

## **DIY Toolkits and Guides**

Beyond Rewards is a full service Human Resource, Safety and Training Consulting Company going beyond the basics; setting us apart in assisting you with Compliance in HR, Safety and Training.

Beyond Rewards has developed several toolkits and guides to assist you in your day to day legislative and procedural operations of your business. These toolkits and guides will ease the burden of development of policies, procedures, processes, legislative requirements, and training; allowing you to focus on the day to day operations and growth of your business.

We are continually adding to the toolkits and guides available. Visit our website at [www.beyondrewards.ca](http://www.beyondrewards.ca) to find out NEW tools to assist you in safe and compliant operations of your organization. Call us at 519-821-7440 to inquire about custom training, custom tools and customized policies and procedures.

### **Toolkits (include the guides, Policies, Procedures, Programs and Customizable training Modules) for your internal organizational needs:**

- Hiring your First Employee –Responsibilities, Rights and Obligations (1+ Employees)
- Hiring Employees – The Recruitment Process
- Bill 168 - Violence & Harassment (1+ Employees)
- Conflict Management
- AODA – Customer Service (1+ Employees)
- AODA – Integrated Standard \* *Emergency Management (1+ Employees)*
- Building a Health & Safety Culture
- Business Continuity
- Emergency Management Planning
- Pandemic Planning
- Pre-Start Health and Safety
- Developing a Return To Work Program
- Business Continuity/Emergency Management Systems/Pandemic Planning Combined
- \*\***DIY Industry Specific Health and Safety Toolkit** (Full Suite of templates)
  - Instructions on Compliance Regulations for completing the forms/policies
  - Step by Step Checklists
  - Sample Policies, Procedures and Forms (in Word format): H&S; Violence & Harassment & Investigation Procedures; Return to Work; Right to Refuse; H&S Rep; Emergency Procedures; Ergonomics, Hearing Conservation Program, Designated Substance Program and more
  - Training – WHMIS, Bill 168, Health and Safety (Generic) for your customization
  - 1 hour of phone support
  - Reduced Rate for Additional Support
  - Reduced Rate on Customizing Training Programs & CD Training Development



DIY Toolkits and Guides

TOOLKIT ORDER FORM – Holiday Special

Toolkits include:

- Guide Book
• Step by Step Checklists
• Sample forms and procedures
• Links to legislative requirements
• Customizable Training Material
• 1 hours of phone support
• Reduced Rate for Additional Support

Please print clearly and fax completed form to 519-821-7680.

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

- Request checkboxes for various toolkit packages with pricing details, including Business Continuity/Emergency Management/Pandemic Combined Toolkit and Industry Specific H&S Toolkit.

Make Cheque payable to:

Beyond Rewards Inc.
17a-218 Silvercreek Pkwy N. Suite 327
Guelph, ON N1H 8E8

Or Pay by Credit Card:

- Payment options for Visa, MasterCard, and Amex, including fields for Number, Exp, Cardholder Name, Signature, and Email Address.

Please fax orders to: 519-821-7680