

KNOW YOUR RIGHTS

Workers' Resource Kit



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Disclaimer:
We want to note that the information presented in this document is not legal advice. We intend to provide information to increase understanding of workers' rights to foster healthy and safe workplaces.



Land Acknowledgement

The Calgary area, where the Bow and Elbow rivers meet, is a place of confluence where the sharing of resources, ideas and opportunities naturally come together. Indigenous people have their own names for this area that have been in use long before Scottish settlers named this place Calgary. In the Blackfoot language, they call this place, Moh-kins-tsis (moh-GIN'-stis (a soft 'g')). The Îethka Nakoda Wicastabi (ee-YETH'-kah nah-COH'-dah WHISK'-ah-tah- bay) First Nations refer to the Calgary area as Wicispa Oyade (weh-CHIS'-spa oh-YAH'-day) and the people of the Tsuut'ina (Soot-tenna) nation call this area Guts-ists-I (GOOT'-sis). The Métis call the Calgary area Otos-kwunee (oh-TUSS' - kwanee).

We would like to take this opportunity to appreciate and acknowledge that we are gathered on the ancestral and traditional territory of the Blackfoot Confederacy, made up of the Siksika (Seeg-see-kah), Piikani (Bee-gun-nee), Amskaapiikani (Om-Skaa-bee-bee-Gun-nee) and Kainai (G-ai-nah) First Nations; the Îethka Nakoda Wicastabi (ee-YETH'-kah nah-COH'-dah WHISK'-ah-tah-bay) First Nations, comprised of the Chiniki (Chin-ick-ee), Bearspaw, and Goodstoney First Nations; and the Tsuut'ina First Nation. The city of Calgary is also the homeland of the historic Northwest Métis and to the Otipemisiwak (Oti-pe-MES-se-wa) Métis Government, Métis Nation Battle River Territory (Nose Hill Métis District 5 and Elbow Métis District 6). We acknowledge all Indigenous people who have made Calgary their home.

Source: The City of Calgary Anti-Racism Strategic Framework, 2023.



BRAVE Workers Program

(**B**elieve in the **R**ights **A**nd **V**alue of **E**ssential Workers)

The pandemic brought attention to unfair practices and experiences essential workers face in numerous industries. In response to these inequalities, we launched The BRAVE Workers (**B**elieve in the **R**ights **A**ND **V**alue of **E**ssential Workers) in October 2020. The Program aims to empower essential workers to create a safer working environment and address systemic barriers faced by racialized essential workers at Cargill and other meat packing plants.

In its new iteration, the mission of BRAVE Worker 2 is to spearhead impactful systemic and structural transformations that benefit essential workers across various meatpacking facilities, as well as healthcare aides throughout Alberta. We achieve this by raising public awareness, building capacity, and collaborating with relevant labor groups, unions and government agencies. This document aims to create a barrier-free world by informing workers of their rights and actively advocating for equitable treatment and protection.



Basic Workers' Rights

Under the Canada Labour Code, all workers in Canada, including Temporary Foreign Workers (TFWs), have three fundamental rights:

1. The Right to Know

You have the right to know about danger on the job and how to protect yourself.

2. The Right to Participate

You have the right to participate in health and safety training, and to report if you see unsafe activities.

3. The Right to Refuse Unsafe Work

You have the right to refuse work that is unsafe and puts you or your colleagues in danger.



[Scan or Click
to Learn](#)



Would you like to know
more about what the
“Right to Refuse
Dangerous Work” entails?



Essential Workers' Rights

In Canada and Alberta, you are protected by laws as an essential worker. Knowing your rights and your employer's responsibilities is vital.

As a worker, you have the right to:

- Refuse work that you believe is not safe for you or your co-worker.
- Be paid for the work you do.
- Be paid for a minimum of three hours of work, regardless of how long you work.
- Be provided training if you need one to do your job safely.
- Work at a harassment-free workplace.
- Work at a discrimination-free workplace.
- Keep your passport or work permit.
- Have a safe workplace.
- Know about the hazards or dangers present at your workplace.

What should you expect from your employer?

It is the responsibility of your employer to:

- Pay you for work timely.
- Ensure that your workplace is safe.
- Provide any personal protective equipment needed to be safe while at work.
- Respect the terms of your written contract.

Your employer cannot:

- Force you to do a job you were not hired or trained to do.
- Force you to work if you are sick or injured.
- Take your passport or work permit away from you.
- Deport you from Canada.
- Change your immigration status.
- Make you pay back the fees they paid to hire you.



[Scan or Click
to Learn](#)



CPLEA Centre for
Public Legal Education
Alberta- "10 Rights at
Work You Probably
Didn't Know You Have
in Alberta"



Alberta Human Rights

The Alberta Human Rights Act ensures that every person in Alberta has a right to be free from discrimination and harassment in specific protected areas and grounds, including:

- Age
- Ancestry
- Class
- Colour
- Family Status
- Gender
- Gender Expression
- Gender Identity
- Martial Status
- Mental Disability
- Physical Disability
- Place of Origin
- Race
- Religious Beliefs
- Sexual Orientation
- Source of Income

Suppose you feel like you are being mistreated based on one or more of the protected grounds listed. In that case, you may be experiencing workplace discrimination or harassment. This maltreatment can look like offensive or intimidating behaviours that are verbal, written, physical, or visual. Under the Alberta Human Rights Act, this behaviour is strictly prohibited.

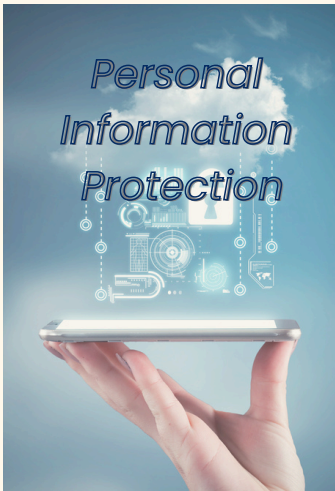
The Alberta Human Rights Commission's core function is to protect the rights of Alberta workers. Any person living or working in Alberta who has experienced an adverse treatment in a specific protected area or ground has 12 months to file a complaint to the Alberta Human Rights Commission. All workers in Canada are protected under Federal Law. Canada takes the abuse of temporary foreign workers (TFW) seriously. Employers who abuse temporary foreign workers could face a penalty or be banned from the TFW program.




Reporting

Things to know when making a report

- It is important to give as much information as you can.
- The information you provide is protected by Canada's privacy laws.
- You do not have to give your name, phone number or Labour Market Impact Assessment (LMIA) and work permit number to make a report.
- You will not be contacted or shared your information without your permission.
- For privacy reasons, they cannot tell you about the status of a report.



For more information: 



albertahumanrights.ab.ca



Youtube:
[@albertahumanrights](https://www.youtube.com/@albertahumanrights)



[Read the AHR Act](#)

Information you will need to make a report

- The name, address, and phone number of the business or organization.
- The name(s) or position(s) of the people involved.
- What the abuse is.

Other ways to report abuse

- By phone
- In-person
- By mail

To file a complaint or contact:

- Confidential Inquiry Line: 780-427-7661
- Email: humanrights@gov.ab.ca

Free service at Workers' Resource Centre is available if you need any help with the process:

- Phone: 403-264-8100
- Email: info@helpwrc.org



[Scan or Click
to Learn](#)



Curious if your experience falls under The Alberta Human Rights Act? Check the link to find out

Alberta Employment Standards

Employment standards are minimum standards of employment to protect workers. The Alberta Employment Standards Code outlines the rights and responsibilities of employers and employees in areas such as payment of wages, hours of work, overtime, vacations, general holidays, leaves, termination of employment and much more.

If you think your employer is not following the code, you may file a complaint either during employment or up to 6 months following the last date of employment.

To file a complaint:

- Call 780-427-3731 (Edmonton) or Toll free at 1-877-427-3731.
- If you are deaf, hard of hearing or speech impaired, call TTY 780-427-9999 or Toll-free TTY at 1-800-232-7215.

Free service at Workers' Resource Centre is available if you need any help with the process:

- Phone: 403-264-8100
- Email: info@helpwrc.org



Does your experience fall under The Employment Standards? Utilize the Employment Standards Self-Assessment Tools to find out



[Scan or Click to Check](#)



For more information: 



[Official Website of
Alberta Employment Standards](#)



[Read Alberta's Employment
Standards Code](#)

Workers' Compensation Board (WCB)

The Workers Compensations Board (WCB) carries out the functions of the Workers Compensation Act. The Act outlines how the program will work. Eligible employees who cannot work due to an injury or illness sustained on the job or as a result of the job can access support. Benefits include but are not limited to compensation for lost wages, medical care, and rehabilitation.

What are the steps to take when you get injured at work?

Immediately following the incident, tell your employer and/or supervisors, even if you think the injury is minor. Please give them the details of what happened. Your employer is responsible for informing WCB if the injury you have sustained requires more than first aid or if the injury will prevent you from continuing your work.

You may ask your employer for a WCB Report of Injury form or obtain one at a WCB office or through their website. It is crucial that the paperwork is completed. You are entitled to a copy of their report for your record. The sooner WCB receives this information, the faster they can determine the benefits and services you are entitled to. Get first aid and see a doctor if needed.

If you see a doctor, inform the doctor of the reasons for your visit and outline your injuries and symptoms.

For more information:

Visit website at <https://www.wcb.ab.ca>;

Connect with an WCB representative toll-free at 1-866-922-9221, or over email at contactcentre@wcb.ab.ca.

Occupational Health and Safety (OHS)

The Occupational Health and Safety Act sets the minimum standards for the safety and well-being of all workers to reduce hazards that can lead to injuries, illnesses and death. OHS aims to improve the working conditions and environment for all, which is achieved by outlining the responsibilities of employers and employees.

To file a complaint or contact:

- Call 780-415-8690 (Edmonton) or Toll-free at 1-866-415-8690.
- If you are deaf, hard of hearing or speech impaired, call TTY: 780-427-9999 (Edmonton) or Toll-free TTY: 1-800-232-7215.

Free service at Workers' Resource Centre is available if you need any help with the process:

- Phone: 403-264-8100
- Email: info@helpwrc.org

For more information:



[OHS Official Website](#)



[Occupational Health and Safety Act](#)



[Occupational Health and Safety Code](#)



Do you want to know the difference in the agricultural industry?



[Scan or Click to Learn](#)

Helpful Resources in Alberta

Legal Counseling & Information, Human rights, Employment Standards, Canada Pension Plan –Disability

The Alberta Civil Liberties Research Centre (ACLRC).

The Alberta Civil Liberties Research Centre (ACLRC) provides general and factual information on the law and legal processes.

Phone: 403-220-2505

www.aclrc.com



[More Info.](#)

Workers' Resource Centre (WRC).

The Workers' Resource Centre (WRC) is a charitable organization providing free assistance to Alberta Workers. WRC helps with any employment-related issues through Casework Program and Public Legal Education. WRC assists with Employment Standards, Employment Insurance (EI), Human Rights, Sexual harassment, Canada Pension Plan–Disability (CPP-D), Disability insurance, Workplace injury and Alberta Income for Severely Handicapped (AISH).

For more information, contact 403-264-8100, or

email: info@helpwrc.org

www.helpwrc.org



[More Info.](#)

Migrantè Alberta

Migrantè Alberta is a non-profit and self-help advocacy group supporting racialized workers on their issues through referrals, advocacy and campaigning.

Phone: 403-392-9900

www.migrantealberta.ca



[More Info.](#)

Workers' Union

The United Food & Commercial Workers Union, Local 401 (UFCW Local 401)

UFCW Local 401 takes great pride in its remarkably diverse membership, comprising around 32,000 individuals spread throughout Alberta.

The toll-free number for food and union representative: 1-800-252-7975
<https://gounion.ca/employer/cargill-foods>



[More Info.](#)

Employee Labour Relations Support Program

The Employee Labour Relations Support Program is a new tool for unionized employees or those who may soon become unionized to understand better their rights and responsibilities under Alberta's labour legislation.

Phone: 780-644-2583 (Edmonton Area) or Toll-Free 1-833-644-2583.



[More Info.](#)

Financial, Job Search, Homelessness

Alberta Supports

Alberta Supports helps to access more than 30 programs and 120 services for seniors, people with disabilities, job seekers, parents and families, and homelessness. The financial assistance is available in more than 100 languages.

For more information, visit:
www.alberta.ca/alberta-supports



[More Info.](#)

Calgary and Area Employment Bulletin

The Calgary and Area Employment Bulletin is updated weekly on Fridays and is prepared by the Alberta Government. The bulletin provides information to free career and employment information, such as workshops, events, and programs in and around Calgary.



[More Info.](#)

Helpful Resources in Alberta

Temporary Foreign Workers

Alberta's Temporary Foreign Workers (TFW) Advisory Office

Alberta's Temporary Foreign Workers (TFW) Advisory office assists temporary foreign workers and international students with work authorization to find solutions, information and resources.

Tel: 1-877-944-9955

Email: lbr.tfwao@gov.ab.ca

[More Info.](#)



Temporary Foreign Workers: Your Rights are Protected

The Government of Canada prepares this guide translates to 9 languages. It is intended for anyone employed under the Temporary Foreign Workers Program (TFWP) as a manual or to solve problems.



[Guide for Employees](#)



[More info.](#)

Workplace Abuse Report

Service Canada

If you or someone you know experiences workplace abuse, contact the Service Canada confidential tip line: 1-866-602-9448.

Undocumented Workers



[Sudbury Workers Centre](#)



[Parkland Institute Research Report: Living and Working without status in Alberta](#)

Settlement, Newcomers, Immigrants, Refugees

Centre for Newcomers (CFN)

CFN helps immigrants and refugees to settle in Calgary with employment, language, and youth Programs.

Phone: 403-569-3325

www.centrefornewcomers.ca

[More Info.](#)



The Immigrant Education Society (TIES)

TIES is a non-profit organization that offers English language classes, employment skills, settlement services, and more to newcomers and low-income Canadians in Calgary.

Phone: 403-235-3666

www.immigrant-education.ca

[More Info.](#)



Calgary Bridge Foundation for Youth (CBFY)

CBFY supports immigrant and refugee youth and their families with knowledge and information about Canadian culture and schooling system.

Phone: 403-230-7745

www.cbfy.ca

[More Info.](#)



Calgary Catholic Immigration Society (CCIS)

CCIS stands as a beacon of support for all newcomers to Calgary and Southern Alberta, providing a welcoming and empowering environment where every individual, regardless of their background, is given the opportunity to navigate the complexities of settling in a new country with confidence and resilience.

Phone: 403-262-2006

www.ccisab.ca

[More Info.](#)



Helpful Resources in Alberta

Settlement, Newcomers, Immigrants, Refugees

Calgary Immigrant Women's Association (CIWA)

CIWA provides more than 50 programs that support immigrant and refugee women and girls and their families. It also provide employment training.

Phone: 403-263-4414
www.ciwa-online.com

[More Info.](#)



Health and Mental Wellness

Distress Centre Calgary

The Distress Centre offers free and confidential crisis counselling, youth peer support, and navigation and referrals through 211. It has 24 hours crisis line.

Phone: 403-266-4357
www.distresscentre.com

[More Info.](#)



Women's Services

Women's Centre of Calgary

The Women's Centre of Calgary offers women opportunities to both receive and provide support, connect with others and build community through a variety of programs.

Phone: 403-264-1155
www.womenscentrecalgary.org

[More Info.](#)



Community Resources

Dial 211

211 is a helpline for community and social services in Alberta. It is 24/7 services.

A BETTER LIFE IN ALBERTA STARTS WITH FAIR WORK



JOIN THE LARGEST PRIVATE
SECTOR UNION IN ALBERTA.
OVER 32,000 MEMBERS STRONG.

Program List of ActionDignity

Action Dignity Society (ActionDignity) is a community-based organization that is working to enhance the voices of ethnocultural communities in Calgary. It implements various programs through community conversations, training, events, community-based research, and systems change and policy advocacy.

Phone: 403-263-9900.

Website: www.actiondignity.org

[More Info.](#)



The Workers' Rights program strives to empower essential workers from racialized backgrounds in the meat packing and healthcare industries to access safe and financially rewarding work environments. This objective is realized through community engagement and participatory action research, which informs efforts for systemic change and advocacy for policy reform.

The Mental Health Systems Change program aims to improve mental health access for racialized communities through transformative systemic changes. It employs collaborative engagement and actions by racialized communities, not for profits and institutional partners to improve access to service by addressing the root causes of mental health issues in policies, practice and beliefs.



The Public Safety program is to foster targeted supportive connections among racialized groups and alleviate the effects of discrimination and racism. This initiative is achieved by expanding upon our existing collaborations with grassroots ethnocultural community organizations to cultivate a pro-equity and anti-racist perspective within mainstream institutions.

The Gender Equity program aims to enhance positive gender relations and improve health outcomes. This is achieved through partnerships with ethnocultural women's organizations to strengthen their gender equity initiatives and structures. Additionally, the program engages men and boys in efforts toward gender equity by empowering peer and community supports to recognize, address, and refer instances of domestic violence, alongside fostering transformative discussions on gender with men and boys.



The Social and Economic Inclusion program is to guarantee fair opportunities and empowerment for all individuals to fully engage as active citizens. The approach and execution strategy involve establishing safe environments for people to connect, cultivate, and execute community-driven action plans on identified priorities. Furthermore, it focuses on enhancing the skills and capacities of ethnocultural community leaders and members.

The GrOW Platform (Grassroot Organizational Empowerment) initiative is a transformative learning and engagement approach enabling grassroots organizations to collaborate, organize collective actions, strengthen member capacities and develop organizational competencies to address organizational sustainability needs and community issues.



Reference List

Alberta Human Rights - <https://albertahumanrights.ab.ca/>

10 Rights at Work You Probably Didn't Know You Have in Alberta - <https://www.cplea.ca/rightsatwork/10-rights-you-probably-didnt-know/>

Canadian Centre for Occupational Health and Safety - <https://www.ccohs.ca/>

Frontiers - <https://www.frontiersin.org/>

Temporary Foreign Worker: Guide for Employees - <https://actims.ca/wp-content/uploads/2020/08/GuideforEmployees-25.pdf>

Temporary Foreign Workers: Your rights are Protected - <https://www.canada.ca/en/employment-social-development/services/foreign-workers/protected-rights.html#h2.2>



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