



BRITISH COLUMBIA
HOTEL ASSOCIATION

ASSOCIATE MEMBER



GROW YOUR BUSINESS WITH PENINSULA

Having access to your own human resources team means more time to build your business. That's where Peninsula comes in.

HR and Employment Relations

We gain an understanding of your business and tailor your documentation needs, like contracts and employee handbooks.

Online Tools

Part of our service includes our award-winning online HR Management tool, BrightHR. It's easy to use and helps you keep track of when your staff are working and also stores all your employee records. You'll also have access to our online health & safety management tool, BrightSafe. It lets you create risk assessments in a flash, take interactive online health & safety courses, and keeps your workplace and people safe.

24/7 Advice

Anytime. Anywhere. Our team of HR and health & safety specialists & employment relations experts are available day or night to answer any questions and offer the advice you need to handle any employee problem that occurs.

Health & Safety

The Peninsula health & safety team provide risk assessments, compliance reviews, a comprehensive management system, responsibility planner and training courses, as well as access to the 24/7 advice service and regular legislation and regulation updates.

Peninsula Protect

Peninsula Protect is our service promise. It provides legal assistance, including funding of legal fees*, in the event you receive a related employment dispute or health & safety investigation. It ensures that everything is taken care of by legal professionals who will guide you through any enforcement actions, as well as provide expert legal representation – at no extra cost.

**Subject to Peninsula Protect terms and conditions*

If you have any questions about Peninsula services, or would like a no obligation consultation, please don't hesitate to contact your local expert Katrina Roldan:

(778) 897-2149 or
katrina.roldan@peninsula-ca.com



How Well Are You Managing Your Risk?



If you tick 'No' to any of these questions, your business could be exposed to unnecessary HR, Employment Relations and/or Health & Safety risk.

PENINSULA

HR & Employment Relations

Yes

No

- Do all your employees have a written contract of employment? Yes No
- Do you have an employee handbook covering all aspects of work? Yes No
- Has your employment documentation been reviewed in the last 6 months? Yes No
- Are changes to policies and procedures communicated to all staff? Yes No
- Are copies of the handbook available for all employees to view? Yes No
- Do you currently receive third party advice regarding employee problems? Yes No
- Do you have access to HR policies and procedures tailored to your business? Yes No
- Can your business afford to pay an unexpected legal bill from an employment-related matter? Yes No
- Do you have protection against legal expenses in the event an employee sues your business? Yes No
- Are you confident you know your legal obligations under provincial employment standards laws? Yes No

Health & Safety

- Do you have a written health & safety management policy? Yes No
- Do you update this policy on a regular basis? Yes No
- Do your employees receive health & safety awareness training? Yes No
- Do you provide ongoing training to existing staff regarding their health & safety? Yes No
- Are the required health & safety posters prominently displayed? Yes No
- Do you have a workplace violence and harassment policy, and do you review it annually? Yes No
- Do you have a workplace investigation procedure in place? Yes No
- Do you have an internal responsibility system (IRS) in place? Yes No
- Do you have a system of accident reporting and recording? Yes No
- Do you receive third party advice on health & safety matters? Yes No
- Do you have protection against legal costs in the event your business is prosecuted for health and safety violations? Yes No

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PENINSULA PROTECTS THE INTERESTS OF SMALL BUSINESSES.

Success Starts Here