

What does my employer expect in Canada?



In Canada it is usual for you to be 5 minutes early for the start of your work day. It is important to not be late for work or meetings. If you know you will be late to work, it is expected to call and let your employer know.



In Canada it is good to ask questions. You can ask questions if you don't understand something the first time, ask your employer to repeat the instructions, or to say things more slowly. If you feel afraid to ask questions, ask another employee for help.



Mistakes happen - It is okay to make a mistake at work. Instead of trying to hide or fix a mistake, you can ask for help from your boss or supervisor. You will learn what to do next time.



If the weather is bad, you are still expected to go to work. If you have trouble getting to work because of the weather, call your employer to let them know. Your work will let you know in advance if they will be closed because of weather.



In Canada, you should not use your personal phone or cellphone while at work. Make sure to turn your phone off, or keep it on silent so that it does not ring while you are working. Keep your phone in your purse or pocket, and only use it during your break.



Safety first! In Canada, you can get help if you are hurt at work. Let your employer know right away if you get hurt at work, and have someone help you, or get first aid. You can say no if you are worried you will get hurt doing a task, and you won't lose your job.



For more newcomer resources: www.ciwatraining.com

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