

5 Quick #HRWin you can do right now. How many times do we hear our clients say “Oh we would love to do that but we just don’t have the time.” Every. Day. Now you do!

## **#HRwins 1) Define your company values.**

According to the talent giant LinkedIn *“**Core values** are what support the vision, shape the culture and reflect what a **company values**. They are the essence of the **company’s** identity – the principles, beliefs or philosophy of **values**. ... **Core values** educate clients and potential customers about what the **company** is about and clarify the identity of the **company**”*

But more importantly, we believe that core values are your guiding light on EVERY decision you make. From hiring, to developing and innovation of people, product and things, to the grit that makes your business run. So if you don’t have them, get on it. For more help reach out or click [here](#) for BLANKSLATE’s Values guide.

## **#HRwins 2) Complete an audit of ALL your employment contracts.**

Do you have contracts? (Please, please, please say yes. If no, then let’s fix that asap.) In the absence of a contact you are still obligated to adhere to employment standards, but

contracts are so much more than that. They are a legally binding agreement between you AND your employee. They protect you both and should be in the best interest of both!

If you have them, are they current? Do you have a clause in them about what happens in the case of a temporary lay off? (A lot of people got caught short here recently.) Lets get this tidied up now. Reach out for more information.

### **#HRwins 3) Update (or Create) your company handbook.**

Same as above, if you don't have one, lets get on that! Your handbook is much more than just a place to write down the rules. They are your companies guide to "How we (being you the company) Work." They are the place your employees go for useful facts, such as vacation policy and dress code, but they also set the parameters for things like Work From Home! (Bet you're wishing you had one of those now!) Perhaps this pandemic has made you rethink the "How" in "How we work," and it's time to reflect and refine those things. Also lets get them online and accessible - it's well known that if you have them in a binder in a desk, that's where they will stay! Ask our team about how we can utilize Asana or Trello for you!

## **#HRWins 4) Ensure your policies are compliant and up to date.**

Yep- Drug and Alcohol policies, copyright, social media policies and importantly Bullying and Harassment policies (And many more) all still apply - even in the completely remote world of COVID-19. In fact - we need to look at these policies with a new light. Many of us had a laugh at the group zoom meeting fails that are floating around the internet, but have you stopped to think about the impact on the individual that everyone is laughing at- that's probably a pretty clean cut B&H case. How many of us have posted a pic of our 30 person zoom call? Did you get consent to post it? We're guessing not.

## **#HRwins 5) Clean up your employee files.**

Where are you storing your employees info? Are you compliant with PEPIDA? If you have more than 15 employees, consider implementing an HRIS. This will save you time and stress in the future. Plus super easy for vacation tracking, performance management and basically anything employee info related. We like BambooHR but there are others out there that are just as good. Humi is a great Canadian company.

**Now is the time to start getting ahead on the things that you have left behind.  
Reach out to BLANKSLATE Partners and the team would love to help you get these**

**#HRwins rolling.**