



Protect yourself

# A CHECKLIST FOR WORKERS

It is important to **be prepared** in case your rights are violated at work. Following this checklist can help you defend yourself, recover wages you are owed, file complaints, access benefits and entitlements, and understand some of your workplace rights.



## KEEP RECORDS

Record **hours** and **dates** you worked, and details of the work you do every day. Keep records of **any communication** you have with your employer: texts, emails, phone calls, work schedules, letters etc.

Keep copies of **any documents** you receive: contracts, pay stubs, cheques, record of Employment (ROE), termination letter, etc.



## CONTRACTS

**Keep copies** of any contracts you receive and take time to read a contract before you sign it. If your boss pressures you to sign a contract before reading it, try to get a copy or take a photo of it. **You do not have to sign something that makes you uncomfortable.**

NOTE: Employment contracts **cannot** fall below the basic employment standards.



## TERMINATION

You **cannot be fired** for taking a valid leave, for discussing your rights, for unionizing, for a reason which is discriminatory (like race or gender), and more. If your boss **harasses** you until you **quit**, you may still have legal recourse.

**Always** record how and when you were fired. This will help you challenge a wrongful dismissal.



## EMPLOYMENT INSURANCE

Remember to apply within **28 days** of your last day of work, even if your employer has not given you a Record of Employment (ROE). If you are fired, forced to quit, or laid off, **you may still be eligible** for EI.

If you worked for **cash**, record dates and hours you worked. You may still qualify.



## AND REMEMBER...

**You are not alone.** The sad reality is that people have their workplace rights infringed upon everyday. Knowing your rights and keeping good records can help you fight back.

If you are a worker in Nova Scotia and have questions about your workplace rights, contact the Halifax Workers' Action Centre.

## QUESTIONS?

Contact the Halifax WAC:  
(902)221-0755  
halifaxwac@gmail.com

