

Position Title:	Corporate Policy and Legal Compliance Manager	Location:	Leamington
Department:	Corporate Human Resources and Legal - Solutions Team	Wage Grid:	Confidential
Reports to:	Vice President of Human Resources and Legal Compliance	Direct Reports:	Legal Compliance and CSR Leader; Law Students.

Highline Vision and Values:

Passionately nourish people, community, and environment, through embracing our core values, which include:

We do the right thing, always. We lead the way. We are fanatical about quality. We are transparent in our relationships. We always consider the human element. We embrace diversity and inclusion

Position Summary:

Leads the Compliance team members to ensure legal compliance with the Temporary Foreign Worker Program (TFWP), and all other immigration related matters. Ensures compliance with Immigration regulations, customer/supplier standards and codes of conduct. Ensures performance of customer/supplier audits, TFWP audits and work permit/LMIA applications and renewals as needed. Additionally, this position is responsible for overseeing and reporting on Highline’s current and future Corporate Social Responsibility (CSR) initiatives.

Ensures standardization of all documentation and correspondence flowing out of the HR Solutions Department. Supports front line Human Resources and works closely with the recruitment team, by preparing employment offers and templates, addendums and amendments, job descriptions, and various other types of employment related correspondence as required. Ensures company policies are updated, organized and current in accordance with various provincial legislation. Works with Human Resources and Safety to develop, design, standardize and implement training and development initiatives. Promotes good associate relations through communication, safety, conflict resolution, training and promoting the company vision, values and policies.

Expected Outcomes:

1. Legal Work and Compliance:

- a. In conjunction with the VP of Human Resources and Legal Compliance, researches and updates policy and practices in accordance with changing regulatory and legislative directives.
- b. Ensures communication and training is delivered on legal compliance matters.
- c. Oversees the Legal Compliance and CSR Leader and the TFWP team to ensure Highline adheres to the highest legal and moral standards.
- d. Reviews and assists with formal correspondence to Service Canada or the Integrity Branch regarding the TFWP.
- e. Ensures appropriate records and documentation to demonstrate compliance with customer/supplier standards/codes of Conduct.
- f. May assist with the drafting and filing of LMIAs and Work Permits as required.
- g. Reviews legal contracts as requested.
- h. Participates in hearings and legal proceedings as required.

2. Audits:

- a. Oversees all TFWP audits.
- b. Reviews and/or drafts correspondence to the government, including justification letters where required.
- c. Involves external counsel as required for TFWP audit matters.
- d. Drafts follow up communications on findings of internal and external audits and non-compliances.
- e. Oversees Customer/Supplier Audit program in relation to social responsibility audits.
- f. Attends audits virtually and in person as required.
- g. Coordinates internal audit processes and timing.

3. Corporate Social Responsibility:

- a. Is involved in overseeing the implementation of Highlines Corporate Social Responsibility strategy and programs.
- b. Champions the development of proactive ethical policies and practices.
- c. Ensures all of Highline’s CSR policies and procedures meet legal compliance standards.

- d. Assist in raising awareness of Highline's commitment to sustainable social responsibility by drafting internal memos, articles (new letter) and training as required.
4. **Policies, Procedures and Forms**
 - a. Reviews, updates, and creates Company policies, procedures, and forms
 - b. Ensures all documentation abides by legislation for the intended province(s)
 - c. Confirms all policies, procedures and forms align with Company vision and values
 - d. Is instrumental in maintenance and updated of the HR playbook
5. **Employment Contracts/Addendums**
 - a. Prepares Employment Offers for new salary and contract hires as required or provides suitable templates for standardizing offers.
 - b. Creates amended offers of employments for promotions, position changes, posted back-up positions as required or provides suitable templates for standardizing offers.
 - c. Provides support to HMW with employment contracts as required
 - d. Ensures templates are available and organized for all types of contracts in all provinces that do not require senior level oversight.
6. **Job Descriptions**
 - a. Works with Recruitment team to ensure accurate Job Descriptions are created for each position
 - b. Periodically reviews JD's to ensure accuracy and to update training requirements with the Corporate Safety Manager and Corporate HR Manager.
 - c. Collaborates with management in the creation of new JD's
 - d. Assists Corporate HR Manager in alignment of JD's to wage grid
7. **Special Correspondence and Documentation Requests**
 - a. Creates and maintains precedents for all employment related documentation
 - b. Drafts final warnings, suspensions and termination letters including Last Chance Agreements (LCA) and Mandatory EAP or in appropriate circumstances reviews final drafts prepared by others.
 - c. Reviews all verbal and written warnings for conduct and attendance, as requested, to ensure the use of consistent language
 - d. May participate in and lead investigations, including but not limited to allegations of bullying/harassment, violence, breach of Employment Standards, human rights or any other legislative obligations. This includes but is not limited to organizing documents, creating investigation questions, participation in high level investigations, and drafting legal responses and representing Highline on legal matters.
8. **Company Communication**
 - a. Drafts formal Company communications including informational memos, postings,
 - b. Provides content for Highline newsletter
9. **Document Management, Standardization and Organization**
 - a. Oversees the organization of all electronic files, associate files, precedents
 - b. Ensures consistent formatting of electronic files and documents
10. **Recruitment, Training and Development**
 - a. Works with HR Corporate leaders in development of standardized required training for all supervisors and managers on legislative requirements.
 - b. May develop and design training and deliver training in areas of subject matter expertise.
11. **Other Duties**
 - a. Provides guidance to front line HR as needed.
 - b. Participate in legal proceedings as required.
 - c. Assists with special events as requested
12. **Safety**
 - a. Adheres to the Safety Policies, including use of proper Personal Protective Equipment (PPE) and other safety equipment
 - b. Reports unsafe conditions immediately to direct report or a member of the safety team
 - c. Reports all incidents, injuries, or near misses immediately to Direct Report or Safety Advocate/Coordinator
 - d. Cooperates in the Early & Safe Return to Work Program if an injury or medical illness requires accommodation
13. **Code of Conduct**

- a. Embraces and supports the Highline culture and values, acting as brand ambassador at all times

Qualifications & Experience:

Education & Past Experiences:

- a. Law degree from a recognized university
- b. Minimum of 5 years Human Resources or employment law experience
- c. Should have knowledge of employment, human rights, and health and safety legislation, provincial legislations (Ontario, Quebec, Alberta, British Columbia)
- d. Knowledge of the Temporary Foreign Worker Program an asset
- e. Computer proficiency required

Personal Attributes:

- a. High emotional (EQ), cultural (CQ) and physical (PQ) intelligence
- b. Strong business acumen and an analytical mind
- c. Demonstrably strong organizational skills and the ability to prioritize
- d. Excellent communication and interpersonal skills
- e. Must be able to handle multiple projects simultaneously in a changing, deadline driven environment
- f. Ability to work independently and as part of a team and take on new tasks with a high level of difficulty
- g. Attention to detail and accuracy, appropriately balanced with the need to complete tasks
- h. Self-starter who can work independently, has an adaptive personality that can deal with ambiguity
- i. Conducts themselves with professionalism, and maintains confidentiality of sensitive information

Other:

- a. Eligible to work in Canada
- b. Fluent in written and verbal English, other languages are an asset

Required On-The-Job Training:

Orientation training, including, Food Safety, Attendance Policy, Conduct Policy, AODA, WHMIS, Incident Response and Reporting, Emergency Response Plan, Return to Work and Disability Management, Ergonomic Policy and the Highline Stretching Program, Workplace Violence, Harassment, Sexual Harassment and Bullying Policy, Health and Safety Policy and MOL Worker Awareness.

Other training as self identified for professional development or skill enhancement or identified by Highline.

Working Conditions:

Work requires willingness to work a flexible schedule. Working conditions are normal for an office environment. This job description should not be construed as an exhaustive list of duties and responsibilities to be performed by persons assigned to this position. It is not intended to limit or in any way modify the right of the manager or supervisor to assign, direct, or control the work of associates under his or her supervision. Job descriptions may be revised at any time during the course of employment as required.

By signing below, I acknowledge that I have reviewed and accept the responsibilities noted within this job description.

Print Name

Signature

Date