



# WORKPLACE ISSUE RESOURCE GUIDE

## For Employees in Manitoba Seeking Support

This guide provides information to help you understand your rights, and the steps you can take if you experience an issue in the workplace.



### IMPORTANT NOTE

This guide is for informational purposes only and does not constitute legal advice. We encourage you to contact the appropriate organization or a qualified legal professional for advice specific to your situation.

## FIRST STEPS

Before Filing Anything



### 1. DOCUMENT EVERYTHING

Dates, times, incidents, emails, messages, witnesses, contracts, termination letters.



### 2. REVIEW YOUR WORKPLACE POLICIES

Employee handbook, harassment or complaint procedures.



### 3. RAISE THE ISSUE INTERNALLY (IF SAFE)

Supervisor, HR department, or union (if applicable).



### 4. SEEK EXTERNAL SUPPORT

If the issue is not resolved, contact the appropriate agency or professional.

## WHERE TO GET HELP



**UNPAID WAGES, TERMINATION PAY, VACATION PAY, OVERTIME, ETC.**

### EMPLOYMENT STANDARDS BRANCH

Phone (Winnipeg): 204-945-3352  
Toll-Free: 1-800-821-4307  
Email: [employmentstandards@gov.mb.ca](mailto:employmentstandards@gov.mb.ca)  
Website: [www.gov.mb.ca/labour/standards](http://www.gov.mb.ca/labour/standards)  
Handles issues related to wages, overtime, vacation pay, termination notice/pay and more.



**WRONGFUL TERMINATION / DISMISSAL**

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Website: [www.gov.mb.ca/labour/standards](http://www.gov.mb.ca/labour/standards)  
For minimum entitlements. You may be entitled to more through a legal claim.



**HARASSMENT, DISCRIMINATION, HUMAN RIGHTS**

### MANITOBA HUMAN RIGHTS COMMISSION

Phone: 204-945-3007 | Toll-Free: 1-888-884-8681  
Email: [hrc@gov.mb.ca](mailto:hrc@gov.mb.ca)  
Website: [www.manitobahumanrights.ca](http://www.manitobahumanrights.ca)  
Handles discrimination and harassment based on race, gender, disability, religion, age, and more.



**WORKPLACE INJURY OR ILLNESS**

### WORKERS COMPENSATION BOARD (WCB)

Phone: 204-954-4321 | Toll-Free: 1-855-954-4321  
Email: [askwcb@wcb.mb.ca](mailto:askwcb@wcb.mb.ca)  
Website: [www.wcb.mb.ca](http://www.wcb.mb.ca)  
For work-related injuries, illnesses, and claims.



**WORKPLACE SAFETY OR UNSAFE CONDITIONS**

### WORKPLACE SAFETY AND HEALTH

Phone: 204-945-3446 | Toll-Free: 1-855-957-7233  
Email: [wsh@gov.mb.ca](mailto:wsh@gov.mb.ca)  
Website: [www.manitoba.ca/labour/safety](http://www.manitoba.ca/labour/safety)  
Report unsafe working conditions or safety violations.



**UNIONIZED EMPLOYEES**

### YOUR UNION REPRESENTATIVE

If you are part of a union, contact your union representative first. They will guide you through the grievance process if needed.



**DISPUTES BETWEEN EMPLOYER & UNION**

### MANITOBA LABOUR BOARD

Phone: 204-945-2089 | Toll-Free: 1-800-782-8067  
Email: [mlb@gov.mb.ca](mailto:mlb@gov.mb.ca)  
Website: [www.manitoba.ca/labour/labbrd](http://www.manitoba.ca/labour/labbrd)  
Handles disputes between unions and employers, certification, and other labour matters.

## DECISION FLOWCHART – WHERE DO I GO?

### WHAT IS YOUR MAIN CONCERN?



Unpaid wages, overtime, vacation pay, termination pay?

EMPLOYMENT STANDARDS BRANCH  
204-945-3352  
1-800-821-4307



Terminated without notice or pay?

EMPLOYMENT STANDARDS BRANCH  
or speak with an EMPLOYMENT LAWYER



Harassment, discrimination, human rights issue?

MANITOBA HUMAN RIGHTS COMMISSION  
204-945-3007  
1-888-884-8681



Workplace injury or illness?

WORKERS COMPENSATION BOARD (WCB)  
204-954-4321  
1-855-954-4321



Unsafe working conditions or safety concerns?

WORKPLACE SAFETY & HEALTH  
204-945-3446  
1-855-957-7233



You are part of a union?

CONTACT YOUR UNION REPRESENTATIVE



Dispute between employer and union?

MANITOBA LABOUR BOARD  
204-945-2089  
1-800-782-8067

## HOW TO FILE A CLAIM OR COMPLAINT

- 1 Identify the correct organization (see above).
- 2 Gather and organize your documentation.
- 3 Complete the required form (online, in person, or by mail).
- 4 Submit your claim or complaint.
- 5 Participate in the investigation or process.
- 6 Await the decision or resolution.



**IMPORTANT:** Most claims have time limits. Act as soon as possible.

## RED FLAG ESCALATION – GET IMMEDIATE HELP

If you are experiencing or facing any of the following, seek immediate help:

- Threats of violence
- Physical violence
- Stalking or harassment that makes you feel unsafe
- Weapons at the workplace
- Immediate risk to your safety or others



### CALL 911 – POLICE / EMERGENCY

For non-emergency situations, contact your local police department.

## WHEN TO CONTACT A LAWYER

- ✓ You were terminated from a long-term position
- ✓ You believe you are owed significant compensation
- ✓ Harassment, discrimination or constructive dismissal
- ✓ Your case is complex or involves large amounts
- ✓ You are unsure of your rights or the best next steps



A lawyer can review your situation, explain your options, and help you take the right legal action.

