

Human Resources

At Frontier Supply Chain Solutions Inc.





WE ARE THE **FRONTIER**
HR TEAM:

Valerie Chan - HR Manager

- Started September 19, 2011

Danica Barnes - HR Coordinator

- Started March 05, 2019

Get to Know Us

NEW ARRIVALS:

Keith Bennett - HR Generalist

- Started June 14, 2021

Katelynn Paun - HR Admin Summer Student

- Internship student from April 26 – May 21, 2021
 - Started as a summer student May 25, 2021
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Valerie Chan



Danica Barnes

New Arrivals

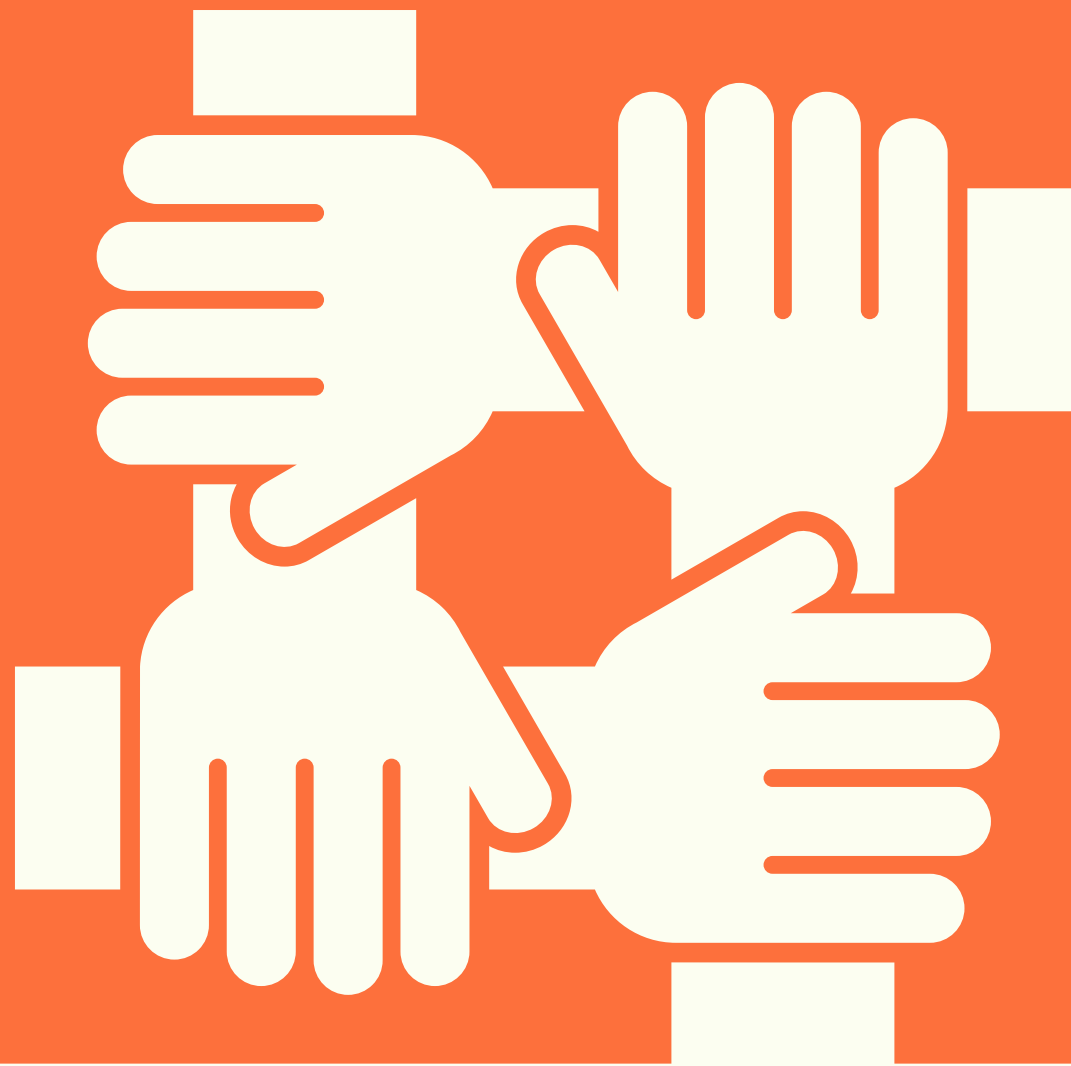


Keith Bennett

Katelynn Paun



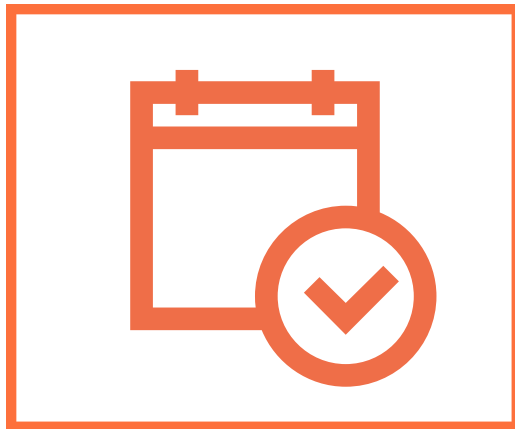
What HR Does at **FRONTIER**



HR oversees HR functions for all companies – Frontier Canada, FNA & FUSA. Leaders in each facility handle day to day concerns.

- Employee Management
- Employee Learning & Development
- Compensation
- Health & Wellness
- Employee Engagement
- Data Administration
- Policy Management

Employee Management



- Recruitment
- Employee Onboarding
- Attendance Management
- Discipline & Termination
- Succession Planning
- Strategic Planning





Employee Learning & Development

Training

- Frontier-U: Houses all technical and soft skill content
- Mentorship program



Performance Management

- Probation review
- Semi annual employee performance review
- Semi annual driver performance review



Educational Assistance

- Management initiated & employee initiated courses





Pay Structure

Benefit Administration

Payroll Administration



Compensation





Health Safety & Wellness



- Provincial & Federal Health & Safety Regulations
- Corporate Joint H&S Committee Representatives and facility sub committees
- Workers Compensation Management
- Worker/Workplace Accommodation
- COVID-19 Safe Practices
- Employee Family Assistance Benefit (EFAP)



Employee Engagement



Social Events & Corporate Activities

- AGM
- Employee Recognition
- Monthly Meetings
- Food days
- Charity event



Consultation

- Employee or management



Letters of Employment

- Support for loans, financing, & other



Immigration Assistance

- Work & Study permits
- Nominee program & PR applications
- Compliance fees

Data Administration & Analysis

HR MAINTAINS RECORDS FOR ALL AUDITS AND PROGRAM COMPLIANCE



Payroll
& WCB



CTPAT
&
PIP



Emergency
Evacuation
& H&S



FMCSA, SRE,
& US DOT

Policy Management

- Code of Conduct
- Employee & Driver Manual
- Drug, Smoking & Alcohol Policy
- Harassment Prevention
- Respectful Workplace
- Health & Safety
- Privacy Code
- Driver Compliance – US DOT, FMCSA & other
- Extended Vacation
- Educational Assistance
- Remote Work (COVID-19)
- Disciplinary

