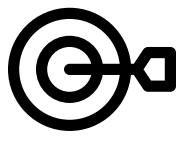
The **Declaration** *for* **Payroll**

Whereas payroll is essential to health of every business in Canada, the National Payroll Institute, in its role as the authority on professional payroll in Canada, sets forth the following guiding principles to support businesses in upholding professional payroll.

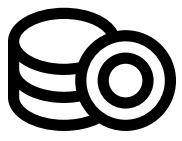
ACCURACY

Aiming to provide accurate pay in accordance with current legislation and agreed upon conditions and stipulations of any employment or contract agreements.



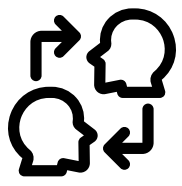
TIMELINESS

Striving to ensure pay is delivered on time, according to regularly scheduled pay dates or other defined timeframes, as stated in established employment agreements or contracts.



TRANSPARENCY

Being transparent with employees regarding their pay, benefits and deductions. Information on these topics should be easily accessible and unambiguous. Employees/contractors should receive communications in clear, plain-language, and be entitled to ask questions and receive honest answers and explanations delivered in good faith.



SECURITY

Ensuring that any personal information required for payroll processing is handled securely, and that confidential or sensitive information or property is protected and stored.



EQUITY

Engaging in fair and equitable pay practices that do not discriminate on the basis of gender identity or expression, age, race, disability, national or ethnic origin, religion, language, sexual orientation, or any other protected grounds.



COMPLIANCE

Striving to uphold compliance with all applicable legal requirements, legislation, and regulations.



DISCLOSURE

Providing disclosure to employees/contractors, at the earliest opportunity, of changes, errors or discrepancies related to their pay. Any pay discrepancies should be resolved as quickly as possible, while ensuring all other payroll rights are upheld, following disclosure.



PROFESSIONALISM

Ensuring that pay is managed with the utmost professionalism, by those who possess the skills, competencies, and expertise required to earn the confidence and trust of workers and organizations.



NATIONAL PAYROLL INSTITUTE

payroll.ca/declaration