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# THE SUPERHR DIGEST

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## *From the Get-Go*

### The Importance of Keeping Employee Records Accurate

Across all Canadian provinces, employers are legally required to maintain accurate and up-to-date employee records. While this may sound like a simple administrative task, it plays a crucial role in ensuring compliance with Employment Standards and CRA (Canada Revenue Agency) requirements.

One of the most commonly overlooked details is an employee's current address. Employers must keep this information current to support payroll accuracy, year-end tax slips (such as T4s), Records of Employment (ROEs), and any correspondence related to employment or termination.

Failing to maintain accurate records can expose employers to compliance risks, including potential penalties, administrative errors, or complications in the event of an audit or employment dispute.

**If an employee moves and does not share their new address, the employer should formally request this information and document the communication. Keeping a record of the request shows due diligence and demonstrates that the company is acting responsibly under the law.**

Maintaining accurate employee information is about protecting both the employee and the organization. A small step in recordkeeping can prevent big problems later on.



## Ontario's 2026 Job Posting Rules What Employers Must Do Now

Ontario is introducing new job posting requirements under the Employment Standards Act, 2000 (ESA) that will take effect on January 1, 2026. These changes apply to employers with 25 or more employees in Ontario who use publicly advertised job postings and are intended to promote fairness, transparency, and equity in recruitment. In **Ontario**, the principles are similar but follow the Ontario Employment Standards Act. Drivers working under your direction and using your resources are considered employees, with minimum wage, overtime, and statutory holiday entitlements. WSIB coverage and vehicle safety remain priorities.

From January 1, 2026, employers will be required to include pay information in every publicly advertised job posting. Job ads must disclose either the expected rate of pay or a reasonable compensation range for the position, and this applies to all forms of public advertising, including online postings and third-party platforms. Internal postings restricted to existing employees and general "help wanted" notices that do not describe a specific role are excluded. The new rules will also prohibit employers from requiring "Canadian work experience"



in publicly advertised job postings or related application forms. This change is designed to remove systemic barriers for internationally trained and experienced candidates and to better align hiring practices with Ontario's diversity and inclusion goals. Limited exceptions may be created in regulation, but at present the default is that "Canadian experience" cannot be listed as a requirement.

In addition, Ontario employers will have to disclose whether artificial intelligence (AI) is used at any stage of the hiring process covered by a publicly advertised posting. Where AI tools are used to screen, rank, or assess applicants, the posting (or associated application materials) must clearly communicate this fact to candidates. Employers will also need to retain copies of job postings, application forms, and related applicant communications for at least three years.

### Suggested "Action Items"



These changes create both legal and practical implications for HR and hiring managers. Employers should review and update job posting templates, online application forms, and any automated hiring tools to ensure they meet the new ESA requirements by January 1, 2026. It is also prudent to train recruiters and hiring leaders on the new rules, particularly around salary disclosure, removal of "Canadian experience" language, and appropriate communication about AI use with candidates.



Strong safety cultures don't happen by accident, they are built through habits, awareness, and everyday conversations about risks and responsibilities. One of the most effective tools to strengthen both Occupational Health & Safety and overall job satisfaction is the regular use of Hazard Assessments.

Hazard Assessments do more than identify risks. They create a workplace where employees feel heard, supported, and protected. When workers participate in spotting hazards and suggesting improvements, they gain a sense of ownership and pride in their workplace. This proactive mindset significantly reduces incidents while boosting engagement and trust..

### Why Regular Hazard Assessments Matter:

- 🗨️ They help uncover issues early, before they become incidents.
- 🗨️ They reinforce each employee's role in maintaining safety.
- 🗨️ They increase awareness of changing conditions, new tasks, and new equipment.
- 🗨️ They support compliance with legal requirements and demonstrate due diligence.
- 🗨️ They promote a culture where safety is seen as a shared responsibility, not a checklist.

**Simple Strategies to Make It Work** - The beauty of Hazard Assessments is that they can be implemented easily—regardless of your structure, size, or industry.

**If you don't have a formal OHS structure yet:** Start by implementing a simple daily or weekly checklist that your team can complete in just a few minutes. Encourage workers to identify at least one improvement opportunity each week, fostering a sense of ownership and awareness of workplace safety. Use team huddles to quickly review identified hazards and potential solutions, ensuring everyone is aligned. To maintain consistency and engagement, consider assigning a rotating "Safety Champion" who helps guide and motivate the team in maintaining these practices.

**If you already have an established OHS program:** Hazard Assessments can be seamlessly integrated into pre-task planning, project kick-offs, or shift start meetings to ensure safety is always top of mind. Review the assessments regularly during Joint Health & Safety Committee discussions to maintain oversight and accountability. Tracking recurring hazards helps uncover patterns and informs strategic improvements to the workplace. Finally, recognize employees who consistently identify meaningful hazards—positive reinforcement not only encourages participation but also builds momentum for a strong, proactive safety culture.

### Small Actions, Big Results

Implementing regular Hazard Assessments has a direct impact on job satisfaction. Employees feel supported when they know potential risks are taken seriously. They also feel more confident performing their roles when safety practices are clear, collaborative, and consistently followed. A workplace that listens to concerns and responds quickly not only prevents incidents—it strengthens morale, trust, and long-term engagement.



## New Performance Management Course & Toolkit

We are thrilled to announce the release of our brand-new Performance Management Course and Package—a simple, practical, and accessible solution designed to help businesses strengthen performance conversations and create meaningful alignment with their teams.

This program was created with small and mid-sized businesses in mind. No complicated systems. No overwhelming forms. Just a clear, step-by-step approach that any organization can use to build better accountability, engagement, and results. And the best part?



**It's now available at no additional cost for all SuperHR clients.**



### Growth & Development

This is part of our ongoing commitment to support your leadership journey and help you build stronger workplaces, where expectations are clear and people feel supported to grow.

**Why this matters now** - December is the perfect moment to prepare for the year ahead. By setting up a simple performance structure today, you're giving your team—and your business—the foundation for improved productivity, stronger communication, and better results throughout 2026.

**For non-clients** - If you know a business that would benefit from this program, the full course and package are also available as a standalone investment. It's an excellent opportunity for any organization ready to elevate its people practices with guidance that is easy to implement and built for real workplace needs.

**Let's grow together** - Whether you want to explore the course, discuss how to adapt it to your specific business, or walk through the materials with us, we are here and happy to support you.



**A simple solution,  
ready to apply,  
designed to help your  
business thrive in  
2026.**

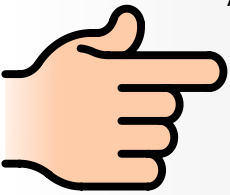


## Micro-learning Video of the Month

We are excited to introduce our Micro-learning Video of the Month, designed to inspire and educate your workforce. This month's topic is Social Media, a powerful tool that shapes professional connections in today's digital age. Encouraging your employees to understand how to utilize social media responsibly can significantly impact your business. This video offers insights into navigating potential pitfalls and promoting a positive online image.

## Why Renewing Employment Contracts Every Year Matters

Employment relationships evolve constantly, roles shift, responsibilities grow, regulations change, and businesses adapt. Yet many organizations continue operating with outdated employment contracts, leaving both employers and employees exposed to unnecessary risks. Keeping contracts active and aligned is a legal safeguard and it's a powerful engagement and compliance tool.



A simple yearly contract-renewal routine can make all the difference. This can take the form of:

- A New Employment Contract is ideal when there are major changes in the employment relationship, such as new duties, pay structures, or working arrangements.
- An Amendment is perfect for small updates, ensuring clarity without replacing the entire agreement.
- A Confirmation Letter, a quick, clean document confirming that the contract remains active, valid, and reflective of the employment terms.

This practice prevents agreements from falling into “contractual ossification”—commonly referred to as outdated or stale contracts—which can weaken enforceability and create confusion when you need clarity the most.

### Recent Ontario Case Highlights the Risk

A recent case in Ontario reinforced the importance of maintaining current and active employment agreements. The court found that an outdated contract, unchanged for years despite evolving terms and conditions, no longer reflected the true employment relationship. As a result, key protections the employer thought they had were deemed unenforceable. This decision has created a wave of awareness across the country: contracts must be refreshed regularly to remain effective, clear, and compliant.

### Why This Matters for Employers and Employees

**For Employers** - Ensures your agreements remain enforceable under current employment standards and common-law trends. Protects termination clauses and limits unintended liabilities. Keeps workplace expectations consistent and legally aligned. Strengthens documentation and reduces disputes.



**For Employees** - Reinforces transparency and trust. Confirms that their role, pay, benefits, and protections are recognized and up-to-date.

Enhances engagement by showing that the employer invests in clarity and fairness.

Regular contract upkeep is more than a legal chore—it's a meaningful way to support your people, protect your business, and promote a healthy, transparent workplace culture.



We will be reaching out to you to discuss the best strategy for your teams and to prepare the templates and samples you'll need to keep all employment contracts neat, sharp, compliant, and fully up-to-date. This small annual habit can save your business from major risks, and it's a great opportunity to reinforce strong, people-centred HR practices.





### Can you tell us about your organization?

I'm Jaap Siekman (pronounced "Yaap"), a Business Coach with 30 years of real-world experience in Manufacturing, Engineering, and Operations.

Since 2019, I've helped over 40 stressed and overworked business owners. They typically struggle with productivity, profitability, and staff retention. Some can't retire because their business isn't sellable or valuable enough.

I fix this through "Organizational & Operational Change" focused on three pillars:

1. **Structure:** Building a strong management team.
2. **Practices:** Improving how they manage people, projects, and orders.
3. **Processes:** Documenting and streamlining workflows.

**The end results for the owner:** increased profitability, much-improved work-life balance, exceptional morale & retention, improved value & sellability.

### What unique services or solutions does your business offer?

I help business owners define their business goals; which are often based on personal objectives, and then we build a broad plan to achieve them.

I personally handle the changes related to Operations and Organization. For other critical areas, like Marketing, Sales, IT, Finance, or HR, I have a network of trusted referral partners I can bring in.

### As a valued partner, how has working together helped you achieve better outcomes?

Bringing in specialist partners is a key part of what makes this work for my clients. This is a huge benefit for my clients because it eliminates their need to go out and find these specialists themselves. I manage the on-boarding, so the partner is up to speed right away.

A great example is my work with Pierre and Luis at SuperHR. They've assisted several of my clients with writing employment contracts, creating HR policies, and even guiding them through the proper process for letting staff go, which significantly reduces the risk of legal action.

From my perspective, this partnership is incredibly valuable. It means I can offer a more complete solution to my clients with confidence. They get expert help in specialized areas without the hassle of searching for it, and I know the job will be done right, which makes the overall transformation we're working on much stronger and more sustainable.

### If other organizations want to learn more, what's the best way to reach out?

Email is best! They can reach me directly at [jaap@transformixconsulting.ca](mailto:jaap@transformixconsulting.ca). There's also lots of information available on my website: [transformixconsulting.ca](https://transformixconsulting.ca).