



## HUMAN RESOURCES DONE RIGHT

Does your company need compliant HR policies related to Employees? Compensation? Work Conditions? Standards of Conduct and Performance?

Then you need the newly updated ICBA HR Toolkit. Here's how it will help you:

### 🕒 Save Your Time

Download ready-to-use HR policy templates as Word documents, then customize for your company's use.

### 💰 Save Your Money

Instead of paying around \$6,000 for an HR firm to develop these same materials for you, ICBA members get access for **FREE**.

### ⚠️ Reduce Your Risk

These professionally developed policies help ensure your HR activities are being done accurately.

The **ICBA HR Toolkit** was developed by 25-year HR professional, **Pamela Bragg**. Her firm, Sarkany Management, holds a WorkSafeBC certificate & specializes in solid HR policies that protect companies.

*"Pamela Bragg is undoubtedly the most professional and calculated HR professional I have had the privilege to work with."*  
– Mitch Keres, BURNCO Technical Specialist



**Pamela Bragg**  
Owner, Sarkany Management

### Get the Tools You Need to Deal With Your Top HR Issues

- Understanding employer responsibilities & obligations under the Employment Standards Act of BC
- Drug & Alcohol Policies around legalized cannabis
- Internet & Social Media use
- Violence in the Workplace
- Bullying & Harassment
- Progressive Discipline
- Overtime
- *And dozens more!*

### Why You'll Love It

- **Up-To-Date Policies:** Customize the policies you need or replace outdated ones
- **Standardized HR Documents:** From hiring to firing, offer letters, termination & more
- **Managing Discipline & Performance Issues:** Includes guidelines & letter templates
- **Post-COVID Help:** How to handle leaves, lay offs & recalls to work; guidelines for remote workers; and more



#### Already an ICBA Member?

*Access the toolkit now!*

#### Not a Member Yet?

*Join today & get instant access!*

Ready to do HR right? Email us at [training@icba.ca](mailto:training@icba.ca) for more information today.