



Immigrant Centre

Canadian Workplace Culture Workshop

Employment Services



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Acknowledgement of Treaty Land

Our workshop today is located on original lands of Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation.

We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.

[Video - Canada's cultural genocide of Indigenous Peoples](https://www.youtube.com/watch?v=wSGi0ycmekE)

<https://www.youtube.com/watch?v=wSGi0ycmekE>

For more information see the booklet:

INDIGENOUS PEOPLE OF MANITOBA a guide for newcomers.

<http://www.immigratemanitoba.com/wp-content/uploads/2016/07/indigenousguide-web-version2b.pdf>

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Today You Will Learn How To

1. Define your **Employment and Responsibilities**
2. Prepare for your **First Day of Work**
3. Understand **Company Policies**
4. Be a **Good Employee** in Canadian Workplace
5. Understand and follow **Employment Standards**
6. Know your rights & responsibilities for **SAFE Work**
7. Use **WCB** assistance when you are **Injured** at work
8. Apply for **Employment Insurance (E.I.)**

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Before We Start...

- Introduce yourself (Name, Time in Canada)
- Have you worked in Canada?
- Have you noticed differences in workplace culture in Canada compared to other countries?

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Employee or Self Employed?

Cash jobs/contract jobs are not illegal BUT....

- You need to **report the money** you earn to **CRA** and if applicable, **EIA** and/or **EI**
- You may need to **register your business**
- You may **pay GST** depending on your earnings
- You may **not be covered** by **EI**, **WCB** or get **CPP**
- You may be **liable for damage** or **accidents**

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Protect Yourself – Written Agreement

- Make sure you have a **written agreement** before you start work (even if a cash job)
- Written agreements could include
 - **Wage**
 - Duties/Procedures
- Keep **copies of the schedule** sent by your employer (take a picture of posted schedules)

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Your First Day of Work

What do you think you need to bring on your first day of work?

Please write down your answers in your workbook.

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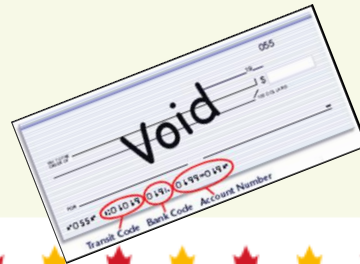


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Prepare for Your First Day of Work

Bring the following on your first day:

- **Identification:**
 - Social Insurance Number (SIN)
 - Permanent Resident Card or Work Permit
 - Manitoba Health Card
 - Driver's License (if applicable)
- Blank "void" cheque (if applicable)
- **Notebook and Pen**
- **Dress properly**
- **Lunch or snack**



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On Your First Day of Work...

What do you think you will do on your first day of work?

Please write down your answers in your workbook.



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Your First Day of Work

Most companies have **Orientation**

- Fill out Company and Government **Paperwork**
- Learn about **Company Policies** and **Union Agreements** (if applicable)
- Read the **Employee Manual**
- **Tour** the workplace and **meet coworkers**
- **Train** with a Co-worker or Manager

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Fill Out Paperwork

Government Paperwork:

- **Federal Income Tax Forms**
- **Provincial Income Tax Forms**
 - Name, Address, Birthdate
 - Social Insurance Number



Let's practice filling out the form!

Fill out first two rows of the form in your workbook. (Except SIN#)

*Read workbook for details on Income Tax and other paperwork.

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Filling out Paperwork

➤ Government Paperwork:

- Federal Income Tax Forms
- Provincial Income Tax Forms
 - Name, Address, Birthdate
 - Social Insurance Number

➤ Income Tax

- If the company does not have you fill out income tax forms and does not deduct income tax, you will be recognized as "Self-employed"
- By law, you must record and declare all earnings when filing your annual income tax return (even cash)
- Employees receiving tips (gratuities) must record and declare any tips earned when filing their annual income tax return

Contact the **Canada Revenue Agency** for more information

<http://www.cra-arc.gc.ca/menu-eng.html>

Practice Filling Out the first two rows of the Forms



Manitoba

2021 Manitoba Personal Tax Credits Return

Protected B when completed

TD1MB



Canada Revenue
Agency

Agence du revenu
du Canada

Protected B when completed

2021 Personal Tax Credits Return

TD1

Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your tax deductions.

Fill out this form based on the best estimate of your circumstances.

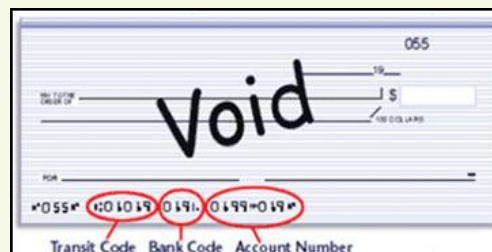
If you do not fill out this form, your tax deductions will only include the basic personal amount, estimated by your employer or payer based on the income they pay you.

Last name	First name and initial(s)	Date of birth (YYYY/MM/DD)	Employee number
Address	Postal code	For non-residents only – Country of permanent residence	Social insurance number

1. Basic personal amount – Every resident of Canada can enter a basic personal amount of \$13,808. However, if your net income from all sources will be greater than \$151,978 and you enter \$13,808, you may have an amount owing on your income tax and benefit return at the end of the tax year. If your income from all sources will be greater than \$151,978, you have the option to calculate a partial claim. To do so, fill in the appropriate section of Form TD1-WS, Worksheet for the 2021 Personal Tax Credits Return, and enter the calculated amount here.

Other Paperwork

- **Offer of Employment/Employment Agreement**
 - Make sure you **understand and agree** with terms **before you sign** the Offer of Employment
- **Additional company paperwork could include:**
 - Criminal Record, Adult or Child Abuse Registry Checks
 - Benefits (Health, Dental and Life Insurance)
 - Direct Deposit (Bring a void cheque)





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First Day – Company Policies

- Company Policies will be given to you on your first day of work
- Keep Company Policies and refer to them as long as you work at that company

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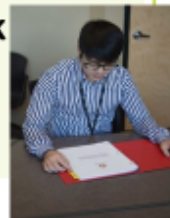
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Company Policies

- **Each company** has its **own set of rules** also known as the Company Policy
- Company Policies must conform to (not break) federal and provincial laws

What do you think you will find in a Company Policy book?

Please write down your answers in your workbook



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Company Policies

Read the **Employee Manual** for information about:

- **Probation Periods**
- **Dress Code or Uniform Policy**
- **Break Times**
- **Arriving Late/Sick Days**
- **Vacation Days/General and Other Holidays***
- **Social Media Policy**

Ask your Manager for more information about company policies

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➤ **Company Policy**

- Each company has its **own set of rules** known as the **Company Policy**
- Company Policies must not break federal and provincial laws
- **Read the Employee Manual for information about:**
 - Probation Periods (usually 3-6 months)
 - Dress code or uniform policy (Who pays for uniform)
 - Break times (paid and unpaid breaks)
 - By law you must have a 30 min. break when working a shift of 5 hours or more (employers do not have to pay for breaks)
 - Arriving Late/Sick Days (Who to contact)
 - Vacation (length of time and type of payment)
 - Employers must give 2 weeks of vacation after 1 year of employment
 - Employer can pay % of holiday pay on every paycheque
- **If you are not given an Employee Manual ask the Manager about:**
 - Probation periods, break times, dress code or uniform policy, vacation, holidays, arriving late, and sick days



Company Policies

Probation Periods (usually 3-6 months)

- Employers use this time to decide if you are a good worker
- If you don't do a good job, you may lose your job
- Ask your employer the length of the probation period and if you get benefits during or after probation time

Dress Code or Uniform Policy

- Rules on what to wear at work
- If there is a uniform, ask who pays for uniform

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Company Policies

Break Times

- Usually scheduled by the Manager
- Sometimes employees schedule their own breaks
- Sometimes breaks can only be scheduled when the business is not busy (Ex. Restaurants)
- Don't take longer breaks than scheduled

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Arriving Late/Sick Days

- Ask Who and How to contact
- Always call as early as possible if you will be late
- If you are sick try to call at least 2+ hours before shift
- Avoid using all your sick days
- Video: Call In Sick
 - https://www.youtube.com/watch?v=gjaVXZr_SEI

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Vacation Days/General and Other Holidays

- You may have to work an entire year before you get vacation days
- You may take vacation days as you earn them
- May be scheduled by the employer or you may be able to request vacation days
- Seniority or how long in advance you book vacation days may determine who gets requested days off
- Ask about time off/pay for general and other holidays*

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Company Policies

Social Media Policies

- Be careful about what you post
- Be careful of how you act in public
 - **Someone may record you and post it on social media**
- You may lose your job if you give the company a bad image (in your posting or someone else's posting)

List things you have to be careful of on Social Media

<https://www.youtube.com/watch?v=blgKcABtNP8>

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How To Be a Good Employee

What can you do during training to do your job well?

Write your answers in your workbook.

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Training – Learn to Do the Job Well

Take initiative to learn your job.

What does it mean to take initiative?

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Training – Learn to Do the Job Well

Take initiative to learn your job:

- **Read all training materials**
- **Listen** as the trainer explains the task
- **Watch** the trainer perform the task
- **Take notes** about everything you learn
- **Practice** doing the task with supervision
- **Ask questions/ask for feedback**

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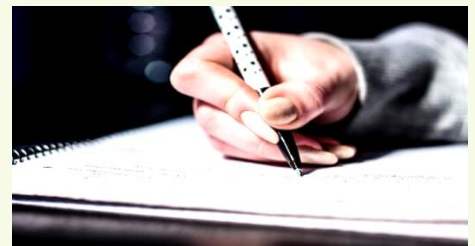
Useful Tips During Training

- **Review training materials and notes** at home
- **Write down any questions** you have and ask your Trainer the next day
- Bring **notebook** and **training materials** to work until you know everything about your job
- When you first learn a task, **focus on accuracy**
- After you know the task, **focus on speed**

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Training – Learn to do the Job Well

- **Take a proactive approach and show that you want to do a good job**
- **Ask questions if you need clarification**
- **Write down the answers in your notebook**
- **Take initiative to learn your job:**
 - Read all training materials
 - Take notes about everything you learn
 - Ask questions if you need clarification
- **The best way to learn a new task is:**
 - **Listen** as the trainer explains the task
 - **Watch** the trainer perform the task
 - **Practice** doing the task with supervision
 - **Ask for feedback** (How did I do?)
- **Useful Tips:**
 - Review training materials and notes at home
 - Write down any questions you have and ask your Manager the next day
 - Bring notebook and training materials to work until you know everything about your job
 - When you first learn a task, focus on accuracy
 - After you know the task, focus on speed





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Be a Good Employee Understand Workplace Culture

What is culture?

What do you think is typical Canadian Workplace Culture?

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Canadian Workplace Culture

- Culture affects the **way people work and interact** with others in the workplace
- Canadian Workplace Culture is made up of **"Unwritten Rules"**
- **Each workplace may be different** (multi-cultural)
- Learn Canadian Workplace Culture by **observing people in the workplace** and **talking to people** who have Canadian work experience

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Canadian Employers Value Soft Skills

What is a Soft Skill?

Find out what Soft Skills mean by giving examples!

What kind of Soft Skills do you have?

Let's make a list of Soft Skills in your workbook.

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Let's make a list of Soft Skills in your workbook.

What Immigrants Have

- Soft Skills – **10%***
- Technical Skills – 90%*

What Employers Want

- Soft Skills – **60%***
- Technical Skills – 40%*

Why do employers place more value on soft skills?

- **Soft skills** are very **difficult to teach**
- Employers think a candidate with **good soft skills** **can learn technical skills** they need for the job

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SOFT SKILLS CHECKLIST

✓ Check the personal attributes/character traits that describe you best

☐ Accurate – careful, precise, free from error	☐ Investigative – inquiring, curious
☐ Adaptable – changes to fit new conditions	☐ Logical – reasonable, rational
☐ Ambitious – driven to succeed	☐ Loyal – firm, constant support
☐ Approachable – friendly	☐ Meticulous – careful, precise
☐ Analytical – methodical, logical	☐ Meet deadlines – time management
☐ Articulate – express ideas well	☐ Motivated – driven, inspired
☐ Assertive – firm, confident, decisive	☐ Methodical – orderly, systematic
☐ Attentive – notice or pay careful attention	☐ Optimistic – hopeful, confident
☐ Calm – stay level-headed in a crisis	☐ Organized – arranged systematically
☐ Competent – able, adequately qualified	☐ Outgoing – friendly, socially confident
☐ Confident – belief in self	☐ Objective – impartial, unbiased
☐ Conscientious – wanting to do what is right	☐ Open-minded – unprejudiced
☐ Cooperative – works well with others	☐ Patient – accept/tolerate delays
☐ Considerate – showing careful thought	☐ Pleasant – friendly, considerate, likable
☐ Consistent – constant, steady	☐ Positive – constructive, affirmative
☐ Creative – imaginative, original	☐ Practical – realistic, sensible
☐ Constructive – helpful, encouraging	☐ Persistent – determined, purposeful
☐ Courteous – polite, respectful	☐ Perceptive – insightful, intuitive, observant
☐ Customer-oriented – customer comes first	☐ Persuasive – convincing, compelling
☐ Competitive – driven by results	☐ Problem solver – makes logical decisions
☐ Dedicated – devoted to goals	☐ Productive – achieving results
☐ Dependable – can be relied upon	☐ Professional – competent, skillful
☐ Diplomatic – polite, tactful	☐ Proactive – motivated, enterprising
☐ Decisive – quick/effective decisions	☐ Prompt/punctual – always on time
☐ Diligent – hard-working, industrious	☐ Persevering – continue through difficulty
☐ Dynamic – constant change, progress	☐ Realistic – practical views, truth, detail
☐ Discreet – careful, cautious	☐ Responsible – trustworthy, reliable
☐ Determined – goal-oriented	☐ Resourceful – inventive, creative
☐ Efficient – maximum productivity	☐ Reliable – dependable, trustworthy
☐ Energetic – active, lively, enthusiastic	☐ Sincere – genuine, honest
☐ Eager – enthusiastic, dedicated	☐ Supportive – provides encouragement
☐ Enterprising – resourcefulness, initiative	☐ Self-starter – motivated, ambitious
☐ Empathetic – understand others' feelings	☐ Trustworthy – honest, truthful
☐ Enthusiastic – enjoyment, interest	☐ Team-player – works well with others
☐ Friendly – kind and pleasant	☐ Thorough – careful, complete
☐ Flexible – ready and able to change	☐ Take initiative – self-motivated
☐ Focused – pay particular attention	☐ Trouble-shooter – solves problems
☐ Hard-working – diligent and committed	☐ Versatile – adapts easily to change
☐ Honest – truthful, sincere	☐ Able to prioritize – decide importance
☐ Helpful – supportive, cooperative	☐ Conflict manager – handle conflict
☐ Independent – self-sufficient, self-reliant	☐ Enjoys challenges – accomplishment
☐ Industrious – diligent, hard-working	☐ Good listener – pays attention to others
☐ Innovative – original, creative	☐ Proven negotiator – deal or bargain
☐ Integrity – honest, morally upright	☐ Sense of humour – enjoys amusement
☐ Intuitive – without conscious reasoning	☐ Quick learner – learns tasks effectively



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Canadian Employers Value Soft Skills

Which Soft Skills are valued by Canadian employers?

Please write your answers in your workbook.

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Canadian Employers Value Soft Skills

Did soft skills you checked on the previous page match the answers you listed?

List some Soft Skills you would like to have/improve.

Please write your answers in your workbook.

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Skills that Canadian Employers Value

- **Punctuality and Attendance**
- **Efficiency and Self-Improvement**
- **Communication and Respect**

Read more information about skills in your workbook

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Skills that Canadian Employers Value

➤ Punctuality

- Arrive to work **10-15 minutes early** every day. **Never be late!!!**
 - **Call your boss if you will arrive late**
 - **NOT ACCEPTABLE reasons to be late may include :**
 - Missing the bus/Dropping off children/Sleeping in late
 - **Take your breaks on time and return on time**
 - **Do not leave early without your boss' permission**

➤ Attendance

- Try to maintain 100% attendance
- Only miss work for sickness or emergency
 - **CALL YOUR BOSS IF YOU WILL MISS WORK!!!**
 - **If you are sick, you may need to provide a Doctor's Note**
 - **NOT ACCEPTABLE reasons to miss work may include:**
 - Car issues/Miss the bus/Bad weather/Friend needs help

➤ Efficiency and Self-Improvement

- Work accurately and quickly
 - **Employers expect employees to work quickly and accurately**
 - **First learn to do your job well, then speed up your pace**
- Admit your mistakes and ask for help
 - **Employers want "teachable" and "honest" employees**
 - **Ask for help so you don't make the same mistake twice**
- Take initiative at work
 - **Look for extra work that needs to be done**
 - **Share your ideas about how to improve your workplace**
- Take courses to make yourself a better employee
 - **Well-trained employees are more likely to get promotions**



What will you call your boss and coworkers?

Please write your answers in your workbook.

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➤ Communication and Respect

- Communication is very important in the workplace
 - **You don't need perfect English to have good communication skills**
- Address/refer to your boss and co-workers in informally
 - **Avoid using Sir, Madam, Ma'am, Mr., Mrs., Miss, or Ms.**



- In most workplaces call everyone by their **first name**, including your boss/manager (unless you are informed otherwise)
- Introduce yourself with your first and last name, but expect to be called by your **first name** only



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Please write your answers in your workbook.

- **Team work**
- **Body Language and Tone of Voice**
- **Topics of Conversation**
- **Active Listening with Others**
- **Communication Softeners**

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Teamwork

- Working in teams allows for creative ideas and a greater sense of belonging
- **Complete your part** of the work
- **Offer support** when you see a coworker needs it
- Treat **everyone with respect** no matter their position (entry-level and supervisors)
- **Share your ideas** openly, but be respectful of differing viewpoints (**listen, listen, listen**)

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➤ Team Work

- The success of the team also means success for the individual
- Treat everyone with respect (entry-level, supervisors, and managers)
- Offer support when you see a coworker under stress or falling behind
- Ensure your own share of the work is done to fulfill your commitment
- Working in teams offers a greater sense of belonging
- Share your ideas openly, but be respectful of differing viewpoints
- Listen to the opinions of others and be open to their perspective



Body Language and Tone of Voice

- Make good **eye contact**
- Keep **personal space**
- **Smile**
- Good **posture**
- Kissing and hugging are not appropriate
- Do not point or wave your finger at others
- Use a **strong, confident, and clear voice**

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- **Body Language**
- Direct eye contact (especially when listening)
 - **Lack of eye-contact shows dishonesty or discomfort**
 - Personal Space (arms-length in conversation)
 - **Too close = rude; too far = shyness or disinterest**
 - Kissing is not appropriate in the workplace
 - **Kissing could lead to harassment issues or lawsuits**
 - 2. Hugging is usually not appropriate in the workplace
 - **May happen in the workplace but is best to avoid at first**
 - Do not point or wave your finger at others
 - **Shows disrespect, dominance, and blame**





Topics of Conversation

During Work:

- **Focus on the job at hand**
- Limit personal conversation while working
- **Share your ideas** and participate in meetings
- If you have **concerns or complaints** about the company, **talk to the Supervisor** (don't complain to coworkers)

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➤ Appropriate Conversation

- During Work:
 - **Focus on the job at hand**
 - Limit personal conversation while working
 - Share your ideas and participate in meetings
 - Always speak in a respectful tone of voice
 - **During Breaks:**
 - Talk about jobs, families and friends
 - Avoid talking about age, pay, religion, or politics
 - Do not get too personal; respect others' privacy
 - Speak English to show respect for everyone





Active Listening with Others

1. **Focus on the speaker** to understand the message
2. **Don't guess** what the speaker might say
3. **Pause and think** about the message before responding
4. **Paraphrase the message** to check understanding
5. **Clarify the details** (ask questions)

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➤ Active Listening

- Active Listening is more than just hearing the speaker
 - **Pay attention and understand the message**
- Focus on the speaker
 - **Remove distractions**
 - Stop any activities you are doing \ace the speaker and make eye contact
 - **Don't try to guess what the speaker might say**
 - Listen
 - Do not interrupt
 - Avoid thinking of (preparing) what you want to say
 - Don't try to anticipate what the speaker might say
 - **Pause and think about the message**
 - Think about what the speaker said before you respond
 - **Provide feedback**
 - Repeat what the speaker said, in your own words
 - Allow the speaker to further clarify
 - **Clarify the message**
 - Ask questions if you need more information
 - Actively listen as the speaker explains
 - Repeat the feedback process until you understand



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Communication Softeners

Canadians use communication softeners in the workplace to show respect

- “We could” instead of “We must”
- “Excuse me” instead of “What”
- “I’m wondering” instead of “I think”
- “Would it be possible” instead of “Do this”

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Activity – Communication Softeners

How would you say the following phrases using Communication Softeners?

1. “What do you mean?”
2. “I’m the supervisor, so do what I say.”
3. “We must extend the deadline.”
4. “I disagree.”
5. “Don’t lie to me.”
6. “This is wrong.”

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Conversation Softener Activity:

➤ How would you say following phrases using Communication Softeners?

1. "What do you mean?"

2. "I'm the supervisor, so do what I say."

3. "We must extend the deadline."

4. "I disagree."

5. "Don't lie to me."

6. "This is wrong."

- Watch the video and find out the examples.
 - <https://www.youtube.com/watch?v=SqDK4o4kWus>

Conversation Softener Discussion Questions:

➤ What style of communication does your own country have?

- Does it use softeners or some other form of speech you can describe to others?

- Is your own country direct or indirect? How can you tell?

- When would it be easy to use a softener?

- When would it be difficult to use a softener?

- 7 verbal communication tips to help you integrate in the workplace
 - <https://livelearn.ca/article/employment/7-verbal-communication-tips-to-help-you-integrate-in-the-office/>



The 4 C's of Communication Softeners

- **Clarity** – choose the simplest words
- **Conciseness** – keep the information short
- **Coherence (Consistency)** – aim for a logical order of words (say the main point first)
- **Consensus (Harmony/Agreement)** – use speech that is respectful and polite. This usually requires “softeners” or words that help you avoid friction with other people especially when disagreeing with someone or asking someone to do something

Communication Softeners Video

<https://www.youtube.com/watch?v=SgDK4o4kWus>

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➤ Communication Softeners

- Canadians use softeners to show respect and build consensus.
- Canadian communication is usually:
 - **Direct for information** - Canadians have a strong desire for CLARITY
 - **Indirect for avoiding conflict and softening requests** - Canadians are CONFLICT OPPOSED
- **4 C's of Canadian communication:**
 - **Clarity:** Speak clearly and make intention known. Clarity includes clear pronunciation and looking directly at people as you speak. “I’m looking for a more effective way of implementing this process.”
 - **Conciseness:** Explanations should be short and to the point. Timely, factual speech is appreciated. “Can you provide a run-through of the process going through each of the five points in brief?”
 - **Coherence (Consistency):** What you say should show a logical sequence – a long story where the point is not made clear by the speaker is not usually acceptable. Back up opinions with evidence. “We have run this process three times with consistent results. Here are the stats.”
 - **Consensus (Harmony/Agreement):** Draw other people into the conversations without telling them what to do. Use “speech softeners” to get others to agree with you want them to do, and to have a “way out” if they don’t want to do it. “I’m hoping this meets your expectations for the report, please feel free to add comments.”

<https://www.slideshare.net/amgervais/canadian-communication-speech-softeners>



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Now that You Are Working...

You've started to work – what's next?

**Usually, you will receive your first pay 2-3 weeks after
you start work**

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Getting Paid!!

How will you get paid?

Tell us what you think or know!

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Your Paystub

Most employers pay bi-weekly (every 2 weeks)

- **Review your paystub** to make sure you are paid correctly
- **Amount of hours** (keep track of hours you worked)
- **Rate** (minimum wage, overtime, time and a half)
- **Vacation Pay**

www.icmanitoba.com



Immigrant Centre

How to Read Your Paystub

Gross pay: Amount of money earned before deductions

Net Pay: Amount of money you receive (take home pay)

Deductions: Money taken off your paycheque

Mandatory Deductions

- Federal Tax
- Employment Insurance (E.I.)
- Canada Pension Plan (C.P.P.)

Other Deductions May Include

- Union Dues
- Health/Life Insurance
- Long Term Disability (L.T.D)
- Donations

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Practice Reading A Paystub

Sara worked 80 hours and is paid \$12.63 per hour.

How much will Sara get paid?

Please do the paystub activity in your workbook.

www.icmanitoba.com

Sara worked 80 hours and is paid \$12.63 per hour.

How much do you think Sara will get paid?
Gross Pay:
Deductions:
Net Pay:



Lee, Sara Employee # 12345			Department #1 Employer #1449	Pay Period Jan 15-28, 2021	
Statement of Earnings		YTD	Employee Deductions and Employer Contributions		YTD
Hours Worked	80	160	Fed Tax	\$162.39	\$324.78
Rate of Pay	\$12.63/hr	-	E.I.	\$15.97	\$31.94
Gross Pay	\$1010.40	\$2020.80	C.P.P	\$49.54	\$99.08
Deductions	\$242.58	\$485.16	Union	\$14.68	\$29.36
Net Pay	\$767.82	\$1535.64	Total Deductions	\$242.58	\$485.16

How many hours per week did Sara work this pay period?

How much did Sara make before deductions this pay period?

How much Income Tax was taken off this pay period?

How much will Sara receive after deductions in this paycheque?

Immigrant Centre
100 Adelaide Street
Winnipeg, MB R3A 0W2

February 5, 2021

Pay to the
Order of Sara Lee \$ 767.82
Seven hundred sixty seven dollars and 82 cents

Royal Bank
540 Main Street
Winnipeg, MB R3B

A. Smith
A. Smith



Immigrant Centre

Am I Treated Fairly?

Laws are in place to ensure you and the employer are treated fairly

www.icmanitoba.com



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Let's think...

What kind of issues/situations do you think Labour Laws cover?

Please write down your answers in your workbook.

www.icmanitoba.com



Immigrant Centre

Your Rights as an Employee...

What are Employment Standards?

Tell us what you think or know!

Manitoba Employment Standards Website (90% of jobs)

<https://www.gov.mb.ca/labour/standards/index.html>

Federal Employment Standards Website (10% of jobs)

<https://www.canada.ca/en/services/jobs/workplace/federal-labour-standards.html>

www.icmanitoba.com



Immigrant Centre

Your Rights as an Employee

Employment Standards Act and Regulation sets minimum standards for wages and working conditions in most workplaces

In Canada you have the **right to work in a **safe** and **respectful workplace** with **fair treatment****

The **Federal and Provincial Governments make and enforce **laws** that **guarantee your rights****

The Employment Standards Code establishes the **rights and responsibilities of the **employer** and the **employee (you)** in Manitoba**

www.icmanitoba.com



Immigrant Centre

Employment Standards

What rights do you have in a Canadian Workplace?

Please write down your answers in your workbook.

www.icmanitoba.com





Immigrant Centre

Employment Standards

What is the current Minimum Wage ?

Tell us what you think or know!

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Immigrant Centre

Employment Standards

Minimum Wage: _____/hour

Overtime

• Employees are paid 1 ½ times their regular hourly wage for each hour (or part of an hour) worked during overtime.

Work Schedules and Breaks

• Employers control schedules

• Employees must be given a **30 minute unpaid break** after every **5 consecutive hours of work**.

• **Employers are not required to pay for breaks** but many provide additional breaks. These are a benefit, but are not required.

See Manitoba Employment Standards website
<https://www.gov.mb.ca/labour/standards/index.html>

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- Minimum Wage
 - See Employment Standards for current rate
- Overtime
 - Employees are paid 1 ½ times their regular hourly wage for each hour (or part of an hour) worked during overtime.
 - Overtime is determined by the number of hours employees work in a day and in a week. Any hours worked over 8 hours in a day or 40 hours in a week are overtime.
- Work Schedules and Breaks
 - **Employers control schedules.** Some employers involve employees in decisions about scheduling but are not required to do so.
 - Employees must be given a **30 minute unpaid break** after every **5 consecutive hours of work**. Many employers provide additional breaks. These are a benefit but are not required.
 - Employers are not required to pay for breaks but may do so
- ❖ **Manitoba Employment Standards website (90% of jobs)**
 - <https://www.gov.mb.ca/labour/standards/index.html>
- ❖ **Federal employment standards website (10% of jobs)**
 - <https://www.canada.ca/en/services/jobs/workplace/federal-labour-standards.html>



Employment Standards

General Holidays

What are the 8 General Holidays in Manitoba?

- January 1st - New Year's Day
- February - Louis Riel Day
- March/April - Good Friday
- May - Victoria Day
- July 1st - Canada Day
- September - Labor Day
- October - Thanksgiving Day
- December 25th - Christmas

The following are not General Holidays*

- March/April - Easter Monday
- August - Terry Fox Day
- November 11th - Remembrance Day
- December 26th - Boxing Day

See Manitoba Employment Standards website
<https://www.gov.mb.ca/labour/standards/index.html>

*Some employers will pay their employees for these days (see workbook for more details)

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➤ General/Statutory Holidays

- Most employees are paid general holiday pay for these days whether they work or not
 - At most workplaces, employers must pay employees who work on a general holiday their general holiday pay, plus 1 ½ times their wage for the hours worked on that day

There are **eight general holidays** throughout the year:

1. New Year's Day	2. Louis Riel Day
3. Good Friday	4. Victoria Day
5. Canada Day	6. Labour Day
7. Thanksgiving Day	8. Christmas Day

Other holidays are celebrated nationwide but **only some workplaces** will give a paid day off or pay time-and-a-half for employees working on those days

Terry Fox Day	Easter Monday
Remembrance Day	Boxing Day

National Day for Truth and Reconciliation*

*General Holiday for Employees under Federal Employment Standards

- ❖ **Manitoba Employment Standards website (90% of jobs)**
 - <https://www.gov.mb.ca/labour/standards/index.html>
- ❖ **Federal employment standards website (10% of jobs)**
 - <https://www.canada.ca/en/services/jobs/workplace/federal-labour-standards.html>



Employment Standards

Vacation

- Employees receive **2 weeks** of vacation for each of the **first 4 years of employment**. After **5 years** of work, employees receive **3 weeks**
- For **each week** of vacation, employees **earn 2%** of their gross wages as vacation pay (**2 weeks = 4%**, **3 weeks = 6%**)

Leaves*

- There are twelve **unpaid** leave options for employees

See Manitoba Employment Standards website
<https://www.gov.mb.ca/labour/standards/index.html>

*See workbook for detailed information on leaves

www.icmanitoba.com

➤ Vacation

- Employees receive:
 - **First 4 years of employment = 2 weeks of vacation each year**
 - **After 5 years of work = 3 weeks of vacation each year**
- For **each week** of vacation, employees **earn 2%** of their gross wages as vacation pay
 - **2 weeks of vacation per year = 4% of annual pay**
 - **3 weeks of vacation per year = 6% of annual pay**
- Employers may put vacation pay on every cheque.
 - Employees could still take time off, but they would not receive any additional vacation pay

➤ Leaves

- There are twelve **unpaid** leave options for employee (see chart)

❖ Manitoba Employment Standards website (90% of jobs)

- <https://www.gov.mb.ca/labour/standards/index.html>

❖ Federal employment standards website (10% of jobs)

- <https://www.canada.ca/en/services/jobs/workplace/federal-labour-standards.html>



Type of leave	Purpose of leave
<u>Maternity*</u>	Employee expecting to give birth to a child
<u>Parental*</u>	Parents to care for their new child
<u>Family</u>	To deal with family responsibilities or personal illness
<u>Compassionate Care</u>	Employee to care for a very ill family member
<u>Long-Term for Serious Injury or Illness</u>	Employee who has a long-term serious injury or illness
<u>Domestic Violence</u>	Employee to address a situation of violence in the home
<u>Organ Donation</u>	Employee to donate an organ or tissue
<u>Bereavement</u>	Employee to deal with the death of a family member
<u>Reservists</u>	Employee in the Canadian Forces Reserve to serve
<u>Citizenship Ceremony</u>	New Canadian to receive their certificate of citizenship
<u>Death or Disappearance of a Child</u>	Parents dealing with the death or disappearance of a child that occurred as a result of a crime
<u>Critical Illness of a Child</u>	Parents to provide care and support to a critically ill child

- ❖ **Manitoba Employment Standards website (90% of jobs)**
 - <https://www.gov.mb.ca/labour/standards/index.html>
- ❖ **Federal employment standards website (10% of jobs)**
 - <https://www.canada.ca/en/services/jobs/workplace/federal-labour-standards.html>



Immigrant Centre

Employment Standards

Termination of Employment

Employment relationship is ended by employer or employee.

- Ended by employer: Fired, Dismissed, Terminated, Discharged, Let go, **Laid off** (not enough work)
- Ended by employee: Quit

Notice of Termination

Employers and employees must give notice of termination when the period of employment has been 30 days or more.

- **Employers** = Lay Off Notice, Termination Letter
- **Employees** = Letter of Resignation

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- Termination of Employment (When employment relationship ends)
 - Ended by employer: Fired, Dismissed, Terminated, Discharged, Let go, Laid off (not enough work)
 - Ended by employee: Quit - Do not quit until you have another job



Immigrant Centre

Employment Standards - Termination

Employers and employees can terminate employment **without any reason**, but **must give proper notice**.

Employers who believe they have "**just cause**" to terminate an employee **without notice** must show sufficient evidence.

How many weeks notice must you give your employer?

What are the examples of "just cause" for termination?

Tell us what you think or know!

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➤ **Notice of Termination**

Employers and employees can terminate employment without any reason but must give proper notice when the period of employment has been for **30 days or more**.

- **Employers = Lay Off Notice, Termination Letter**
- **Employees = Letter of Resignation**

Employees

- Employed 30 days to 1 year = 1 week notice
- Employed 1 year+ = 2 weeks' notice

Employers

- Employed 30 days to 1 year = 1 week notice
- Employed 1 year to 3 years = 2 weeks' notice
- Employed 3 years to 5 years = 4 weeks' notice

➤ **Just Cause**

Employers who believe they have “**just cause**” to terminate an employee **without notice** must show sufficient evidence.

Examples of “just cause” include:

- Theft
- Dishonesty
- Violence
- Willful misconduct
- Neglect of duty
- Disobedience

Employees who **do not give proper notice** and whose absence cause damages to the employer could be taken to **Small Claims Court** in extreme cases.

❖ **Manitoba Employment Standards website (90% of jobs)**

- <https://www.gov.mb.ca/labour/standards/index.html>

❖ **Federal employment standards website (10% of jobs)**

- <https://www.canada.ca/en/services/jobs/workplace/federal-labour-standards.html>



Immigrant Centre

No Harassment and No Bullying

All employers in Manitoba must have a Harassment Prevention Policy.

Contact SAFE Work Manitoba if your employer does not have a Harassment Prevention Policy or is not following it.

<http://safemanitoba.com/brochure-preventing-harassment>

What is "Harassment"?

What are the examples of 'Harassment'?

Tell us what you think or know!

www.icmanitoba.com

Freedom from Harassment

All employers in Manitoba must have a Harassment Prevention Policy. Contact SAFE Work Manitoba if your employer does not have a Harassment Prevention Policy or is not following it.

<http://safemanitoba.com/brochure-preventing-harassment>

Harassment is... any behaviour that **degrades, demeans, humiliates, or embarrasses** a person. It includes **actions** (touching, pushing, gestures), **comments** (jokes, name-calling) or **displays** (posters, cartoons, texts, emails or screen savers).

*Note: Reasonable actions by managers or supervisors to help manage, guide or direct workers or the workplace are not harassment. Appropriate employee performance reviews, counselling or discipline by a supervisor or manager are not harassment.

Sexual harassment is... **offensive or humiliating behaviour related to a person's sex/gender and behaviour of a sexual nature** that creates an **intimidating or hostile** work environment. It includes **physical** (unnecessary physical contact, such as touching, patting or pinching), **verbal** (demands for sexual favours, unwelcome sexual remarks or jokes that put down one's gender) or **displays** (insulting materials such as pictures, cartoons or printed matter).



Immigrant Centre

No Harassment and No Bullying

If you are being **harassed in your workplace:**

1. Record the incident (date, event, people involved)
2. Ask **the person** politely **to stop** the harassing behavior
3. Tell **your Manager** or **Human Resources Manager**
 - If your Manager is harassing you, speak to their boss
4. Contact **Employment Standards***
 - If the situation is not resolved after speaking to management
5. Contact **Manitoba Human Rights Commission***
 - If the situation is not resolved after speaking to Employment Standards or the harassment is severe

See Manitoba Employment Standards website
<https://www.gov.mb.ca/labour/standards/index.html>

See Manitoba Human Rights Commission website
<http://www.manitobahumanrights.ca/>

*Contact information is in your workbook

www.icmanitoba.com

If you are being harassed or bullied record (write down) what happened.

Date and time of the incident(s):
Describe what happened?
Name anyone that witnessed the harassment or bullying behavior:

If you are being harassed in your workplace:

1. **Talk to your Manager or Human Resources Manager**
 - If your Manager is harassing you, speak to his/her boss
2. **Contact Employment Standards at 1-800-821-4307**
 - If the situation is not resolved after speaking to management
3. **Contact Manitoba Human Rights Commission at 1-888-884-8681**
 - If the situation is not resolved after speaking to Employment Standards or the harassment is very severe



Immigrant Centre

Workplace Safety and Health

What if you get hurt at work?

Tell us what you think or know!

www.icmanitoba.com





Immigrant Centre

Workplace Safety and Health

Three main organizations protect the health and safety of workers in Manitoba:

1. Workplace Safety and Health* inspects workplaces to ensure employers comply with the law.

- Goal to eliminate workplace fatalities, injuries, and illnesses
- Convictions where an employee was injured, and the company was fined are on their website

See Workplace Safety and Health Website

<https://www.manitoba.ca/labour/safety/>

www.icmanitoba.com

Manitoba Workplace Safety and Health

200-401 York Avenue, Winnipeg, MB, R3C 0P8

204-957-SAFE (7233) Toll-free: 1-855-957-SAFE (7233)

wshcompl@gov.mb.ca

<https://www.manitoba.ca/labour/safety/>

- Report an Incident Contact us:
 - Call any time to report serious workplace incidents, injuries or fatalities, or to report unsafe work
 - Call 8:00 a.m. – 4:30 p.m., Monday - Friday, for questions about legislative requirements
 - In an emergency, always call 911 immediately



Immigrant Centre

SAFE Work Manitoba

2. SAFE Work Manitoba* gives resources and training to **prevent** workplace injury and illness.

- **Resource Materials** are available in **18 languages**
- **Website** is available in **16 languages**



See SAFE Work Manitoba Website

<https://www.safemanitoba.com/>

www.icmanitoba.com

SAFE Work Manitoba

16-363 Broadway Winnipeg, MB R3C 3N9

204-957-SAFE (7233) Toll-free: 1-855-957-SAFE (7233)

information@safeworkmanitoba.ca

<https://www.safemanitoba.com/>

- Information on SAFE Work Manitoba:
 - Workshops
 - Prevention programs
 - Services
 - Events
 - Resource materials

www.youtube.com/watch?v=jRtK5Xjb0GM





Immigrant Centre

SAFE Work Manitoba

Immigrants can be at **greater risk of injury**

- SAFE Work Video:
 - <https://www.youtube.com/watch?v=RMVvoSS9f6Q>
- **SAFE Work Resources** are available in **plain English** (CLB 5) and additional **languages**
 - <https://www.safemanitoba.com/Resources>

www.icmanitoba.com



Immigrant Centre

SAFE Work Manitoba – Basic Rights*

SAFE Work Rights and Responsibilities (Video)

1. **RIGHT TO KNOW**
2. **RIGHT TO PARTICIPATE**
3. **RIGHT TO REFUSE WORK**
4. **RIGHT TO PROTECTION**

See SAFE Work Rights and Responsibilities Video
<https://www.youtube.com/watch?v=jRtK5Xjb0GM>

*Details on your SAFE Works Rights are in your workbook

www.icmanitoba.com



Immigrant Centre

Workers Compensation Board (WCB)

3. **WCB** is an **injury and disability insurance** system for workers and employers, paid for by employers

If you are **injured on the job**, you **must do the following within 5 days** of your injury:

1. **Talk with your Manager**
2. **Visit your Doctor** (tell them you were injured at work)
3. **Call the WCB** (interpreters available)
 - You will never get into trouble or lose your job because you report an injury.

See WCB Website
<https://www.wcb.mb.ca/>

www.icmanitoba.com



Immigrant Centre

Questions - WCB Video Act 1

WCB Video Act 1

1. What was Sara worried about when she was hurt?
2. In a workplace, who should you talk to about reporting your workplace injury?
3. What are some of the advantages and disadvantages of reporting a workplace injury?

Please write down your answers in your workbook.

www.icmanitoba.com



Immigrant Centre

Questions - WCB Video Act 2

WCB Video Act 2

1. What does the Manager say to Sara about her injury?
2. Why do you think Sara didn't know how to pick up the box so she would not injure herself?
3. Even if your supervisor is not supportive, why should you still call WCB?

Please write down your answers in your workbook.

www.icmanitoba.com





Immigrant Centre

Questions - WCB Video Act 3

WCB Video Act 3

1. Do you think Sara's co-workers are supportive of her receiving 'lighter duties'?
2. What is a Return to Work plan?
3. In your home country, do workplaces provide a Return to Work plan for their employees?

Please write down your answers in your workbook.

www.icmanitoba.com





**WCB Steps**

- If you are injured on the job, you must do the following within
 1. **Talk with your Manager**
 2. **Visit your Doctor** (Tell them you were injured at work)
 3. **Call the WCB** (Interpreters available)

Workers Compensation Board Manitoba

33 Broadway Winnipeg, MB

204-954-4321

Toll-free: 1-855-954-4321

wcb@wcb.mb.ca

<https://www.wcb.mb.ca/>

You will never lose your job
because you report an injury.

➤ **Injury or Illness Outside of Workplace**

- When injury or illness happens outside the workplace (e.g. at home) and prevents you from working long-term
 - **Talk to your Manager about disability benefits**
 - **If you do not have disability benefits apply for Employment Insurance Sickness Benefits***



Provides **temporary financial assistance** to:

- **Unemployed people** who **lost their job** through **no fault of their own** and/or
- Individuals who are **sick** or **pregnant**, or **caring for a newborn** or **adopted child** or **seriously ill family member**
- To claim EI you must have **paid EI premiums** (paycheque) and **worked required amount of hours** in **last 52 weeks***
- First 2 weeks of claim are used as your deductible (not paid)
- You will need to file a report every 2 weeks to keep benefits

*See Employment Insurance Website:

<https://www.canada.ca/en/employment-social-development/programs/ei.html>

**Required hours depend on the unemployed rate of your area
To apply for E.I. Benefits, read the information in your booklet



Employment Insurance

Most Common Types of Employment Insurance benefits:

- **Employment Insurance Regular Benefits**
 - lose their jobs through no fault of their own and who are available for and able to work, but can't find a job
- **Employment Insurance Maternity and Parental Benefits**
 - Individuals who are pregnant, have recently given birth, are adopting a child, or are caring for a newborn
- **Employment Insurance Sickness Benefits**
 - Individuals who are unable to work because of sickness, injury, or quarantine

To apply for E.I. Benefits you will need:

- **Personal Information**
 - Social Insurance Number
 - Mother's maiden name
 - Address
 - Banking information for direct deposit (voided cheque)
- **Employer Information (for the last 52 weeks)**
 - Company Names and addresses
 - Dates of employment and reason(s) for separation (all employers)
 - Record(s) of Employment (ROE)
 - www.servicecanada.gc.ca/eng/video/ei.shtml

Apply for E.I. Benefits **online or **in person**:**

- <http://www.servicecanada.gc.ca/eng/ei/application/employmentinsurance.shtml>
- Service Canada - Portage Place Mall - 393 Portage Ave.
- **Call 1-800-206-7218 for more details**

E.I. Benefits Process

- First 2 weeks of claim are not paid (deductible)
- You may need to complete an E.I. Report every 2 weeks in order to continue receiving benefits
- www.servicecanada.gc.ca/eng/video/cei.shtm

If you have problems applying for or receiving Employment Insurance contact:

- **Community Unemployed Help Centre**
- **275 Broadway Avenue**
- **(204) 942-6556**
- <http://www.cuhc.mb.ca/>



Immigrant Centre

Did you learn something new?

**Tell us something new
you learned in this session.**

Please share one new thing you learned in the workshop.

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Immigrant Centre

Today You Learned How To

1. Define your **Employment and Responsibilities**
2. Prepare for your **First Day of Work**
3. Understand **Company Policies**
4. Be a **Good Employee** in Canadian Workplace
5. Understand and follow **Employment Standards**
6. Know your rights & responsibilities for **SAFE Work**
7. Use **WCB** assistance when you are **Injured** at work
8. Apply for **Employment Insurance (E.I.)**

www.icmanitoba.com





Canadian Workplace Culture Self-Assessment Sheet

Rate each of the following questions and total your score at the bottom:

1 = Never 2 = Sometimes 3 = Always or Not applicable

Would you...

1. ___ Bring a pen and notepad to work on your first day?
2. ___ Read your training manual more than once?
3. ___ Take suggested training even if you already had training before?
4. ___ Ask questions if your trainer went through the procedures very quickly without detailed steps?
5. ___ Let your supervisor know as soon as you find out you need to take a time off for your doctor's appointment while the appointment is next week?
6. ___ Find some extra work or help a co-worker if you don't have work to do?
7. ___ Refill papers right away if you used the last papers in a photocopier?
8. ___ Eat lunch with coworkers and interact with them on your lunch break?
9. ___ Speak English even if there is only one person who doesn't understand your non-English language in the lunchroom?
10. ___ Ask for permission to leave your line production position even when you just step out for a few minutes?
11. ___ Report any injuries (except small cuts/scrapes) to your supervisor?
12. ___ Talk to your manager (or HR/Union Steward) if you get harassed/bullied?
13. ___ Say no to your co-worker who tells you to take home some work supplies?
14. ___ Report to your supervisor on any safety issues you notice?
15. ___ Stop working if you feel unsafe, even if your co-worker or supervisor tells you to do the job?
16. ___ Call your supervisor if you are going to be 5 minutes late to get to work?
17. ___ Report updates on progress of your job to your supervisor and ask for support well before deadlines if you get behind with your duties?
18. ___ Share your ideas at your team meeting?
19. ___ Apologize right away if you are told you have made a mistake?
20. ___ Try to help and work overtime if your supervisor asks you to fill in for someone who missed work?

Total: _____



Let's find out from your score where you are at!

55-60: Wow! Most desirable and amazing worker for employers, supervisors and co-workers. They are lucky to have you.

50-54: Awesome! Very good work ethics and good fit for many workplaces. Keep it up.

45-49: Great! Often you are able to keep a job and will be able to improve quality of work and relationships with others. You can keep learning deeper and prove yourself more.

30-44: Not bad, but some improvements are needed. Take time and improve skills through observations, listening and training. Ask your facilitator where you can start.

0-29: You are new to the Canadian Workplace Culture and will be able to learn important workplace skills if you are willing to improve them. Ask your facilitator to help you learn a variety of workplace skills. She/he can help you step by step.

**First Day at Work Checklist**

Questions to Ask	Answers
Am I Employed or Self Employed? Employed = I need to provide my SIN and I will pay taxes on each paycheck (I am protected by Employment Standards and WCB) Self Employed = I receive cash or cheques (I will need to report my earnings to CRA and pay income taxes in the spring (I am NOT protected by Employment Standards nor WCB)	
Do I have a written employment agreement? How much will I be paid per hour/day/year? How many hours will I work? Are my hours guaranteed?	
Do I have what I need for the first day of work?	
Do I know where to go for my first day (who do I meet)?	
Do I know how to get there on time (bus schedule/traffic/parking/weather)?	
Do I have a notebook and pen?	
Do I have a lunch?	
Do I have appropriate clothes?	
Do I have my SIN and a void cheque or bank account information?	
Do I know the Company Policies?	
How long is the probation period (usually 3-6 months)?	
When are my break times? Are they paid or unpaid breaks? By law an employee must have a 30 min. break when working a shift of 5 hours or more (employers do not legally have to pay for breaks)	
What is the dress code/uniform policy? Who pays for the uniform (if applicable)?	
Vacation Days (length of time and type of payment) Employers must give 2 weeks after 1 year of employment Employer can pay % of vacation pay on every paycheck	
General Holidays/Other Holidays (8 General Holidays) Will I work on these days? How will I be paid for Easter Monday, Terry Fox Day, Remembrance Day, and Boxing Day?	
Who should I contact if I am sick or running late?	
What other company policies should I be aware of?	

**Checklist to Protect Your Rights as an Employee**

Steps to Protect Your Rights	Completed
Take a picture or save a copy of your work schedule	
Paystub Compare the wage with your written employment agreement. Compare the hours with the hours you actually worked (schedule).	
Employment Standards See the Quick Guide to Manitoba Employment Standards for details. https://www.gov.mb.ca/labour/standards/doc.quick_guide.factsheet.html	
Harassment and Bullying Write down any incidents of harassment and bullying (include the date, time, persons involved, witnesses and facts about the incident). Talk to the person about the inappropriate behaviour and respectfully ask them to stop. Report incidents to your Manager or Human Resources. Talk to Human Rights or Employment Standards if harassment continues.	
SAFE Work – Worker Rights 1. The right to know (Have I been instructed about the dangers in my workplace and how to avoid injuries?) 2. The right to participate (Am I allowed to participate on the Safety and Health Committee?) 3. The right to refuse unsafe work (Does my employer ensure I have proper PPE and SAFE Work precautions are in place?) 4. The right to protection from discrimination (Do I feel comfortable speaking out about dangerous situations for myself or others)	
Use WCB assistance when you are injured at work Within 5 days you must: 1. Report the incident to your Manager 2. Visit a Doctor and state that you have a workplace injury 3. Contact WCB to report the incident	
Apply for Employment Insurance (E.I.) If you are laid off or taking an applicable Leave of Absence. See the Quick Guide to Manitoba Employment Standards for applicable LOA's.	
Talk to your Employment Facilitator about any issues you have with your employer or coworkers.	



Contact Information

Manitoba Employment Standards:

Phone: 1-800-821-4307

Email: employmentstandards@gov.mb.ca

www.manitoba.ca/labour/standards

Manitoba Human Rights Commission

Phone: 1-888-884-8681

TTY: 1-888-897-2811

Email: hrc@gov.mb.ca

www.manitobahumanrights.ca

Employment Insurance

Phone: 1-800-206-7218

www.servicecanada.gc.ca/eng/sc/ei/index.shtml

Workers Compensation Board

Phone: 204-954-4100

Email: wcb@wcb.mb.ca

<http://www.wcb.mb.ca/about-wcb>

Workplace Health and Safety

Phone: 1-855-957-SAFE (7233)

www.gov.mb.ca/labour/safety/index.html

SAFE Work Manitoba

Phone: 1-855-957-SAFE (7233)

safemanitoba.com/

Additional Training Available

Canadian Centre for Occupational Health and Safety offers **courses** to help you be a **safe worker**

- Available through online, podcast and webinar format
- **Many** courses are **free** of charge
- <http://www.ccohs.ca/education/>

Photo Credits

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