



Engaging in best management practices

Ensuring compliance in the workplace

Workplace audits

Workplace audits identify gaps in compliance with workplace laws and regulations and areas in workplace management that need improvement. A workplace audit will also ensure that your workplace is engaging in best management practices to reduce risk and ultimately save you time and money by avoiding common pitfalls.

What's the risk?

Non-compliance with workplace laws and regulations can expose your company to liability.

How we can help you

When our employment lawyers attend your workplace to conduct an audit, we ensure that your business is compliant with workplace laws and regulations and is engaging in best management practices. Depending on the needs of your business, we can customize the audit by focusing on a particular issue or document group. Or we perform a comprehensive audit where all employment-related documents are reviewed. For example:

Workplace document audit

A review of key employment-related documents to assess their compliance and enforceability. (Such as employment agreements, consulting agreements, independent contractor agreements, documents related to the termination of employment, and confidentiality, non-disclosure and non-solicitation agreements.)

Privacy audit

A review to ensure compliance, effectiveness, and appropriateness of privacy policies and procedures in relation to the privacy legislation applicable to your workplace.

Workplace policy audit

A review that identifies whether your workplace has policies in place that are required by law, whether these policies and related procedures are due for revision or updating, and to make recommendations for additional policies from which your workplace would benefit. In Ontario, certain mandatory policies require a yearly review.

Mandatory policies for Ontario employers

- Health and Safety Policy
- Violence Policy
- Harassment Policy
- WHMIS
- Personal Information Privacy Policy
- Accessibility Policies

Recommended policies for Ontario employers

- Diversity and Inclusion Policy
- Anti-Discrimination Policy
- Accommodation Policy
- Drug and Alcohol Policy
- Social Media Policy
- Information Technology and Electronic Use Policies
- Conflicts, Nepotism, and/or Fraternization Policies
- Attendance and/or Absenteeism Policies
- Overtime Policy
- Telework Policy
- Progressive Discipline

Contact us

To find out how we can assist you with a workplace audit, contact:

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