



Manitoba Small Business: HR Compliance Gap Checklist

Most business owners believe they are covered because they "treat people well." In the eyes of **Manitoba Employment Standards** and **Workplace Safety and Health (WSH)**, however, if a policy isn't documented, communicated, and reviewed, it effectively doesn't exist.

Ask yourself these 5 questions to see where your business stands:

1. The "Termination" Test

If you had to terminate an employee today for poor performance, do you have a signed **Progressive Discipline Policy** and a **Termination of Employment Policy** that specifically references the *Manitoba Employment Standards Code*?

- **The Risk:** Without these, an employee can claim "wrongful dismissal" at the Labour Board, potentially forcing a settlement or a mandatory rehire.

2. The "Work Refusal" Test

Under *The Workplace Safety and Health Act (Manitoba)*, every employee has the right to refuse unsafe work. Do you have a written **Work Refusal Policy** that outlines the exact 3-step process required by provincial law?

- **The Risk:** Mishandling a work refusal can lead to immediate provincial investigations and heavy fines for the employer.

3. The "Respectful Workplace" Test

Manitoba law requires employers to protect staff from harassment and abuse. Do you have a **Respectful Workplace Policy** that includes a clear "Roles and Responsibilities" section for Supervisors?

- **The Risk:** If an incident occurs and you don't have a documented policy and training plan, the business (and you personally) could be held liable for "failing to provide a safe psychological environment."



4. The "Medical Leave" Test

Do you have a clear **Sick Time and Medical Leave Policy** that aligns with the *Employment Standards Code (Manitoba)* and a **Return to Work (RTW) Policy** for injured workers?

- **The Risk:** Improperly managing medical leave can lead to Human Rights complaints based on "failure to accommodate," which are notoriously expensive and time-consuming to fight.

5. The "IT & Privacy" Test

Does your **IT Acceptable Use Policy** explicitly state that company devices and emails are for business use and subject to review?

- **The Risk:** Without this, an employee may have a "reasonable expectation of privacy," making it legally difficult for you to access evidence of misconduct on a company computer.

The Verdict: If you answered "No" or "I'm not sure" to even one of these, your business is operating with a significant legal blind spot.

KevinOne's HR Suite closes these gaps with professional, Manitoba-compliant documents designed to protect your time, your money, and your reputation.

How to use this:

This quick checklist helps owners see where they might be exposed. Why don't you take a minute to look it over? If any of these worry you, [contact KevinOne](#)."