



# Safer Spaces

CREATING SEXUAL HARASSMENT FREE WORKPLACES  
IN BC'S TOURISM AND HOSPITALITY INDUSTRY

## ONBOARDING CHECKLIST

An onboarding checklist will help you prepare for the new hire's arrival and support them as they settle into a new work environment.

### Pre-boarding

- Welcome email
- Confirm start date/time
- Advise of things like Casual Friday or upcoming company events
- Send a copy of employee handbook, code of conduct, Commitment to Diversity, Equity and Inclusion Statement, etc.
- Send health & safety policies including your bullying/sexual harassment policy
- Send internal email to the team
- Create a training schedule
- Ensure a plan is in place for an employee with a disability who may require an accommodation
- Set up work station/equipment

### Onboarding

- Meet and Greet the team
- Take employee on a property tour
- Complete required paperwork
- Explain benefits & policies
- Review job description
- Set expectations for acceptable behaviour at the workplace
- Review code of conduct and bullying/sexual harassment policy
- Provide training on prevention of bullying and sexual harassment at the workplace
- Provide training on other Health & Safety topics/regulations/policies
- Provide on-the-job training
- Provide key resources
- Schedule regular check-ins