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TOOLS & TEMPLATES

1. Legal Standards

No Tools or Templates for this topic.
GO TO the [LINKS](#) page for links to government workplace regulation.

2. Finding Workers

 [Job Description Form](#)

 [Job Application Form](#)

3. Employee Information

 [Collection of Personal Information Form](#)

4. Employee Orientation

 [New Employee Orientation Form](#)

5. Attendance







 [Timesheet Form](#)

6. Communication

 [Ways to Communicate Internally](#)

7. Discipline

 [Code of Conduct P&P](#)

-  [Mediation of a Conflict Form](#)
-  [Meeting Using Feedback to Correct Behaviour Form](#)
-  [Positive Discipline P&P](#)
-  [Steps of The Positive Discipline Process P&P](#)
-  [Termination P&P](#)
-  [Termination Checklist](#)

8. Workplace Safety

-  [Workplace Health and Safety P&P](#)

9. Keeping Employees

GO TO the [KEEPING EMPLOYEES](#) section for more information, tips, downloads and links on this HR topic

10. Employee Performance

GO TO the [EMPLOYEE PERFORMANCE](#) section for more information, tips, downloads and links on this HR topic

11. On-the-Job Training

-  [On-the-Job Training](#)