CFIB templates can save you up to \$30,000!





CFIB's FREE templates save you time and money — how much money? **Up to \$30,000!** 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

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

Value per template: \$1,500 each

4. Return to Work Package

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

Value per template: \$500 each

- 12. Canadian Anti-Spam Policy
- 13. Disconnecting from Work Policy
- 14. Inclement Weather Policy
- 15. Smoke-Free Workplace Policy

*requirement for Liability Insurance.

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



Have questions? Contact your Advisor today!

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

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