control policy
- Health and safety governance policy
- Health or safety incidents policy
- Inspections policy
- Maintenance policy
- Pandemic response policy
- Personal protective equipment policy
- Psychological health and safety policy
- Qualifications and training policy
- Remote working / working from home policy
- Sharps handling policy
- Tobacco in the workplace policy
- Vaccinations policy
- Visitors policy
- Volunteer and student safety policy
- Weapons in the workplace policy
- WHMIS policy
- Worker participation in health and safety policy
- Working alone policy
- Workplace harassment and discrimination policy
- Workplace impairment policy
- Workplace violence policy

Emergency Response Procedures

Emergency response procedures are designed to assist workers in actual emergency situations.

- Anaphylaxis first aid procedure
- Blood or bodily fluid contact procedure
- Bomb threat procedure
- Building evacuation procedure
- Building lockdown procedure
- Chemical spill procedure
- CPR procedure
- Defibrillation (AED) procedure
- Diesel positive air shut-off procedure
- Emergency message fan-out procedure
- Environmental spill procedure
- Medical emergency procedure
- Naloxone first aid procedure
- Physical fight procedure
- Robbery / hold-up procedure
- Sharps injury first aid procedure
- Shelter in place procedure
- Site evacuation procedure
- Vehicle accident procedures

Administrative Procedures

Documented administrative procedures support consistency at all your worksites.

- Formal hazard assessment procedure
- Incident investigation procedure
- New employee health and safety orientation procedure
- On-the-job training procedure
- Site-specific hazard assessment procedure
- Workplace harassment or discrimination investigation procedure
- Workplace violence investigation procedure

Forms and Checklists

- Commercial vehicle inspection checklist
- Contractor orientation checklist
- Equipment operator certification checklist
- Estimators' site hazard assessment form
- Field-level hazard assessment form
- Functional abilities assessment form
- Home visit hazard assessment
- Home-office hazard assessment
- Incident investigation form
- Incident witness report form
- Injury classification form
- Modified duties / return to work form
- New employee orientation form
- Passenger vehicle inspection checklist
- Site daily safety planning form
- Visitors' sign-in and sign-out register
- Worksite inspection checklist and form

COR™ Certification

POLICY PROTEC provides organizations with the documents and guidance required to achieve the COR health and safety certification.

Using our proprietary documents, you will achieve COR a fraction of the time required to do the work in-house—and with better results.





We provide the policies, procedures, and standards required to manage, secure, and use information. Get ISO 27001-ready resources you need to manage your information function.

Information Technology Policies

- Acceptable use of information technology policy
- I.T. asset management policy
- I.T. change management policy
- I.T. equipment disposal policy
- I.T. operations security policy
- I.T. project management policy
- I.T. risk management policy
- Personal device prohibition policy
- Software assets policy
- Wireless networking administration policy

Information Security Policies

- Business continuity policy
- Clear screen / clear desk policy
- Disaster recovery policy
- I.T. physical security policy
- Information incident or breach policy
- Information security accountability policy
- Information security policy
- Information security risk assessment policy
- Patch and vulnerability management policy
- Remote access policy
- Service credentials policy

Information Management Policies

- Digital signature acceptance policy
- Document management policy
- Email policy
- Information classification policy
- Information records management policy
- Records and retention policy

Procedures

- Administrator off-boarding procedure
- Administrator on-boarding or change procedure
- Business continuity procedures
- Disaster recovery procedures
- I.T. equipment disposal procedure
- I.T. solution implementation procedure
- Information destruction procedure
- Information incident or breach procedure
- Information security internal audit procedure
- User off-boarding procedure
- User on-boarding or change procedure
- Vendor selection procedure

Standards

- Access logs standard
- Account lock-out standard
- Backup standards
- Device naming standard
- Encryption standards
- Information retention standards
- Software development standards



Get the policies and procedures required to effectively manage your privacy function.

Privacy Protection Policies

- Access and correction of health information policy
- Collection, use, and disclosure of health information policy
- Data use evaluation policy
- Information security in contracting policy
- Personal and health information privacy policy
- Privacy and security audit policy
- Privacy and security risk management policy
- Privacy and security risks and mitigation policy
- Privacy breach management policy
- Privacy charter and principles
- Privacy impact assessment policy
- Protection of health information policy
- Records security classifications policy
- Use of health information for research policy

Privacy Protection Procedures

- Amending or correcting health information procedure
- Disclosing health information for research procedure
- EMR activity audit procedure
- Evaluation procedure
- Fax number registration procedure
- Faxing procedure
- Manually recording the disclosure of health information procedure
- Privacy breach procedure
- Privacy impact assessment procedure
- Providing access to health information procedure
- Recording a patient's expressed wishes procedure
- Releasing health information procedure



Fiduciary due diligence begins with clear, comprehensive financial policies, procedures, and authorities.

Finance and Accounting Policies

- Annual audit and auditors policy
- Anti-money laundering and terrorist financing policy
- Approval authorities policy
- Bank accounts and signing authority policy
- Basis of accounting policy
- Budget amendment policy
- Capital expenditure policy
- Cash management and investment policy
- Conflicts of interest (financial) policy
- Credit approval policy
- Discounts policy
- Donations and gifts policy
- Expense reimbursement policy
- Financial reporting and review policy
- Internal financial controls policy
- Operational stability fund policy
- Purchasing policy
- Risk management policy
- Segregation of duties policy
- Terms and conditions of sale and warranties policy
- Unbudgeted expenditures policy

Finance and Accounting Procedures

- Accounts receivable procedure
- Business plan amendment procedure
- Capital expenditure request and approval procedure
- Cash receipts and deposits procedure
- Changes to budget procedure
- Competitive bids purchasing procedure
- Credit card procedure
- Expense pre-approval procedure
- Financial reporting and review procedure
- Invoice approval and payment procedure
- Monthly close procedure
- Open tendering purchasing procedure
- Requests for proposals (RFP) procedure
- Sole source purchasing procedure
- Timesheet review and approval procedure
- Unbudgeted expenditures procedure
- Vendor prequalification procedure
- Wire transfer procedure

Authorization Registers

- Bank authorized signatories register
- Budgeted financial authorization limits register
- Financial payment authorization limits register
- Purchasing methods limits register
- Unbudgeted financial approval limits register

Contact Us

Ready to get started? Contact us today.



Website

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