

SOCIAL INSURANCE NUMBER

Effective Date: September 1, 2008 Responsibility: Vice President Financial Admin

Amends Policy dated: Handbooks, 2004 Policy Number: HRA 250

Scope: All Employees

Each employee is responsible for obtaining a Social Insurance Number (SIN) through the Government of Canada. Employment cannot begin until a SIN is provided to Human Resources Coordinator or the Accounting Services Director.

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