



Human Resources Strategy to Become the Best Employer in Muskoka by 2030

Wellness

2023 - Ergonomics: Implement process to provide employees with ergonomic office equipment to prevent workplace injuries and enhance comfort. Regularly review and update workstations to ensure they meet ergonomic standards.

2023 - Healthy Eating: Offer healthy snacks and meals in the workplace. Partner with local health food providers to supply nutritious options. Encourage employees to participate in healthy eating challenges and provide educational resources on nutrition.

2023 - Memberships: Provide gym memberships or discounts to local fitness centers. Organize wellness programs such as yoga, meditation, and fitness classes. Encourage participation in community wellness events and activities.

Culture

2022 - Events: Host regular company events such as team-building activities, holiday parties, and family days. These events foster a sense of community and belonging among employees.

2023 - Social Hours: Establish weekly or monthly social hours where employees can relax and socialize in a casual setting. These can include themed gatherings, game nights, or after-work meetups.

2024 - Inclusivity: Promote a culture of inclusivity and diversity. Celebrate various cultural events and encourage employees to share their traditions and experiences.

Wage and Pay Equity

2019 - Competitive Salaries: Conduct regular market salary reviews to ensure competitive compensation. Offer performance-based bonuses and incentives to reward outstanding work.

Benefits: Provide comprehensive benefits packages that include health insurance, retirement plans, and Mental Health Support.

OMERS DB Pension: OMERS Defined Benefit (DB) Pension Plan. This plan provides a reliable and secure retirement income based on employees' earnings and years of service. Regularly communicate the benefits of the OMERS DB Pension to employees and provide resources to help them understand and maximize their pension benefits.

Recruitment and Retention

2024 - Attractive Job Postings: Create compelling job postings that highlight the unique benefits of working at your company. Use various platforms to reach a diverse pool of candidates.

2024/2025 - Onboarding: Develop a thorough onboarding process that helps new employees integrate smoothly into the company culture. Provide mentorship programs to support their growth and development.



Employee Development: Invest in employee development through training programs, workshops, and career advancement opportunities. Encourage continuous learning and professional growth.

2025 - Recognition: Implement a recognition program to celebrate employee achievements and milestones. Regularly acknowledge and reward hard work and dedication.

2023/2024 - Students and Co-op Programs: Actively recruit students and co-op participants to bring fresh perspectives and innovative ideas to the company. Partner with local educational institutions to offer internships and co-op placements. These programs provide valuable hands-on experience for students and help build a pipeline of future talent. Recognize the contributions of students and co-op participants and consider them for full-time positions upon graduation.

Work-Life Balance

2022 - Flexible Work Arrangements: Offer flexible working hours and remote work options to help employees balance their personal and professional lives. Encourage a healthy work-life balance by promoting time management and setting realistic workload expectations.

Paid Time Off: Provide generous paid time off policies, including vacation days, personal days, and mental health days. Encourage employees to take time off to recharge and avoid burnout.

Employee Engagement

Feedback Mechanisms: Establish regular feedback channels such as surveys, suggestion boxes, and town hall meetings. Actively listen to employee concerns and implement changes based on their feedback.

2024/2025 - Employee Involvement: Involve employees in decision-making processes and encourage them to contribute ideas for improving the workplace. Create committees or focus groups to address specific issues and initiatives.

Career Pathing: Develop clear career paths and provide opportunities for internal promotions. Help employees set and achieve their career goals through regular performance reviews and development plans.

Measuring Employee Satisfaction

2020 - Surveys: Conduct regular employee satisfaction surveys to gather feedback on various aspects of the workplace. Use anonymous surveys to ensure honest and candid responses.

Exit Interviews: Conduct thorough exit interviews with departing employees to understand their reasons for leaving and gather feedback on their experience. Use this information to make necessary changes and improve retention.

Continuous Improvement: Regularly review and analyze the data collected from surveys, focus groups, and exit interviews. Implement changes based on the feedback and communicate these improvements to employees to show that their voices are heard and valued.



Implementing an HRIS

2024

Efficiency: Implement a Human Resources Information System (HRIS) to streamline HR processes and improve efficiency. This system will automate tasks such as time off, performance, and employee records management, reducing administrative burden.

Accessibility: Provide managers and employees with easy access to HR-related information through the HRIS. This includes personal information, benefits details, and performance reviews, allowing for greater transparency and self-service.

Data Management: Use the HRIS to maintain accurate and up-to-date employee data. This will facilitate better decision-making and reporting, ensuring compliance with regulations and company policies.

Integration: Integrate the HRIS with other business systems to create a seamless flow of information across departments. This will enhance collaboration and improve overall organizational efficiency.

By focusing on these key areas, we aim to create a supportive, inclusive, and rewarding work environment that attracts and retains top talent, making us the best employer in Muskoka.