**RETURN-TO-WORK POLICY**

*(Company Name)* is committed to assisting employees who have been injured on the job to return to work in a timely and safe manner.

The company will fulfill this commitment by contacting the employee as soon as possible after the injury and offering employment that is consistent with the employees’ functional abilities.

All members of the organization including supervisors, co-workers, and the union are responsible for actively participating and cooperating in the return-to-work process when required. Where necessary, the company will seek advice from other parties involved in the RTW process such as the Worker’s Compensation Board and external health care providers.

Any personal information received that can lead to the identification of an injured employee will be held in the strictest confidence. Information of a personal nature will be released only if required by law and with the approval of the employee. The employee will specify the nature of the information and to whom it will be released to.

This statement will be reviewed at least annually and may be updated as required.

Signed: Dated: