

## Wrongful or Constructive Dismissal Questionnaire

---

1. Name of Applicant:

Address:

(Number)

(Street)

(City)

(Prov.)

(Postal Code)

2. Do you have written procedures regarding employee dismissal?

☐ Yes ☐ No

3. Do you have written procedures regarding employee dismissal?

☐ Yes ☐ No

4. Who is responsible for employee hiring and terminations (title or position)?

5. Are employee dismissals centralized? ☐ Yes ☐ No

6. Do you have any Company policy in regards to amounts of salary to be paid to terminated employees? ☐ Yes ☐ No

If yes, how does this compare to the Employment Standards Act? What are they? ☐ Same ☐ Higher ☐ Lower

7. Do you maintain a current copy of the Employment Standards Act (or equivalent) for each province where you have employees?

☐ Yes ☐ No

8. Do you consult legal counsel prior to dismissing employees?

☐ Yes ☐ No

9. Do you ever offer individual employment contracts signed by the company and/or employee? ☐ Yes ☐ No

10. Do you maintain written records of warnings or problems concerning employees?

☐ Yes ☐ No

11. Do you have a system of performance appraisals or regular reviews?

☐ Yes ☐ No

If yes, how often?

12. Is there a probation period for new employees?

☐ Yes ☐ No

If yes, are new employees told about it?

☐ Yes ☐ No

How long is it?

13. Have you dismissed or laid-off employees in the past 3 years?

☐ Yes ☐ No

If yes, give details:

14. Do you offer relocation or retraining assistance inside or outside the company in the event of layoffs or dismissal?

☐ Yes ☐ No

15. Have you ever had insurance for Wrongful or Constructive Dismissal?

☐ Yes ☐ No

16. Have you ever had any actions brought against you (in or out of court) for Wrongful or Constructive Dismissal of employees?

☐ Yes ☐ No

If yes, give details:



17. Are any of your employees unionized? ☐ Yes ☐ No If yes, how many?

18. Total number of employees:

19. Total annual gross payroll: \$

	Signature of Applicant	Position	Date
Broker:	<hr/>		