

Important: Complaints must be received by our office within 6 months of the incident occurring. For example, if you are claiming overtime pay, you have 6 months to file your complaint from the date the pay was due under the *Labour Standards Code*.

1 - Contact Information

We need to know how to reach the parties involved in your complaint - you and the other side. Please fill out as much of this section as possible.

Employee/worker contact information (please print clearly)

First name: [REDACTED]

Last name: [REDACTED]

Phone #(s): Main

Other:

Email:

Mailing address: [REDACTED]

Town/City: [REDACTED]

Postal Code: [REDACTED]

Employer contact information (or recruiter information if you are complaining about a recruiter)

Business name: Imperial Cleaners Ltd.

Type of business: Cleaning Services

Contact person: Name [REDACTED]

Position: HR/ Safety Officer and Employee Relations

Phone #(s): Main [REDACTED]

Other:

[REDACTED]

Fax number:

Mailing address: 617 Windmill Road

Town/City: Dartmouth

Postal Code: B3A 1G1

2 - Work History Information

You are the: Employee/worker Employer

Employee's occupation: Cleaner

Hourly wage or annual salary: 24.50

Hours of work per week: varies

Pay period: Daily Weekly Bi-weekly Semi-monthly

Is this a union position: No Yes If yes, what union?

Employee's first day of work for this employer (month/day/year): 10/12/2024

Employee's employment status: Laid off Fired Quit Still employed Other

If no longer working for this employer, give the employment end date (month/day/year): 11/27/2025

If the employer ended the employment, did the employer give notice of termination or extra pay instead of notice? No Yes
If yes, indicate the amount of working notice or extra pay given:

3 - Nature of Labour Standards Complaint (check all that apply and provide details of the issue(s) checked)

Issue(s)	Details of the Issue(s)
<input checked="" type="checkbox"/> Unpaid Hours of Work	From August to November 2025, worked two (2) hours unpaid per day (Mon-Fri, occasionally Saturday)
<input checked="" type="checkbox"/> Overtime Pay	From January 2025 to November 27, 2025, regularly worked over 48 hours/week and never paid overtime.
Minimum Wage	
Deductions from Pay	
Vacation Pay/Time	
Holiday Pay	
Charged Recruitment Fees	Were the fees charged in the last 6 months? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> Termination - employee with <u>less</u> than 10 years of service	Did the termination happen in the last 6 months? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Termination - employee with 10 or <u>more</u> years of service	Did the termination happen in the last 6 months? <input type="checkbox"/> Yes <input type="checkbox"/> No Seeking reinstatement? <input type="checkbox"/> Yes <input type="checkbox"/> No
Pregnancy/Parental Leave	If you were terminated, did the termination happen in the last 6 months? <input type="checkbox"/> Yes <input type="checkbox"/> No Seeking reinstatement? <input type="checkbox"/> Yes <input type="checkbox"/> No

Other – list any other issues under the *Labour Standards Code* (e.g., breaks, pay statements/paystubs):

Reprisal for trying to exercise my rights under the Code

4 - Provide a brief explanation of your claim below. We will ask you for more detail if we need it.

See Schedule A.

5 - Other Information About Your Claim

Have you taken other legal action in this matter, such as Small Claims Court? No Yes

Do you have relevant documents and records to support your claim, such as Record(s) of Employment, T4 slips, termination letter, pay stub(s), time sheet(s)? If you do, please attach copies to your completed complaint form.

Pay stubs

6 - Collection, Use and Disclosure of Personal Information

Any information, either written or spoken, that you give to the Labour Standards Division of the Department of Labour and Advanced Education, in support of your claim, including the information provided on this complaint form, is collected under the authority of the Nova Scotia *Labour Standards Code* (the *Code*) to assist in the investigation of alleged violations of the *Code*. The Nova Scotia *Freedom of Information and Protection of Privacy Act*, governs the collection, use and disclosure of this information.


Any information you give to the Labour Standards Division that is considered relevant to your complaint, and necessary for the investigation and enforcement of the complaint, may be shared with the person or company you are complaining about or their representative.

If you have questions about the collection, use and disclosure of personal information by the Department of Labour, Skills and Immigration, contact Information Access and Privacy (IAP) at 902-424-2985 or IAPServices@novascotia.ca.

7 - Sign the Complaint and Certification

I certify that the information provided on this form is true and correct to the best of my knowledge. I have read the section on the collection, use and disclosure of personal information. I understand that all information relevant to this Labour Standards complaint may be shared with me and the person or company I am complaining about.

Date: Dec 2, 2025



Send the form to us right away

Mail: Labour Standards Division
PO Box 697, Halifax, NS B3J 2T8

Fax: 902-424-0648
Email: labourstandards@novascotia.ca

Questions? Call 902-424-4311 or 1-888-315-0110 (toll free within Nova Scotia)

Important: If your concerns involve safety in the workplace, contact the Occupational Health and Safety Division at 902-424-5400 or toll free at 1-800-952-2687, within **30 days** of the incident occurring.

Schedule A

1. These representations are submitted on behalf of [REDACTED] regarding unpaid overtime, unpaid wages, unpaid hours of work, and termination without notice during his employment with Imperial Cleaners Ltd. ("Imperial").
2. [REDACTED] commenced employment with Imperial on October 12, 2024 as a cleaner. He held a valid work permit and was in the process of pursuing permanent residency. Over the course of his employment, he worked at several Imperial sites, including construction sites, the Woodside Ferry Terminal, and Alderney Gate. His assigned duties included general cleaning tasks and, at various points, supervisory responsibilities.

Unpaid overtime

3. From January 2025 until the termination of his employment on November 27, 2025 [REDACTED]. [REDACTED] regularly worked more than forty-eight (48) hours per week. Despite this, he did not receive overtime pay at any time [REDACTED]. [REDACTED] paystubs from January 29, 2024, through November 20, 2025, are enclosed at **Tab 1**.

Unpaid hours of work

4. At Alderney Gate, his scheduled shift ran from 12:00pm to 10:00pm. Due to the volume of required work and limited staffing, he consistently remained on site for an additional two hours per day, working until approximately midnight. These extra hours occurred Monday to Friday from about August 2025 to November 27, 2025, and were unpaid. Additional unpaid hours may also have occurred on certain Saturdays.
5. During the periods in which he worked at Woodside and Alderney Gate, neither he nor his coworkers received the hourly rate required under the applicable Living Wage policy for HRM cleaning contracts. His rate remained twenty-two (22) dollars per hour until early September 2025, when Imperial increased wages to twenty-four dollars and fifty cents (24.50) per hour. No employee at the site received the Living Wage rate.
6. On November 19, 2025, he exchanged text messages with his manager, [REDACTED]. [REDACTED] regarding the fact that he was routinely working approximately two additional hours at the end of each scheduled shift without pay.
7. On November 27, 2025, at approximately 10:24am, his manager sent him a text message advising that he was "finished today", that his access pass had been cancelled, and that he was not to return to the Alderney Gate worksite. She provided no reason. She later phoned him and repeated that he was "done" and that his pass had been deactivated.
8. Later the same day, at approximately 4:05pm, a coworker informed him that the manager had directed that he be sent home and that he could attend the office on Monday if he

wished to speak further. Prior to his dismissal he had never been disciplined and had never been advised of any performance issues.

Termination of employment without notice

9. His employment concluded on November 27, 2025. He did not receive any notice of termination or pay in lieu of notice. Based on his length of service, he was entitled to one (1) week of notice or equivalent pay.

Relief Sought

10. The complainant seeks recovery for unpaid overtime, unpaid hours of work, unpaid wages, and the employer's failure to provide required notice or pay in lieu of notice. These issues arose throughout the period described above and continued until the termination of his employment on November 27, 2025.
11. The complainant is represented by Jason Edwards of Pink Larkin. All correspondence, notices, and inquiries relating to this complaint should be directed to counsel.

All of which is respectfully submitted.

Jason Edwards
PINK LARKIN
1463 South Park Street, Suite 201
Halifax, NS B3J 2L1
jedwards@pinklarkin.com