

Piliriqatigiukta - Let's work together



Best Practices for Operating in Nunavut: Employee Hiring Practices

To ensure fair and transparent business practices at our sites the employment relationship must be documented **in writing** at the time of hiring and should include the following information:

- Legal name and business or operating name of the company
- Full address of the employee
- Full name of the employee
- Position details: job title and description of tasks, department, name/title of the employee's supervisor
- Type of employment (permanent, temporary, seasonal, etc.)
 - If temporary or seasonal, then the start date and end date of the contract
- Work schedule and travel details
- Hourly pay rate, pay period schedule, any included bonuses or benefits
- Inuit employee and contractor signatures, including date

As an Agnico supplier, you should take the time to review the employment contract and details with your new employee to make sure they understand the terms of employment.

If you have more questions, please contact: nunavut.employment@agnicoeagle.com

