

CFIB templates can save you up to \$43,000!



**CANADIAN FEDERATION
OF INDEPENDENT BUSINESS**
In business for your business™



CFIB's FREE templates save you time and money — how much money? **Up to \$43,000!** Here are just a few of the more than 50 templates available to you! **You can access them all by signing into your Member Portal.** **Download and customize them today and avoid the pain of fines and other negative consequences!**

Value per template: \$2,800 each

1. Cybersecurity Incident Response Plan
2. Drugs, Alcohol and Medication Policy
3. Employee Manual*

Possible Penalties

1. Average cost of a cybersecurity breach is **\$26,000**, but can be as much as **\$500,000**
2. In **AB**: Penalties up to **\$100,000**.

Value per template: \$1,500 each

4. Return to Work Package

4. Legal requirement and possible penalties in **PEI, NB, NL, & ON**. Plus in **NL**: Potential strike against employer's WCB assessment account.

Value per template: \$900 each

5. Anti-Bullying Policy*
6. Anti-Harassment Policy*
7. Anti-Violence Policy*
8. Letter of Offer/Contract
9. Technology Usage Policy
10. QC Harassment Prevention Policy
11. QC Prevention Program

5. Penalties up to — **ON**: \$550, **BC**: min \$1,250.
- 6 — 7. Penalties up to — **AB**: \$500 per violation, **SK**: \$1,000, **MB**: \$5,000, **ON**: \$550, **NB & NL**: \$250,000, **NS**: \$2,000.
8. A **must have** in defence of an employment standards complaint or wrongful dismissal claim.
9. Average cost of a cybersecurity breach is **\$26,000**, but can be as much as **\$500,000**
10. Penalties up to — **QC**: \$1,200 (Plus legal fees upward of \$9,000)
11. Penalties up to — **QC**: \$3,000

Value per template: \$500 each

12. Canadian Anti-Spam Legislation Rules and Consent Form
13. Disconnecting from Work Policy
14. Inclement Weather Policy
15. Smoke-Free Workplace Policy

12. In **AB**: Penalties up to **\$1,000 per email**
- 13 — 14. Possible graduated fines like workers' compensation. In **ON**: Penalties up to **\$25,000**
15. Penalties up to — **QC**: \$15,000, **ON**: \$300, **NB**: \$1,100, **NS**: \$352.50, **PEI**: \$350, **NL**: \$5,000

*requirement for Liability Insurance.



Have questions?
Contact your Advisor today!

1-833-568-2342 or CFIB@CFIB.ca

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DIN10116-2311