

Rate your organization on each compliance area below. Mark as **Compliant (C)**, **Partial (P)**, or **Non-Compliant (NC)**. Tally your score at the end to assess overall risk.

Employment Standards Act (ESA) Compliance

Item	Details	C	P	NC
Minimum wage compliance	Are all employees paid at least \$16.55/hour (2024 Ontario rate)?	■	■	■
Hours of work & overtime	Are daily/weekly hour limits and overtime rules documented and followed?	■	■	■
Statutory leaves	Do employees have paid vacation, holiday, sick, and family responsibility leave?	■	■	■
Termination & notice	Do termination letters include all required ESA information (notice period, pay in lieu)?	■	■	■
Wage deductions	Are all deductions authorized and documented (no unlawful deductions)?	■	■	■

Occupational Health & Safety Act (OHSA)

Item	Details	C	P	NC
Health & safety policy	Is a written H&S; policy posted and communicated to all staff?	■	■	■
Hazard training	Are employees trained on workplace hazards and emergency procedures?	■	■	■
Incident investigation	Are workplace incidents/injuries reported and investigated promptly?	■	■	■
Joint Health & Safety Committee	Is a committee in place if required (20+ employees)?	■	■	■

Ontario Human Rights Code

Item	Details	C	P	NC
Anti-discrimination policy	Is a written anti-discrimination policy posted and enforced?	■	■	■
Accommodation process	Is there a documented process for reasonable accommodation requests?	■	■	■
Accessible hiring	Are job postings and hiring practices free of discriminatory language?	■	■	■

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Pay Equity Act

Item	Details	C	P	NC
Gender wage audit	Has a wage comparison been conducted (females vs. males in similar roles)?	■	■	■
Pay equity plan	Is a written pay equity plan posted if inequities are identified?	■	■	■
Ongoing monitoring	Are wage adjustments tracked quarterly to maintain equity?	■	■	■

HR Compliance Scorecard — Ontario

AODA Accessibility Requirements

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Item	Details	C	P	NC
Accessibility policy	Is there a written accessibility policy for employment?	■	■	■
Accommodation requests	Is there a process to respond to accessibility requests from employees/candidates?	■	■	■
Accessible materials	Are job postings, training, and materials available in accessible formats?	■	■	■

PIPEDA & Privacy Obligations

Item	Details	C	P	NC
Personal data inventory	Is there documentation of all personal data collected (employee, customer, vendor)?	■	■	■
Consent records	Is informed consent documented for data collection and use?	■	■	■
Privacy breach protocol	Is there a process to detect, contain, and report data breaches?	■	■	■

Workplace Harassment & Violence (Bill 132 / C-65)

Item	Details	C	P	NC
Anti-harassment policy	Is a written policy addressing harassment, discrimination, and psychological injury?	■	■	■
Violence risk assessment	Has a risk assessment been completed for potential workplace violence?	■	■	■

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Disclosure & reporting	Are procedures in place for employees to report incidents confidentially?	■	■	■
Investigation process	Is there a documented investigation procedure for complaints?	■	■	■

Record-Keeping & Documentation

HR Co

Item	Details	C	P	NC
Employee files	Are personnel files complete (offer letter, emergency contact, tax forms, performance reviews)?	■	■	■
Payroll records	Are payroll records retained for 7 years (statutory requirement)?	■	■	■
Training logs	Are health & safety, harassment, and compliance training sessions documented?	■	■	■

Scoring Guide

- **Compliant (C):** Policy documented, communicated, and actively followed. Audit trail exists.
- **Partial (P):** Policy exists but inconsistently applied, or documentation is incomplete.
- **Non-Compliant (NC):** No policy, documentation, or systematic practice in place.

Total Items: 28

Calculate: $(\# \text{ Compliant} \times 1) + (\# \text{ Partial} \times 0.5) = \text{Overall Score} / \text{Total Items} = \% \text{ Compliance}$

→ 85%+: Strong foundation. Minor updates may be needed.

→ 50–85%: Significant gaps. Prioritize high-risk areas (ESA, OHSA, H&R; Code).

→ <50%: Critical risk. Engage legal/HR advisor immediately.

Next Steps

1. Complete this scorecard with your HR/operations team.
2. Identify 2–3 priority areas for remediation based on compliance gaps.
3. Assign owners and deadlines for each corrective action.
4. Re-assess quarterly to track progress and maintain compliance.

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