

SUPERIOR
ROAD PRODUCTS



EMPLOYEE POLICY MANUAL



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INTRODUCTION

Welcome to Superior Road Products,

We are pleased to have you join our organization and we warmly welcome you as a member of Superior Road Products (the "Company"). From the first day you start, you become an important part of our dynamic organization.

At the Company, our philosophy has always been that each and every employee is part of the Company family. At the Company, being part of the family means fair treatment, competitive wages and benefits and an open-door policy.

We take great care in selecting individuals whose outstanding attributes will contribute to our success. Each of you can be secure in the knowledge that your outstanding attributes will be recognized and appreciated for their value to our Company.

We know that our reputation has been built, in great part, on the high calibre of people we hire. Our interest begins at the point of hiring. You will find it expressed in many ways as we work together. One expression of our commitment to our employees is your comprehensive program of employee benefits.

At the Company, the opportunities to develop and reach your full potential are unlimited. The rewards for success can be great in terms of recognition, advancement and personal sense of accomplishment for your contributions to a joint endeavour. We hope that you enjoy the greatest of the rewards of working together - pride in your Company through your part in its achievements.

The continued success of our business depends on your ability, efforts, commitment, personal growth and development. Therefore, we want you to become familiar with our policies and practices, so that you will be better informed about our Company.



Policy Manual Declaration

This manual has been prepared to tell employees of the Company about its management, operating, business and employment practices. We hope that putting our policies and practices in writing will assist in maintaining good communication between you and company management.

It is important that you read, understand, and follow the provisions of this manual as it may be amended from time to time. At the end of this manual there is a form of acknowledgement that you will be required to sign and return to your Manager. Failure to follow and abide by these principles and guidelines will result in disciplinary action, which may include termination for cause.

In addition, it is obviously not possible to anticipate every situation which may arise in the workplace or to provide information which answers every possible question. Circumstances will obviously require that these policies, practices, and benefits described in the manual may change from time to time. This manual highlights our current policies and practices. Accordingly, the Company, in its sole discretion, reserves the right to modify, supplement, rescind or revise any provision of this manual from time to time as it may be necessary or appropriate.

This guide gives you ready reference to your employee benefits and the Company's guidelines. Care has been taken to provide accurate, current information. Should you have any questions about any benefit or procedure, be sure to consult the General Manager.

As policies and benefits are revised, updated versions will be distributed to you. You will be required to sign the form of acknowledgement of revision and return it to your Manager. This resource should be kept readily available. When a new version is implemented, it will supersede and replace any previously distributed policy section or manual.

No part of this manual may be used or reproduced in any form or by any means, or stored in any database or retrieval system, without prior written permission of the Company. Making copies of this manual for any purpose is strictly prohibited.

In the event that any policy or practice noted in this manual is inconsistent with applicable laws, the applicable laws will apply.



About the Company

The Management of the Company is committed to the highest standard of positive employee relationships. To achieve this goal, we will treat all of our personnel with respect and trust that in return you will respect the Company and its goals. The Company is committed to fair, equitable and consistent treatment of all of our employees at all times. We acknowledge our responsibilities to provide safe working conditions, good wages and supplemental benefits and we will do our utmost to achieve and maintain these responsibilities. Our continued success depends on your ability, efforts, commitment, personal growth and development. Therefore, we want you to be familiar with our policies and practices so that you can be better informed about our company.

It is the policy of the Company to provide the highest possible quality products and services available consistent with the continuing and changing needs of its customers. The Company's major objective is to be the industry's leader in these areas, both from a competitive and performance standpoint. The Company and its management team are dedicated to product and quality improvement and will make every effort to support and ensure that these goals are attained. The Company's main goal and objective is to fulfill the customer's needs and expectations.

Your Responsibility to the Company

Maintenance of complete and up-to-date records relating to your employment is vital to the Company. If you change your name, address, phone number, banking information or make any other changes that could have an effect upon your employment, please report the change to the General Manager. For employee benefit plans, it is important you report any change in your marital status, beneficiaries, or the number of dependents as well.

HIRING, REVIEW AND CONDUCT

Probation Period

A newly hired employee is a probationary employee during the first three (3) months of employment. Employees rehired by the Company after more than a thirteen-week gap in employment, will also be subject to a probationary period. Probationary periods may be longer for certain positions. This will be addressed between the manager and the employee.

During the first three (3) months of the employment relationship, you may terminate your employment without notice and the Company may terminate your employment without notice or pay in lieu of notice, unless otherwise required by the Ontario *Employment Standards Act*, 2000, as amended or replaced from time to time, (the "*Employment Standards Act*").

The Company does not guarantee that the employment relationship will continue for any specific period of time.

Work Categories

- **Full-Time Employees:** Employees regularly scheduled to work up to 55 hours each week. Full-time employees are eligible for all benefits.
- **Part-Time Employees:** Employees regularly scheduled to work fewer than 40 hours per week. Part-time employees are generally not eligible for any employee benefits, unless detailed in this Manual or otherwise required by law.
- **Management Employees:** Management employees are employees who are not subject to the overtime provisions of the Employment Standards Act. Management are typically ineligible for overtime based on the nature of the work that they perform. Management employees are paid on a salaried basis.
- **Non-Management Employees:** Non-management employees are employees who are subject to the overtime provisions of the Employment Standards Act. If an employee does not meet the legal description of a management employee, the employee will be considered a non-management employee. Non-management employees are generally paid on an hourly basis but may also be paid on a salaried basis.
- **Temporary Employees:** Individuals who are hired for specific projects on a temporary basis. Temporary employees may work part-time or full-time, but their employment is generally scheduled to terminate by a certain date. Temporary employees are not eligible for any employee benefits, unless otherwise required by law.
- **Independent Contractors:** Individuals retained in connection with a special project for a particular period of time. Independent Contractors are not employed by Company and not eligible for any employee benefits, overtime or paid time off and are responsible for their own statutory remittances.



Performance Review

The success of the Company depends greatly upon the performance of our employees.

It is the continuing responsibility of management to coach and appraise you informally. In addition, you will receive a formal written appraisal of your performance at least once per year from your supervisor. Your appraisal is a valuable tool to recognize your contribution to the Company, to discuss areas for growth and development and as a factor in merit increases in salary, if any.

Supervisors will be responsible for evaluating the performance of each employee in their department. Each Supervisor will be provided with appropriate training and evaluation skills and techniques, as well as with guidelines designed to help them carry out their responsibility to appraise your employment performance in a fair, accurate, and objective fashion and in accordance with your particular job description.

In addition to the annual review, as a new employee, you will be appraised during your probationary period. This is another opportunity for both you and the Company to decide if the relationship is mutually beneficial and whether it should continue.

Formal reviews are documented and become part of your employee file. You should read the final written document to avoid any misunderstanding. In addition to completing the review, Supervisors will meet with you to explain and discuss the evaluation. You are expected to sign your formal appraisal to acknowledge your participation in the process. You will receive a copy of the evaluation. The performance review and meeting are confidential and must not be discussed with co-workers.

You are encouraged to respond to your review in writing and return it to your Supervisor.

Performance reviews will be a factor in determining our continued employment relationship, as well as promotion decisions made to fill vacant positions within the Company.

All performance appraisals will be based solely on job related factors.

A review of your performance is completely separate from periodic appraisals of your salary or wages.

Employee Personnel Files

All employee personnel files are the property of the Company. The Bookkeeper/Administrative Assistant will maintain all such employee files. The Company will use an employee's last known address for all communications. It is very important that employees keep the Bookkeeper/Administrative Assistant up to date regarding changes in name, address, telephone number, personal e-mail address, cellphone number, marital status, benefit beneficiaries, persons to be notified in case of emergency or accident and additions to family. Failure to report changes in this kind of information can have tax consequences and can affect health insurance benefit coverage, if any. Please report any changes to the General Manager as soon as possible.



All employee files are regarded as confidential and treated accordingly. The only individuals with access to employee files shall be the employee, immediate manager, and the General Manager and others who are required for business operations. Employees may view their employee files upon request to the General Manager but will not be able to remove any items from the file. Copies will not be provided unless required by law.

Prohibited Conduct

The following acts are prohibited, and subject an employee to discipline, up to and including the immediate termination of employment for cause:

- The use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of any drug or other controlled substance unless for medicinal purposes after providing the Company with appropriate documentation, as determined by the Company (“Authorized Use”) on the Company’s premises, while performing Company business, at a Company function or in Company property; or
- Being under the influence of drugs, alcohol or any controlled substance at work, while conducting Company business or at any work function unless for Authorized Use.

Any such use or impairment might endanger the safety of the employee or others; pose a risk of significant damage to Company property or substantially interfere with the employee’s job performance or Company business.

The prohibitions of this section apply whenever the interests of the Company may be adversely affected; including any time the employee is on Company premises, conducting Company business, regardless of location; operating or responsible for the operation or care of Company property; or responsible for the safety of others at work.

See more detailed information in our Drug and Alcohol Policy within this manual.

Professional Conduct

The Company expects its employees to adhere to a standard of professional conduct and integrity while working in the office and outside of the office, while representing the company. This ensures that the work environment is safe, comfortable and productive. Employees should be respectful, courteous, and mindful of others’ feelings and needs. General cooperation between coworkers and managers is expected. Individuals who act in an unprofessional manner may be subject to disciplinary action.

During your employment and upon the termination of your employment, for any reason, and at any time thereafter you agree not to publicly or privately disparage the Company or its subsidiaries, or their products or services, or current or former principals, directors, officers, employees, agents, customers or contractors in any medium or by way of any manner of communication, including without limitation, social media platforms such as LinkedIn, Twitter, Facebook, Google+ and, public and private websites. Should it be determined by the Company that you have breached this section, such breach may constitute grounds for termination for cause or amount to after-acquired cause or lead to other liability.



Complaint Procedure – Open Door

The Company's policies and practices are designed to benefit both you and the Company. Managers are responsible for applying and enforcing them fairly and consistently. If you believe you have been treated unfairly or in a manner inconsistent with established policies, you have the right to discuss problems and complaints. We believe that our open-door policy is an effective way to deal with your concerns or complaints. You should feel free to talk to your Manager about work-related concerns.

Although any member of management may be contacted to discuss a problem or complaint, it is recommended that your immediate Manager be contacted initially. It is the primary responsibility of the Manager to resolve the situation.

If an employee feels he or she has a complaint, they should notify their manager in a timely manner. A timely manner means as quickly as possible (usually within 24-36 hours). It becomes more difficult to try and rectify issues that are weeks or months old as sometimes events can no longer be verified. As a result, we encourage you to come forward as quickly as possible. If you are uncomfortable approaching your manager about your concerns, please speak to the general manager or another member of senior management.

If the supervisor cannot work out a satisfactory solution within the guidelines of the Company rules and regulations, the supervisor will document the issue and elevate the complaint to the next level of supervision or management.

An employee will be allowed to present his or her complaint to the next level of management without any form of retaliation by the immediate Manager or any other member of management if he or she feels and can show that they have not been treated in accordance with the rules and guidelines of the Company policies or if the immediate Manager is part of the complaint. All complaints and resolutions at this level will be documented and placed into the employee's and the company's permanent record. You may submit the complaint or problem in writing. The Human Resources department at the Lynx Equity Limited office is available to you for matters you feel cannot be handled internally.

In all cases, the General Manager's decision for all complaints will be final.

The Company hopes that both the employee and the management team will utilize this complaint procedure as a vehicle to foster better understanding and cooperation between management and the employee.

Corrective Action

An employee unable to meet expected standards of performance or conduct may be counselled, trained, and given every opportunity to improve. As necessary, employees may be counselled in the following manner:

- 1) Verbal discussion;
- 2) Written warning;



- 3) Performance improvement plan;
- 4) Suspension with or without pay;
- 5) Final warning;
- 6) Written termination notice.

The Company may consider an employee's job performance, prior violation of work rules, and other relevant circumstances in determining which step to take. It is up to the employee's supervisor, the Company's management with support from human resources to decide whether corrective action, up to and including dismissal, is appropriate. While we have outlined these progressive steps, the number of reviews and the resulting action will depend upon the circumstances surrounding the need for the corrective action process. The Company reserves the right to bypass or combine any of the steps set out above depending on the circumstances. In certain circumstances, dismissals for cause may be carried out without prior notice or warning.

Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan. Any such performance improvement plan will be scheduled for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period or any time sooner as required to address performance or conduct, if established goals are not met, dismissal may occur. If established goals are met, the performance plan may be closed but will remain part of an employee's personnel record. The Company reserves the right to bypass the performance improvement plan process in its absolute discretion.

In addition to discipline, any employee who wilfully or negligently destroys, damages or loses possession of issued company equipment of any kind will be held monetarily liable for damages including any insurance deductible.

Any criminal violations that occur on the Company property may be immediately brought to the attention of local law enforcement agencies and prosecuted according to provincial and/or federal laws.

We appreciate and expect your cooperation in conducting yourself in an appropriate and professional manner that is conducive to building positive attitudes and respect for fellow employees, our company, and each other.

The purpose of this procedure is to correct poor performance or unacceptable conduct, not to punish employees. It ensures that an employee knows what is expected by the Company and how it is to be accomplished.



Standards of Conduct

Regulations for the acceptable conduct of employees are necessary for the orderly operation of any business and the benefit and protection of the rights and safety of all employees. New regulations and procedures may be established from time to time, to promote and improve understanding of what is considered appropriate or unacceptable conduct and to encourage consistent action in the event of violations.

It is not possible to provide you with a complete list of every possible type of disciplinary offense. However, generally conduct that may be disruptive, unproductive, unethical, or illegal will not be tolerated. In order to provide you with some guidance concerning unacceptable conduct, the following are some examples of types of behaviour considered impermissible. Violations of the Company's Standards of Conduct will lead to disciplinary action, up to and including termination for cause depending on the seriousness of the offence. Here are some examples:

- 1) Intentional reduction or slowdown of output, delay of work or other curtailment of production including consistent failure to meet standards of production following counselling.
- 2) Failure to be at workstation and ready to begin work at starting time, being absent from work without authorization, or leaving workstation at the end of the work shift without supervisor's permission.
- 3) Failure to wear or failure to properly wear Personal Protection Equipment (PPE).
- 4) Carelessness and/or negligence including when handling machines or other tools and equipment or assets, causing defective products, a safety hazard, theft or vandalism.
- 5) Failure to follow Company's policy and procedures for recording your time at work.
- 6) Obscene, abusive, threatening or offensive language, cursing fellow employees; malicious gossip and/or the spreading of rumours.
- 7) Horseplay and inappropriate conduct, such as throwing items that result in damage or injury to equipment, persons or company property.
- 8) Improper use of personal cell phones during work hours.
- 9) Violation of safety rules or company safety practices.
- 10) Unexcused absenteeism or tardiness and failure to return to work after any leave.
- 11) Refusing to obey directions of supervisor(s) in the performance of duties or other disrespectful conduct towards management.
- 12) Sabotage or intentional destruction or damage to Company property or the property of other employees or third parties on work premises or while performing work.



- 13) Falsifying information on any company record, including but not limited to, daily work reports, time cards, application for employment, expense or mileage reports.
- 14) Theft of property of the Company, another employee or any third party connected to the workplace or work duties.
- 15) Possession of weapons on Company property.
- 16) Instigating any physical violence, participation in any physical violence, threatening or intimidating fellow employees, suppliers or customers or the general public.
- 17) Inappropriate use of the Company's technology.
- 18) Excessive use of the Company's equipment for non-company related business.
- 19) Possession or use of alcoholic beverages, drugs (unless for Authorized Use), or other controlled substances on Company property, reporting to work under the influence of aforementioned or in a condition that is unstable and not conducive to safe and efficient operation.
- 20) Bullying or Harassment of an employee, customer or supplier or third party.
- 21) Breach of company security policies and procedures.
- 22) Misuse of Company confidential and proprietary information
- 23) Breach of any of the policies outlined in this manual.
- 24) Misuse of Company vehicle.

Performance Management

The primary purpose of performance management is to assess each employee's effectiveness in achieving goals and to assist each employee with future goal setting and performance. This is achieved through objective performance evaluation, discussion and coaching from the immediate manager. There may be a time when an employee's job performance does not meet satisfactory standards. If that is the case, the employee and the employee's manager may, depending on the facts and circumstances, discuss a plan for improvement with the employee, with a goal of achieving defined performance objectives. Performance plans are individually tailored to meet the needs of the employee and the particular situation. The Company does not guarantee an employee the right to be placed on a performance plan. Depending on the circumstances, the Company retains the right to terminate an employee's employment for cause.

Insubordination

Managers and employees should interact with mutual respect and common courtesy. Employees are expected to take instruction from managers or other persons of authority.



Failure to comply with instructions or unreasonably delaying compliance is considered insubordination. Acts of insubordination are subject to disciplinary action, up to and including termination for cause. If an employee disagrees with a manager, the employee should first try to address the situation directly with manager by explaining his or her position. The employee should then use the open-door procedure to address ongoing complaints.

Theft

In every organization employee theft may be a problem. When employee theft occurs, it will be addressed in a firm manner. For your information, the following actions by any employee will be deemed employee theft and may result in the termination of employment of that employee for cause, and, when appropriate, reporting to the Police:

- 1) Unauthorized possession or removal from Company premises anything that is the property of the Company, another employee, a customer or any other third party. This includes all tools, equipment, machinery, documents, records or other material;
- 2) The borrowing or using of anything that is the property of the Company without permission, for non-work-related purposes;
- 3) The falsification or manipulation of any Company reports, systems, records or procedures;
- 4) Knowingly assisting another person with any of the above (1, 2 or 3).

Maintaining this policy is the responsibility of all employees. If any employee becomes aware of a breach of this employee theft policy, he or she must report it immediately to his or her Manager or another member of management. Reports can be made without fear of reprisal. Failure to do so may also result in disciplinary action.

FAIR TREATMENT OF EMPLOYEES

Human Rights Code

The Company is committed to building and preserving an open, inclusive and healthy working environment for its employees based on mutual respect. In accordance with the *Ontario Human Rights Code*, the Company does not condone or tolerate acts of discrimination or harassment in the workplace against or by any employee.

The Company complies with Ontario's Human Rights Code, which provides, in part, that:

- 1) Every person has a right to equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.
- 2) Every person who is an employee has a right to freedom from harassment in the workplace by the employer or agent of the employer or by another employee because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.

The Company expects all employees to share in its commitment to the principles of the Human Rights Code and acts of discrimination in the workplace will not be tolerated. In addition, retaliation against any employee for filing a complaint or participating in an investigation into a complaint of discrimination is also prohibited and will not be tolerated.

This policy applies to all employees, management team and any individual conducting business on behalf of the Company at all times.

Discrimination occurs where an individual experiences adverse treatment or impact and one or more of the Prohibited Grounds (as defined hereafter) was a factor in his/her adverse treatment or impact. "Prohibited Grounds" includes race, place of origin/ethnic origin, colour, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, disability, or any other ground protected by the Ontario Human Rights Code. Discrimination may be intentional or unintentional. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral, but have the effect of disadvantaging certain groups of people. Discrimination may take obvious forms, or it may occur in very subtle ways. In any case, even if there are many factors affecting a decision or action, if discrimination is one factor, that is a violation of this Policy.

The intent of this policy is to provide a working environment for all employees that fosters openness and tolerance. This Policy is intended to ensure that the Company's practices and the practices of all our employees are free from direct and indirect discrimination. Under the Ontario Human Rights Code, employers have the ultimate responsibility for ensuring a healthy and inclusive work environment and addressing discrimination or harassment that occurs in the workplace.



The Company will not tolerate any form of discrimination against any individual, including job candidates, employees, managers, or clients, on any grounds. This commitment applies to, but is not limited to, such areas as training, performance, assessment, promotions, transfers, layoffs, remuneration, and all other employment practices and working conditions.

Every employee shall be held personally accountable and responsible for enforcing this policy and must make every effort to prevent discrimination. As such, employees must report every incident of discrimination immediately -- whether it was observed, happened to them personally, or if the problem was reported to them.

While the Company will ensure to adhere to following the Human Rights Code in all of its practices, it is essential that employees adhere to the code as well. In the event that any employee feels they are being discriminated against, the employee should follow steps outlined below in the harassment policy.

Anti-Harassment Policy and Respect in the Workplace

The Company is committed to treating all employees with dignity and respect, and does not tolerate harassment of our job applicants, contractors or employees by another employee, manager, vendor, customer, or any third party. Any form of harassment on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status, disability or any other classification protected by provincial law is unlawful and a violation of this policy and will be treated as a disciplinary matter. The Company has zero tolerance for harassment and is committed to a workplace free of such misconduct.

Harassment Defined

Harassment is defined as engaging in a course of vexatious (causing or tending to cause annoyance, frustration or worry) comment or conduct that is known or ought reasonably to be known to be unwelcome. It includes verbal, written, graphic or physical conduct on the grounds set out above which interferes with work performance or creates an intimidating, offensive, or hostile work environment. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures, teasing), written (including e-mails, letters, notes), graphic (including offensive posters, symbols, cartoons, drawings, computer displays) or physical conduct (including physical threats, physical assault) that denigrates (criticize unfairly; disparage) or shows hostility or aversion towards an individual on the basis of any protected characteristic.

Harassment does not include managing and/or coaching which may involve counseling, performance appraisals, work assignments, as well as the implementation of disciplinary actions and this policy does not restrict a manager/supervisor's responsibilities in these areas.

Sexual Harassment Defined

Sexual Harassment is a form of harassment defined as a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or a sexual solicitation or advance where the



person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Examples of conduct that violate this policy include, but are not limited to:

- Unwelcome sexual advances, flirtations, leering, whistling, touching, pinching, assault, blocking normal movement
- Requests for sexual favours or demands for sexual favours in exchange for favourable treatment
- Obscene or vulgar gestures, posters, or comments
- Sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies
- Propositions, or suggestive or insulting comments of a sexual nature
- Derogatory cartoons, posters, drawings, or emails
- Sexually-explicit e-mails or voicemails
- Uninvited touching of a sexual nature
- Unwelcome sexually-related comments
- Conversation about one's own or someone else's sex life

Sexual and other forms of unlawful harassment are unacceptable in the workplace and in any work-related settings, such as business trips and business-related social functions, regardless of whether the conduct is engaged in by a manager, co-worker, client, customer, vendor, or other third party.

It is not the intent of the Company to become involved in consensual relationships between co-workers. Nevertheless, employees must avoid situations that present the inherent potential for sexual harassment, including personal relationships between a manager and the employee he/she supervises or evaluates. Employees involved in these situations must discuss them with the General Manager. If possible, alternative work arrangements can be considered.

While this policy sets forth the Company's goals of promoting a workplace that is free of sexual and other forms of unlawful harassment, the policy is not intended or designed to limit the Company's authority to discipline or take remedial action for workplace conduct that the Company deems unacceptable, regardless of whether that conduct satisfies the legal definition of sexual or other form of harassment. Preventing the occurrence of harassment in the workplace is the responsibility of all employees.

Bullying Defined

Bullying is another form of harassment. It is an act of repeated verbal abuse or conduct which is threatening, humiliating or intimidating and which interferes with work or intentionally hurts another person physically or emotionally. The Company will not tolerate bullying in the workplace and each staff member has a shared duty to ensure that our workplace is free from bullying.



Reporting Procedures for Discrimination, Harassment, Sexual Harassment and Bullying

The Company desires to eliminate harassing conduct before it reaches the level of a legal violation. Therefore, any individual who believes that he or she has been subjected to harassment prohibited by this policy or that a co-worker is being unlawfully harassed, bullied, or discriminated against, should, if feasible, immediately tell the harasser to stop his/her unwanted behaviour and report that behaviour to their manager, or the General Manager. If the individual's manager perpetrates the harassment, or if the individual is otherwise uncomfortable speaking with their manager or alleged harasser, he/she should speak directly to the General Manager. Every manager who learns of any employee's concern about conduct in violation of this policy, whether in a formal complaint or through informal channels, must immediately report the issues raised to the General Manager. The Human Resources department at the Lynx Equity Limited office is available to you for matters you feel cannot be handled internally.

General Manager

Contact: Joel Wilkie
Phone: 705 491 1542
Email: jwilkie@superiorroad.com

Human Resources Contact Information

Contact: Michele Thomas
Phone: 416-845-3320
Email: mt@lynxequity.com

Investigation Procedures

The Company will promptly investigate the facts and circumstances of any complaint or breach of policy in a fair, thorough and expeditious manner that is appropriate in the circumstances. To the extent practical and in accordance with the requirements of the *Occupational Health and Safety Act*, the Company will endeavor to keep the reporting employee's concerns confidential. For example, information collected over the course of the investigation will remain confidential, unless disclosure is necessary for investigation, corrective action, or required by law. Upon completion of the investigation, the Company will take corrective and appropriate measures against any person who has engaged in conduct in violation of this policy. These measures may include, but are not limited to warnings, counseling, suspension, job transfer or immediate termination for cause. Anyone, regardless of position or title, whom the Company determines has engaged in conduct that violates this policy will be subject to discipline, up to and including termination for cause. The Company is committed to reporting back to any complainant and the respondent in writing on the status and outcomes of an investigation, including steps taken or steps that will be taken to remedy the complaint. The Company will appoint an individual who will investigate the report and will generally follow the procedures listed below:

1. Investigate in an objective manner, all of the circumstances. This includes:
 - (a) The nature of the incident(s);
 - (b) Name of alleged harasser/offender;
 - (c) Date(s) or time frames in which incident(s) occurred;
 - (d) Witnesses, if any;



- (e) Employment consequences, i.e. loss of hours or promotion, increased mental stress;
 - (f) What the person, who is allegedly being harassed, wants done about the situation, including an assessment of whether the employee can safely remain in the workplace.
2. Interview the person who is alleging to have been harassed:
 - (a) Document the nature of the complaint including date, name and position, and all relevant facts involved. Complainant to acknowledge or sign complaint, if appropriate.
 3. Interview the person being complained against:
 - (a) Document name and position of person, his/her response to the allegation and all relevant facts.
 4. If applicable, interview any witnesses to the incidents:
 - (a) Document any details.
 5. If applicable, investigate any other information (physical evidence).
 6. Recommend to management a resolution of the complaint based on findings:
 - (a) Discrimination, including harassment, will be considered a violation of the conditions under which a person is employed with our company;
 - (b) Acts of violence or threatened violence will be considered a violation of the conditions under which a person is employed with our company;
 - (c) Resolution will depend on the nature of the incident and all other relevant circumstances.
 7. Corrective actions:
 - (a) Any substantiated complaints regarding any incident(s) of harassment or violence will be addressed by Management. The determination of any corrective action to be taken will ultimately depend upon the nature of the incident(s) which took place and any surrounding circumstances which those determining the appropriate action may consider. Breaching this policy is a serious breach of trust and will result in disciplinary action, which may include termination of employment for cause;
 - (b) The finding of sexual harassment is grounds for immediate termination for cause and will be reported to the Police;
 - (c) It is a breach of this policy to make a false complaint. Such complaints are damaging to the organization and to the alleged harasser. The Company will take disciplinary action, which may include termination of employment for a knowingly false complaint.

No Retaliation

No employee will be subject to, and the Company prohibits, any form of discipline or retaliation for reporting perceived violations of this policy in good faith, pursuing any such claim, or cooperating in any way in the investigation of such claims. If an employee believes someone has violated this no-retaliation policy, the employee should bring the matter to the immediate attention of the General Manager. Anyone, regardless of position or title, whom the Company determines has engaged in conduct that violates this policy against retaliation will be subject to discipline, up to and including termination for cause.



Additional Assistance

The Company encourages any person who believes he or she has been subjected to sexual or other forms of unlawful harassment to address his or her concerns by following the Company's internal procedures. However, an employee who is not satisfied with the Company's handling of a harassment complaint may seek recourse to the Ontario Human Rights Tribunal or the Ministry of Labour. The address and phone number for the Ontario Human Rights Tribunal or the Ministry of Labour are found below.

Ontario Human Rights Tribunal
655 Bay Street, 14th Floor
Toronto, ON, M7A 2A3
(416) 326-1312

Ontario Ministry of Labour
Occupational Health and Safety Branch
400 University Avenue, 14th Floor
Toronto, ON, M7A 1T7
(877) 202-0008

Fraternization

Supervisors and management employees at all levels must refrain from developing intimate personal relationships with employees who report to them either directly or indirectly. In the event that such a relationship does develop, it must be immediately reported by the Supervisor or Manager to the General Manager. Under no circumstances should employees in an intimate personal relationship be in a reporting relationship at work.

Failure to report such a relationship and adhere to this policy may result in disciplinary action including demotion, transfer, resignation or discharge. If the relationship is reported in a timely manner, appropriate action to remedy the company's concerns will be taken. However, please be advised that due to the nature of certain positions and the size of the organization and its operational needs, the Company may not have suitable alternative reporting relationships available and the Company may need to bring the employment relationship of one or both of the employees to an end as a result of a breach of this policy.

Workplace Violence

Workplace violence is strictly prohibited at the Company. Physical acts or verbal threats of violence made by or against the Company employees, customers, or visitors on the Company premises are not tolerated. Every employee is responsible for reporting any incident of workplace violence. To address issues of workplace violence, the Company established this policy for recognizing, reporting, and responding to incidents of violence.

The Company is committed to assessing, minimizing, and to the extent possible, eliminating the risk of workplace violence. The Company recognizes that violence is an occupational health and safety hazard and can result in physical and emotional harm. This policy ensures



that workplace violence is not tolerated and provides a process to prevent and respond to incidents of violence.

This policy applies to all the Company employees, as well as customers, vendors, contractors, visitors, or others on the Company premises or at work-related activities at non-Company locations. The policy applies before, during, and after normal working hours, weekends, and holidays when employees, customers, vendors, contractors, visitors, or others are engaged in Company related activities.

Violence is attempted, threatened or actual physical force that causes or could cause physical injury, including threatening statements or behaviour that give a person reasonable cause to believe he/she or someone else is at risk of injury, whether or not an overt action occurred. This definition also includes intentional damage or threats to damage the Company property or the property of an employee at the workplace.

Violent behaviour includes but is not limited to the following:

- Physically aggressive behaviour, e.g., fighting, throwing objects, pushing, kicking
- Possession of a weapon or of an object that appears to be a weapon unless carried by authorized personnel in the performance of a duty or for purposes protected under human rights law
- Any oral or written threats of violence
- Aggression, intimidation, or hostile behaviour that creates a reasonable fear of injury to another person
- Demeaning, abusive comments that a reasonable person could perceive as creating a hostile or offensive work environment.
- Bullying or coercive exercise of power or authority
- Acts motivated by, or related to, domestic violence on the Company property

For the purposes of this policy the workplace includes:

- The Company premises and immediate environs e.g. parking lot, lunchroom and kitchen etc., and the Company communication channels such as, but not limited to, email and social media.
- All non-Company premises used for work-related activities such as seminars, conferences, business travel, business meetings, work social functions, etc.

An employee who contravenes any provision of this policy may be subject to disciplinary action, up to and including termination of employment for cause, as well as possible civil, criminal, or regulatory action. Such contravention may also impact an employee's performance assessment and compensation.

Any report of concern about conduct that may contravene this policy will be treated confidentially to the extent practical and consistent with the Company's responsibility to address the issue raised in accordance with the requirements under the *Occupational Health and Safety Act*. To implement this policy effectively, the Company may receive access to and have to utilize personal information about its employees. The Company will endeavour to maintain all accessed information in a confidential manner to the extent practical and in accordance with the *Occupational Health and Safety Act*.



Your Health and Safety Representative (HSR), Managers, Supervisors, and Senior Management will ensure that the policy is communicated, monitored, and applied consistently, and complies with relevant legislation.

Anyone believing there is a threat of imminent harm or physical violence in progress must:

- Remove themselves from harm's way
- Immediately call 911 (or other emergency service) and immediately report the incident directly to the local police services, and
- Immediately inform management

All employees and managers must report any incident of workplace violence to one of the following:

- Immediate (or available) supervisor or manager,
- The General Manager or
- Their HSR
- Lynx Equity Human Resources Department

If there are further incidents once a member of management has been advised, immediately report any further incidents to, if possible, the same person with whom you discussed the prior incident.

While, the Company respects its employee's personal privacy, any personal situations that could affect the safety of the workplace must be reported to the General Manager. Examples of such personal situations include domestic violence or threats against an employee or a restraining order that names the workplace as a restricted area.

Employee Responsibilities

Employees are encouraged to assist the Company in its attempts to prevent and/or eliminate violence in the workplace by treating co-workers with courtesy and respect. Employees are required to immediately report any situation they become aware of involving workplace violence to their supervisor or another member of the management team. Employees are expected to co-operate with any investigation surrounding workplace violence.

Managers and Supervisors must ensure that any employee reporting injury or adverse symptoms as a result of an incident of violence or exposure to violence is advised to consult a health professional of the employee's choice.

Where appropriate, managers and supervisors should refer the employee to the General Manager who can arrange for the appropriate supports.

The Company will in no way retaliate against any individual who, in good faith, reports a complaint under this policy nor will it allow any of its managers or employees to do so. Retaliation is a serious violation of this policy and should be reported immediately. Any person found to have retaliated against another individual for reporting a violent incident will be subject to the same disciplinary action provided for offenders (as set out below).

Every manager or supervisor must ensure that the risk of workplace violence is considered as part of the HSR's monthly workplace inspection. Where specific risks, e.g., broken locks, inadequate lighting, in parking lots, are identified by the HSR, the manager or supervisor is responsible for reducing/eliminating those risks. Where the risks cannot be addressed by



the manager or supervisor, the manager or supervisor should escalate to his/her leader or senior management, as appropriate.

HSR will report any risk of violence identified in their monthly workplace inspection to senior management for resolution. HSR will provide advice and assistance to managers, supervisors, and employees, and other parties to ensure adherence to applicable health and safety policies, and workplace safety legislation and regulations.

Human Resources is responsible for answering managers, supervisors, and employee's questions on this policy and providing consultation on situations involving workplace violence, including disciplinary recommendations where appropriate and referring incidents to the Management Team.

Management Team develops and maintains security strategies, programs, policies, and standards to protect people, property, and information for the Company. As part of their mandate to ensure safety and security of the Company workplaces they:

- Proactively ensure that premises are designed to minimize the risk of violence
- Identify, evaluate, and recommend methods to mitigate threats
- Provide advice and support to managers, supervisors, and employees and other parties on issues of workplace violence
- Conduct security reviews of premises where escalated by the HSR, managers, supervisors, or employees and make recommendations to close gaps and follow-up to ensure implementation of remedial actions
- Respond to and provide controlled management of crisis situations which includes:
 - Reviewing each threat, potentially violent or violent situation, or other incident of workplace violence
 - Conducting an investigation where appropriate
 - Reporting incidents involving emergency and/or criminal activity to Police
 - Engaging the General Manager to provide recommendations on appropriate discipline for employees found in contravention of this policy
- Debriefing employees victimized by workplace violence with results of investigations, actions taken against the perpetrator of the violence and steps taken to prevent recurrence

Acts or threats of violence will be considered a violation of the conditions under which a person is employed with the Company. The resolution of the complaint will depend on the nature of the incident and all other relevant circumstances.

Any substantiated complaints regarding any acts or threats of violence will be addressed by management. The determination of any corrective action to be taken will ultimately depend upon the nature of the incident(s) which took place and any relevant surrounding circumstances. Breaching this policy is a serious breach of trust and will result in disciplinary action, which may include termination of employment for cause. If you engage in workplace violence, your employment may be terminated up to and including for cause, and if necessary, the Police may be contacted.

It is a breach of this policy to knowingly make a false complaint. Such complaints are damaging to the organization and to the alleged offender. The Company will take disciplinary action, which may include termination of employment for cause, in the event of a knowingly false complaint.



This policy is reviewed annually and may be updated at the next “Management Review” date or sooner if required.

Senior management is responsible for:

- Development and ongoing maintenance of this policy
- Ensuring this policy is communicated, monitored, and applied consistently
- Ensuring this policy complies with relevant legislation

Health and Safety

The Company exercises all reasonable efforts to provide a safe and healthy working environment, complying with federal and provincial requirements, as well as generally recognized safety and health practices.

Each employee is required to receive adequate training in their specific tasks, protect their own health, work in a safe manner, ensure fire regulations and prevention are followed, comply with applicable government legislation and adhere to the company’s safe work practices and procedures.

Managers will be held accountable for the health and safety of their employees, a safe work environment, ensuring that machinery and equipment areas are safe and that employees follow established work practices.

Each employee shall promptly report concerns or violations to their manager or supervisor and participate in any resolution, if necessary.

Health and safety must form an essential part of the Company by clear leadership from management and strong commitment by all employees.

The Company established the following rules to prevent accidents and injuries. Compliance with these rules is mandatory:

- 1) Wear approved hard hat, reflective apparel, safety footwear (except in marked walkway), and appropriate clothing at all times. Every employee is expected to wear or use the required safety equipment at all times.
- 2) Do not wear jewellery when working with products – Good Manufacturing Procedures (GMP), operating/working on machines, or using power tools. There is a danger of catching such articles in moving machinery.
- 3) Horseplay, running, fighting, or any activity that may result in injury or waste is not tolerated.
- 4) Substance abuse, alcohol or drugs, is a safety problem. While working or on Company property, employees are prohibited from drinking, using, or otherwise being under the influence of: (a) alcohol; or (b) drugs, other than Authorized Use, that impair the employee’s ability to safely perform his/her duties. Failure to abide by this may endanger the employee’s life or the lives of other workers. As a result, this behaviour will be subject to discipline up to and including termination for cause. If



you are taking prescription drugs that can affect or impair your ability to perform your work or operate equipment or a vehicle, you must disclose such impairment to management so that they can address any safety concerns. The Company reserves the right to remove safety sensitive work under these circumstances.

- 5) Eye protection is required while performing any task that could produce flying particles.
- 6) Operate tools and machinery with all guards in place. Tampering with safety devices is unsafe and is cause for immediate disciplinary action, up to and including termination for cause.
- 7) Do not use tools you are not familiar with without specific safety training from a qualified supervisor.
- 8) Tools and machines must never be cleaned, adjusted, or repaired, until after the tool or machine is turned off, the circuit is broken at the power source (including lock-out) and a warning tag placed at the controls.
- 9) Immediately report defects in materials, machinery, tools, and equipment to your supervisor.
- 10) Do not leave tools, materials, or other objects on the floor, which might cause others to trip and fall.
- 11) Do not block exits, fire doors, aisles, fire extinguishers, gas meters, electrical panels, or traffic lanes.
- 12) Avoid risk of rupture, internal injury, or back injury in attempting to lift or push excessive loads. If an object is too heavy to move without strain, ask for help.
- 13) Observe the correct position for lifting. Stand with your feet slightly apart, assume a squatting position with knees bent, and tuck in your chin. Tilt head forward, grasp the load with both hands, and gradually push up with your legs, keeping your back straight, and avoiding any abrupt movement.
- 14) Do not distract others while working. When approaching an individual operating noisy equipment, do so from the front or the side in a way that he / she will see you coming and will not be shocked or surprised.
- 15) Do not allow oil, wax, water, or any other material to remain on the floor where you or others may slip. Report any spills to your supervisor.
- 16) When handling hazardous materials, be sure you follow prescribed safety procedures and use required safety equipment. When using secondary containers filled by others, insure that they are labelled as to their contents and hazards (MSDS/ WHMIS).
- 17) Use appropriate gloves when handling materials with sharp or jagged edges.
- 18) Do not operate machinery for which you are not trained.



- 19) Walk, do not run. Unnecessary and excessive haste is a cause of many accidents.
- 20) Immediately report work related injuries and accidents to your supervisor. Failure to report an injury will be grounds for disciplinary action. If your position is covered under the Workplace Safety & Insurance Board and you report an injury late, your claim may be delayed and possibly denied.

It is imperative that all employees become thoroughly familiar with the above safety rules. Failure to comply with safety rules or procedures, or failure to wear appropriate safety equipment, will result in disciplinary action, up to, and including termination for cause.

Smoking and Vaping

The Company is committed to a philosophy of good health and a safe workplace. In keeping with this philosophy, it is important that the workplace and office environment reflect the Company's concern for good health. The Company provides a smoke-free environment for all employees in accordance with the *Smoke Free Ontario Act*. Smoking and vaping are not permitted on company property or in any area where employees work or frequent during the course of their employment. Smoking and vaping are permitted only in designated areas as determined by provincial or municipal legislation. Employees who wish to smoke and/or vape must limit the time they are away from the workplace to ensure, in any event that the time they are away from the workplace, including lunch, is not more than the time a non-smoker takes away from the workplace on a daily basis.

All smokers and vapors are expected to keep any designated smoking and vaping area clean of cigarette butts and related waste.

Failure to comply with this policy or any subsequent smoking policies, or removal, mutilation, or destruction of a no smoking sign, will lead to disciplinary action. In addition, the employee may be subject to fines pursuant to relevant legislation and/or by-laws.

Drug and Alcohol Policy

The Company has established this policy concerning the use of alcohol and drugs to promote and maintain safe and efficient working conditions for its employees, to protect its business, property, equipment, and operations, and to avoid accidents. As a result, the starting point for the Company is that our workplace must be free from any substance that impairs our employees' ability to perform their work efficiently and safely.

The Company recognizes that employees may, from time to time, be prescribed legal drugs that, when taken as prescribed or according to the manufacturer's instructions, may result in impairment. If an employee takes over-the-counter medication or other medication that has been legally prescribed under federal or provincial law to treat a disability, which may impair their job performance, safety, or the safety of others or if they believe they need a reasonable accommodation, the employee should inform the General Manager before reporting to work. Employees may not work while impaired by the use of legal drugs if the impairment might endanger the employee or someone else, pose a risk of significant



damage to Company property, or substantially interfere with the employee's job performance. If an employee is so impaired by the appropriate use of legal drugs, he or she may not report to work. To accommodate the absence, the employee may use any accrued and available paid day off.

Managers and supervisors should be attentive to the performance and conduct of those who work with them and should not permit an employee to work in an impaired condition or to otherwise engage in conduct that violates this policy. When management has reasonable suspicion to believe that an employee or employees are working in violation of this policy, prompt action will be taken. In fact, all employees must report their reasonable suspicion of a co-worker's impairment. An employee may be relieved of duty and sent home if the manager has a reasonable suspicion that the employee is under the influence at work or there are safety concerns. Medical information may be required before the employee is permitted to return to work. Failure to co-operate in an investigation into the Company's concerns around a breach of this policy may result in disciplinary action, including termination for cause.

Law enforcement personnel shall be notified, as appropriate, where criminal activity is suspected, and any illegal drugs, other controlled substances or drug paraphernalia discovered in the workplace will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

While laws may change and this policy will be updated accordingly, recreational marijuana is prohibited from our workplaces.

The following acts are prohibited, and subject an employee to discipline, up to and including termination of employment for cause:

- The use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of any drug or other substance controlled by federal or provincial law, unless for the employee's own medicinal purposes (after providing the Company with appropriate documentation and agreement to an accommodated work plan, as determined by the Company) ("Authorized Use"), on the Company's premises, while performing duties or Company business, at a Company function or while operating Company property; or
- Being under the influence of drugs, alcohol or any controlled substance at work, while conducting Company business or at any work function unless for Authorized Use.
- Any use or impairment which might endanger the safety of the employee or others; pose a risk of significant damage to Company property or substantially interfere with the employee's job performance or Company business.

The prohibitions of this section apply whenever the interests of the Company may be adversely affected; including any time the employee is on Company premises, conducting Company business, regardless of location; operating or responsible for the operation or care of Company property; or responsible for the safety of others at work.

Definitions

"Illegal drugs or other controlled substances" mean any drug or substance that (a) is not legally obtainable; or (b) is legally obtainable but has not been legally obtained; or (c) has



been legally obtained but is being used, sold or distributed unlawfully; or (d) have legislated controls over its use.

“Legal drug” means any drug, (including any prescription drug or over-the-counter) that has been legally obtained and that is not unlawfully used, sold or distributed.

“Abuse of any legal drug” means the use of any legal drug (a) for any purpose other than the purpose for which it was prescribed or manufactured; or (b) in a manner that is contrary to the instructions or recommendations of the prescribing physician or manufacturer.

“Reasonable suspicion” includes a suspicion that is based on specific personal observations such as an employee’s manner, disposition, muscular movement, appearance, behaviour, speech or breath odour; an accident; information provided to management by an employee, law enforcement officials, a security service, or by other persons believed to be reliable; or a suspicion that is based on other surrounding circumstances.

“Possession” means that an employee has the substance on his or her person or otherwise under his or her control.

It should be noted that the Company may occasionally permit the responsible consumption of alcohol at certain designated office events or functions. However, at no time will employees be permitted to engage in recreational use of other legal drugs or illegal drugs or other controlled substances on the Company’s premises, while performing Company business, at a Company event or function, or while operating Company property.

Religious Accommodations Policy

The Company is committed to providing equal employment opportunities to all individuals, regardless of their religious beliefs and practices or lack thereof. Consistent with this commitment, the Company will provide a reasonable accommodation of an applicant's or employee's sincerely held religious belief if the accommodation would resolve a conflict between the individual's religious beliefs or practices and a work requirement, unless doing so would create an undue hardship for the Company.

Requesting A Religious Accommodation

If an employee believes he/she needs an accommodation because of the employee’s religious beliefs or practices or lack thereof, the employee should request an accommodation from the General Manager. All requests should be in writing and include relevant information, such as:

- A description of the requested accommodation.
- The reason the accommodation is needed.
- How the accommodation will help resolve the conflict between the employee’s religious beliefs or practices or lack thereof and one or more of his/her work requirements.

After receiving a request, the Company will engage in a dialogue with the employee to explore potential accommodations that could resolve the conflict between the employee’s religious beliefs and practices and one or more of the employee’s work requirements. The Company encourages employees to suggest specific reasonable accommodations that the employee believes would resolve any such conflict. However, the Company is not required to make the specific accommodation requested by an employee and may provide an



alternative, effective accommodation, to the extent any accommodation can be made without imposing an undue hardship on the Company.

Supporting Information

The Company may ask an employee to provide additional information about the employee's religious practices or beliefs and the accommodation requested. If the employee fails to provide the requested information, the request for an accommodation may be denied.

Determinations

The Company makes determinations about religious accommodations on a case-by-case basis considering various factors and based on an individualized assessment in each situation. The Company strives to make determinations on religious accommodation requests expeditiously and will inform the individual once a determination has been made. If an employee has any questions about an accommodation request he/she has made, the employee should contact the General Manager.

No Retaliation

Individuals will not be retaliated against because he or she requests a reasonable accommodation in good faith. The Company expressly prohibits any form of discipline, reprisal, intimidation or retaliation against any individual for requesting an accommodation in good faith.

Statement of Commitment to Accessibility

The Company is committed to providing an environment that allows our employees, job applicants, suppliers, visitors, and others who access our services or premises to maintain their dignity and independence by preventing and removing barriers to accessibility. The Company is committed to ensuring compliance with accessibility legislation and to providing equal opportunities and integration.

The Company respects and upholds its requirements under the Accessibility for Ontarians with Disabilities Act (2005), (referred to as "AODA" or the "Act") and its various regulations and standards.

The Company will train its staff on Ontario's accessibility laws and accessibility aspects of the Human Rights Code that apply to persons with disabilities. Training will be provided in a way that best suits the duties of the employees.

The Company is committed to meeting the communication needs of people with disabilities. When asked, the Company will provide information and communication materials in accessible formats or with communication supports. This includes publicly available information about our goods, services and facilities.

The Company will provide, if needed, customized workplace emergency plans for its employees who have disabilities.

The Company will amend this statement of commitment from time to time as regulations come into force that apply to its organization.



The Company makes reasonable accommodations for qualified individuals with disabilities to the extent required by the *Access for Ontarians with Disabilities Act* and the *Human Rights Code*. It is the individual's responsibility to ask for reasonable accommodations if needed. Employees who would like to request a reasonable accommodation should contact the General Manager.

The Company will work with the individual to identify the barriers that make it difficult for the individual to have an equal opportunity to perform the job. The Company will then work with the individual to identify reasonable accommodations to help eliminate these barriers. If an accommodation is reasonable and will not impose undue hardship on the organization or a co-worker or compromise safety, it will be provided. Medical certification of both the disability and the need for accommodation may be required.

Disability Accommodations Policy

The Company complies with the Access for Ontarians with Disabilities Act (AODA), and the Human Rights Code and is committed to providing equal employment opportunities to qualified individuals with disabilities. Consistent with this commitment, the Company will provide a reasonable accommodation to disabled applicants and employees if the reasonable accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship for the Company.

Requesting A Reasonable Accommodation

If an employee believes he/she needs an accommodation because of the employee's disability, the employee is responsible for requesting a reasonable accommodation from the General Manager. The Company encourages employees to make their request in writing and include relevant information, such as:

- A description of accommodation requested.
- The reason the accommodation is needed.
- How the accommodation will help the employee perform the essential functions of the employee's job.

After receiving a request, the Company will engage in an interactive dialogue with the employee to determine the precise limitations of the employee's disability and explore potential reasonable accommodations that could overcome those limitations. The Company encourages an employee to suggest specific reasonable accommodations that he/she believes would allow the employee to perform his/her job. However, the Company is not required to make the specific accommodation requested and may provide an alternative, effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Company.

Medical Information

If a disability or need for accommodation is not obvious, the Company may ask an employee to provide supporting documents showing that the employee has a disability within the meaning of the AODA and the Human Rights Code, and that this disability necessitates a



reasonable accommodation. If the information provided in response to this request is insufficient, the Company may require the employee to see a health care professional of the Company's choosing, at the Company's expense. In those cases, if the employee fails to provide the requested information or see the designated health care professional, the request for a reasonable accommodation may be denied.

The Company will keep confidential any medical information that it obtains in connection with a request for a reasonable accommodation.

Determinations

The Company makes determinations about reasonable accommodations on a case-by-case basis considering various factors and based on an individualized assessment in each situation. The Company strives to make determinations on reasonable accommodation requests expeditiously and will inform the individual once a determination has been made. If an employee has any questions about a reasonable accommodation request he/she has made, the employee should contact the General Manager.

Individuals will not be retaliated against for requesting an accommodation in good faith. The Company expressly prohibits any form of discipline, reprisal, intimidation or retaliation against any individual for requesting an accommodation in good faith.

Accessibility for Ontarians – Customer Service Standards

The Company is committed to the *Accessibility Standards for Customer Service* (Customer Service Standard).

1. Purpose and Commitment

The Company is committed to maintaining an accessible environment for persons with disabilities in the delivery of its goods and services. The Company will use reasonable efforts to ensure that its policies, practices and procedures governing the provision of its services to persons with disabilities are consistent with the following principles:

- goods and services are provided in a way that respects the dignity and independence of persons with disabilities;
- persons with disabilities are able to benefit from the same services, in the same place and in a similar way as other clients;
- persons with disabilities have opportunities equal to as others to obtain, use and benefit from the Company's goods or services.

2. Definitions

For the purposes of this policy:

“Disability” means,

- a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical



- reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- b) a condition of mental impairment or a developmental disability,
 - c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
 - d) a mental disorder, or
 - e) an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*.

“Guide dog” means a dog trained as a guide for a person who is blind or visually impaired.

“Service animal” means an animal for a person with disabilities where it is readily apparent that the animal is used by the person for reasons relating to his or her disability or where the person provides a letter from a physician or nurse confirming that the he or she requires the animal for reasons relating to the disability.

“Support person” means, in relation to a person with disabilities, another person who accompanies him or her in order to help with communication, mobility, personal care or medical needs or with access to goods and services.

“Assistive device” is a technical aid, communication device or other instrument that is used to maintain or improve the functional abilities of people with disabilities. Personal assistive devices are typically devices that customers bring with them such as a wheelchair, walker or a personal oxygen tank that might assist in hearing, seeing, communicating, moving, breathing, remembering and/or reading.

3. Application of Policy

This policy applies to the Company’s services that are provided externally to the public or third parties.

The policy applies to all staff at the Company, suppliers and visitors to the Company properties. All the Company properties are accountable for providing accessibility to persons with disabilities.

4. Providing goods and services to persons with disabilities

The Company is committed to excellence in serving its customers, including persons with disabilities, and will carry out its functions and responsibilities by:

- communicating with persons with disabilities in ways that take into account their disability.
- serving persons with disabilities who use personal assistive devices. The Company will provide its staff with training on how to use the assistive devices available on the Company’s premises.
- ensuring that persons with disabilities who are accompanied by their guide dog or other service animals are permitted to enter the premises of the Company with the animal and to keep the animal with them, unless the animal is excluded by law from the premises.
- ensuring that persons with disabilities who are accompanied by a support person are permitted to enter the Company’s premises with their support person. At no time will



persons with disabilities who are accompanied by their support person be prevented from having access to their support person while on the Company's premises.

5. Support Persons

Person with disabilities may enter the Company's premises with a support person and have access to the support person while on the premises.

The Company may require persons with disabilities to be accompanied by a support person when on the premises, but only if a support person is necessary to protect the health and safety of the person with disabilities or the health or safety of others on the premises.

6. Service Animals

A person with disabilities may be accompanied by a guide dog or other service animal when on the Company's premises. In the event that service animals are excluded by law from certain areas of the premises, the Company will provide other resources or supports to enable the person with disabilities to access the services and goods offered by the Company.

7. Notice of temporary disruption

The Company will notify the public in the event of a planned or unexpected disruption in the facilities or services usually used by persons with disabilities. This notice will include information about the reason for the disruption, its anticipated duration, and a description of alternative facilities or services, if available.

The notices will be posted at all public entrances and service counters of the Company or communicated by such method as is reasonable in the circumstances.

8. Training for staff

The Company will train its staff and other individuals who provide services to the public on the Company's behalf on the provision of its goods or services to persons with disabilities.

The training will be provided as soon as practicable after a staff commences his or her duties and will include the following topics:

- the purposes of the *Accessibility for Ontarians with Disabilities Act, 2005* and the requirements of the customer service standard;
- how to interact and communicate with persons with various types of disabilities;
- how to interact with persons with disabilities who use an assistive device or require the assistance of a guide dog, service animal or a support person;
- how to use or access the equipment or devices available on the Company's premises or otherwise that may help with the provision of goods or services to persons with disabilities;
- what to do if a person with a particular type of disability is having difficulty in accessing the Company's goods and services; and
- the Company's policies, practices and procedures relating to the client service standard.

The Company will provide training on an ongoing basis when changes are made to the Company's policies, practices and procedures governing the provision of goods or services to persons with disabilities.



9. Feedback process

The Company welcomes any feedback regarding the methods it uses to provide goods and services to persons with disabilities. Individuals may provide their feedback in person, by telephone, in writing, or by delivering an electronic text by email to jwilkie@superiorroad.com or by calling Joel Wilkie at 705 491 1542.

Complaints may be made in writing to Joel Wilkie which will be reviewed and assessed when received. Where possible, Joel will address the issues. If a complaint cannot be addressed, Joel will advise the complainant.

10. Modifications to this or other policies

Changes will not be made to this policy unless the impact of the changes on persons with disabilities has been considered.

Any Company policy that does not respect and promote the dignity and independence of persons with disabilities will be modified or removed.

11. Questions about this policy

If anyone has a question about the policy, or if the purpose of the policy is not understood, please contact Joel Wilkie at 705 491 1542.

12. Maintenance of documents

The Company will maintain documents describing its policies, practices and procedures and, upon request, shall give a copy of a document to any person. The documents will include policies, practices and procedures with respect to the following:

- use of support persons;
- use of guide dogs or service animals;
- the steps to be taken in connection with a temporary disruption;
- the training policy, including a summary of the contents of the training and details of when the training is to be provided;
- records of the training provided under this policy, including the dates on which the training is provided and the number of individuals to whom it is provided;
- the feedback process.

The Company will notify persons to whom it provides goods and services of its policies, by posting the information at a conspicuous place on the Company premises, on the Company's website or by such method as is reasonable in the circumstances.

When required under this policy to give a copy of a document to a person with disabilities, the Company will provide the document or information in a format that takes into account the person's disabilities.

Glossary of Terms

Accessibility - Accessibility is the degree to which persons with disabilities can access a device, service or environment without barriers. Accessibility is also a process - it is the proactive identification, removal and prevention of barriers to persons with disabilities.



Accessibility Standards – Regulations or rules created under the AODA that provide minimum levels for improving accessibility to meet the goals of the AODA across the province.

Goods and Services - Goods are tangibles things (e.g. laptop), while services are things that someone does for you but are not tangible (e.g. legal advice).

Accepting Outside Work

The Company hopes and expects to provide the primary career interest of its employees. Further, the nature of the Company's business requires your complete commitment. Accordingly, outside jobs are discouraged for regular full-time employees. However, some employees may wish to obtain part-time jobs or engage in other activity for gain.

An employee must discuss the appropriateness of the nature of the employment with his or her Supervisor and obtain approval in writing before accepting outside employment.

The employee must satisfy the Company that there will be no conflict of interest. Similar work of any nature elsewhere, participation in any business similar to that carried on by the Company or providing any services (paid or volunteer) in the industry is not allowed unless approved in writing. If the Company believes the second job may raise a conflict of interest, we may ask you to leave the second job.

This policy applies whether or not the employee receives payment for the outside job. An employee may also be in a conflict of interest situation if he or she starts or operates a sideline business or conducts business on behalf of the Company with another business in which he or she has a financial interest.

Exception to this policy will not be made if the Company believes such outside work could, in any way, interfere with your performance or responsibilities or such participation could constitute a conflict of interest. Use of Company time or resources for other matters or conflicts of interest is prohibited. Violation of this policy may result in disciplinary action up to and including termination of employment for cause.

Non-Compete Agreement

The Company may require certain employees to sign a non-compete agreement as a condition of employment. Such an agreement may prevent you from seeking or accepting full-time or part-time employment in a similar field or starting or acquiring a business in a similar field while employed by the Company or for a period of time after leaving the Company.

Conflict of Interest

The Company is committed to the highest standards of professional and personal conduct. We are confident that every member of our organization is aware that all of us owe a duty of loyalty to the Company by virtue of continuation of employment. This carries with it the



obligation to act with integrity and propriety (the state or quality of conforming to conventionally accepted standards of behaviour or morals) at all times.

While it is not feasible to describe all of the situations in conflicts of interest may arise, the following are some guidelines which must be observed:

1. No employee may accept from any Company supplier, clients, customer, competitor, distributor or seller of products, any gifts, travel, loans, services, the use of property, influence and the like, entertainment, or other benefit that could place you under real or perceived obligations which may affect business relations.

If any employee is offered, directly or indirectly (through family members or third persons), gifts of substantial value or entertainment going beyond reasonable business practice, by any customer or any competitor, distributor or seller of products, the employee must disclose such offers to his/her Manager.

Soliciting gifts or favours from suppliers and clients is strictly prohibited and will be subject to disciplinary action. The Company understands that, from time to time, suppliers or clients may wish to show their appreciation by providing you with a small gift. Even in this case, please advise your Supervisor.

Employees must avoid situations where appearance of impropriety exists, even though the circumstances might not otherwise violate this Policy.

2. No employee may, without the written consent from one of the Executive Management Team have either a direct or indirect (through family members or third parties) ownership or other interest in any supplier of goods or services to the Company, in any customer of the Company or in any competitor or distributor or seller of the Company products.

It is not a violation of this Policy to own up to one-quarter of any company whose shares are traded on a stock exchange or other public market.

3. No employee may receive from any supplier or customer of the Company or any competitor or distributor, or seller of the Company products, any commission, and other form of compensation or loan.

4. The use, directly or indirectly, of any funds or assets of the Company for any unlawful purpose is prohibited. Any unlawful activity performed during business hours or for business expedience can result in dismissal. No payment on behalf of the Company shall be made with the intention or understanding that any part of the payment is to be diverted from the purpose stated in the documents supporting or accompanying the payment, unless the same is lawful and is approved in writing by the President of the Company or his/her designate.

5. No employee may borrow or secure credit, except on terms normally available on a non-preferential basis, from a financial institution which provides services to the Company.

If any employee is uncertain as to the meaning or scope of any portion of this Policy or its application to a specific situation, the employee should seek the advice of his/her Manager.



Acceptance of gifts from suppliers to employees who are able to negotiate agreements, select suppliers, issue purchase orders or in any way commit the Company, must be kept within a \$25.00 retail value limitation, with no more than \$100.00 annually in retail value of all gifts received from all sources.

Business luncheons as well as dinners and/or theatre are regarded as permissible and acceptable gifts. However, expense-paid weekends and gifts of greater value should be refused.

Anything in the nature of a kick-back or offer of cash should be refused and reported to management.

Code of Ethics and Business Conduct

We at the Company are committed to working legally and ethically and expect all individuals working for the Company to conduct themselves similarly. The purpose of the Code of Ethics and Business Conduct (the “Code”) is to provide a summary of our key policies and procedures. This code is just one element of our overall effort to ensure lawful and ethical conduct. We strive to maintain a corporate culture that includes compliance with internal policies as well as federal, provincial and local laws and regulations; an open relationship between employees and managers, that is conducive to good business conduct, and, above all, the integrity and good judgment of all the Company employees.

This code applies to directors, officers and employees at all the Company locations, whether full-time or part-time. We refer to all the Company employees covered by this code as “the Company employees” or simply “employees”.

This code also applies to independent-contractors of the Company (with necessary modifications) unless provided otherwise in the Code or in their services agreement with the Company. Such individuals shall be referred to as “independent-contractors”. It should be noted that the application of the Code to independent-contractors does not in any way create an employee-employer relationship between the parties.

What is the Company’s Commitment?

The Company is committed to (i) preventing unethical or unlawful behaviour from occurring, (ii) stopping any such behaviour that may occur as soon as reasonably possible after it is discovered, and (iii) administering remedies, corrective and administrative measures to those who breach this policy.

The Company has a zero-tolerance policy regarding fraud or corruption. Fraud is defined as an intentional deception, misappropriation of resources or the manipulation of data to the advantage or disadvantage of a person or entity. Some examples of fraud include, but are not limited to:

- ◆ Falsification of expenses and invoices
- ◆ Theft of cash or fixed assets
- ◆ Alteration or falsification of records
- ◆ Failure to account for monies collected
- ◆ Knowingly providing false information on job applications



- ◆ Misuse of Company assets for personal gain

Corruption is defined as the offering, giving, soliciting or accepting of an inducement or reward that may improperly influence the action of a person or entity. Some examples of corruption include:

- ◆ Bribery
- ◆ Conspiracy
- ◆ Extortion

The Company's General Manager (Ethics Officer), has the ultimate responsibility for overseeing compliance with this code and related policies and procedures. All matters raised by any source will be taken seriously and investigated.

How do I know if what I'm doing is right?

The Code is only a summary of certain Company policies and is not intended to be a comprehensive rulebook or to address every situation you may encounter. You must at all times act with prudence and exercise good judgment in connection with your role at the Company.

If you are faced with a difficult business decision that is not addressed in the Code, ask yourself:

- Is my decision honest and fair?
- Is it in the best interest of the Company?
- To my knowledge, is it legal?
- Does it make me feel good about myself and the Company?
- Would I feel comfortable if an account of my name and actions were published in the local media?
- Would I feel comfortable if my supervisor/the President of the Company was aware of my actions?

If your answer to any one of these questions is "no", it is likely the wrong decision and you should not do it. If you are unsure how to answer these questions or have any doubts, you must immediately contact your Manager, the Ethics Officer or a member of Senior Management for guidance, prior to making any decision.

What are my obligations to report breaches of the Company's policy?

All employees have a duty to immediately report breaches of the Company' code of ethics and business conduct or concerns they have or information provided to them about possible breaches of this policy including fraudulent or corrupt activity of any employee, vendor or other party with an association with the Company.

How do I report wrongful conduct?

The Company has an "open door policy" that permits any employee or independent-contractor to directly present concerns, problems or complaints and to ask any questions.



The Company is committed to detecting and halting violations of law, regulations, or policy. However, it is impossible to detect all misconduct that may occur. As a result, in an effort to safeguard the reputation and integrity of the Company and of our employees and independent-contractors, we strongly encourage anyone with knowledge of suspected wrongdoing to immediately report it. In fact, this policy makes it your obligation to report any such suspected wrongdoing immediately.

To report an issue or suspected violation of this code, you should advise your Manager as soon as possible, who will consult with the Ethics Officer. Together they will decide how to proceed.

If you are uncomfortable reporting the conduct to your Manager or do not receive a satisfactory response in a timely manner, contact the Ethics Officer personally at jwilkie@superiorroad.com or 705 491 1542.

All questions and reports of known or suspected violations of the law or this code will be treated with sensitivity and discretion. However, please keep in mind that in some circumstances, it may be more difficult or impossible for the Company to thoroughly investigate reports that are made anonymously. If requested, we will protect your confidentiality to the maximum extent allowed by law and by the Company's need to investigate your concern.

All managers who receive any such complaint of fraud, corruption or breach of our code of ethics and business conduct should contact the Ethics Officer.

What is the Company's retaliation policy?

The Company strictly prohibits retaliation against an employee or independent-contractor who, in good faith, seeks help or reports known or suspected violations of this code or the law. Retaliation includes any form of penalty or adverse employment consequence for reporting in accordance with this policy, including discharge, suspension, demotion or transfer, harassment or discrimination. Without limiting the Company's right to any recourse or remedy, acts of retaliation against an employee or independent-contractor will be subject to corrective action, up to and including termination of employment for cause. However, if it is determined an employee has knowingly brought a false allegation and/or acted maliciously or with deceit, the employee will be subject to disciplinary action.

Company Property

Offices and office equipment, such as lockers, desks, file cabinets, chairs, computers, cellphones, office supplies, tools, tool boxes, equipment, and e-mail and voicemail systems, etc. are the exclusive property of the Company and have been provided for the conduct of Company business. The Company shares a relationship with its employees based on trust and mutual respect. However, Company may conduct a search of such Company property at any time in order to ensure compliance with, or enforcement of, Company's policies and rules, including without limitation the Company's prohibition against illegal drug use, alcohol impairment, theft, the Company's sexual harassment policy, cooperation with government or other legal investigations, and policies concerning Company or employee property. Upon termination of employment or at any time upon Company request, all Company property in an employee's possession or control must be immediately returned to the Company.



Confidential Information

The protection of confidential information and trade secrets is essential both for the Company and your future security. Company employees may have access to personal and confidential information of the Company and its employees, customers or other third parties who have entrusted the Company with this information. You are prohibited from copying and using for your own financial or personal gain, or disclosing to others, confidential information obtained as a result of your employment with the Company. Specific confidential information would include but is not limited to:

- 1) Company operating procedures and methods;
- 2) Trade secrets, formulas and designs;
- 3) Information on the Company's financial position;
- 4) Prices and pricing strategy;
- 5) It's customers, suppliers and prospects;
- 6) Future plans of the company;
- 7) Any information about fellow employees.

All Company records, reports, papers, devices, processes, plans, specifications, drawings, models, supplier and customer data, methods and programs are considered by the Company to be secret and confidential and you are prohibited from revealing information concerning such matters without proper authorization in writing by management.

Information given to the Company by its suppliers or clients is also considered confidential and is not to be released. Failure by any employee to observe confidentiality rules will result in discipline, including possible termination.

Employees who are exposed to confidential, sensitive, or proprietary information about the Company, its clients, or its processes may be required to sign a Confidentiality Agreement as a condition of employment. Employees may have direct access to confidential information of its customers. These customers may seek written confirmation of an employee's commitment to maintain the confidentiality of the information. In these situations, employees will be required to execute an agreement as a term of continued employment on the client's project.

Employees who disclose trade secrets or confidential Company information may be subject to termination of employment for cause. The Company also reserves the right to seek legal redress and remedies for breaches of this policy.

Employees of the Company must avoid all situations in which their personal interests conflict or appear to conflict with their duties within the Company.

Some employees will execute a confidentiality agreement or an employment agreement with confidential information terms. Where there is a conflict between this policy and any such agreement, the agreement will prevail.



If you have any questions, seek the advice and direction from your Manager or any management person.

Confidentiality

Consistent with the Company's expectations of information security and confidentiality required for all employees, Telecommuters are expected to ensure the protection of proprietary Company and customer information accessible from or maintained in a remote office. Steps include use of locked file cabinets and desks, regular password maintenance and other steps appropriate for the job. Employees must ensure that equipment supplied by the Company (i.e. phones, computers, tablets, etc.) is kept secure while travelling. Employees are also responsible for regularly backing up data on any such device.

Intellectual Property

In order for the Company to pursue its business activities and maintain a competitive advantage, the Company must ensure that it retains all rights in the Intellectual Property (as defined below) which its employees create or develop in the performance of their duties during the term of their employment with the Company.

The purpose of this Intellectual Property Policy (the "**Policy**") is to clarify the ownership of Intellectual Property (as defined below) arising out of the work of the Company's employees in the performance of their duties.

This Policy applies to all employees of the Company. All such employees have an obligation to comply with the specific requirements of this Policy and will be asked from time to time to sign agreements required for the protection of Company Intellectual Property (as defined below).

For the purposes of this Policy, "**Intellectual Property**" means any and all inventions, work of authorship, software in any expressed form (including source code and object code) and any other works as defined in the *Copyright Act* of Canada, specifications, methods, processes, techniques, designs, developments, applications, concepts, ideas, improvements, know-how and trade secrets.

The Company is the owner of any Intellectual Property that an employee creates or develops (either solely or jointly with others) for or on behalf of the Company, as a result of, or in the course his/her employment ("**Company Intellectual Property**").

At the request of the Company, employees will be required to sign documents or waivers, or to provide any additional assistance, to allow the Company to confirm or document its rights in Company Intellectual Property, or to allow the Company to apply for or obtain intellectual property protection for Company Intellectual Property.

Any employee that creates or develops Company Intellectual Property is required:



- to maintain the confidentiality of such Company Intellectual Property in accordance with the Company's Confidentiality Policy;
- to notify the Company immediately of the creation or development of such Company Intellectual Property; and
- to assist the Company in accurately documenting such Company Intellectual Property and in keeping and maintaining adequate and current written records of such Company Intellectual Property.

Personal Business

You are expected to arrange your personal business (i.e. medical or other appointments) outside of normal working hours. On rare occasions, however, you may find it necessary to take time off to attend to an urgent matter. In such case, you are expected to obtain prior permission from your Supervisor and use an Emergency Leave Day (as defined below in the Leave of Absence section), a vacation day or paid sick day, if applicable.

Hiring Relatives of Staff

The Company will not discriminate in its hiring practice on the basis that the person is related to a current employee. However, before selecting a candidate who is related to a current employee, the hiring manager must be sure that the candidate is being selected in accordance with the Company's hiring process.

It is not recommended that an employee be in a direct reporting relationship, either subordinate or supervisory to their relative. If an employee is already in a position where they have a direct reporting relationship to a relative, the next more senior level Manager/Director will be responsible for completing annual performance reviews as well as approving compensation changes/increases, managing disciplinary steps and conducting investigations with respect to this employee.

The Company reserves the right to alter reporting relationships, positions and duties of the related employees under these circumstances.

Payroll

All employees will be bi-weekly. You will be paid through direct deposit at a bank of your choice. Required deductions for taxes, Canada Pension Plan and Employment Insurance premiums are mandatory. You are required to complete and return the federal and the provincial tax form TD1 upon commencement of employment to help determine your deductions. If there is any change in your deduction status, you should complete a new TD1 form immediately.

If required by the Company, the employee portions of any contributions towards the cost of employee benefit coverage will also be deducted.

Pay includes salary or wages earned less any mandatory or elected deductions. Mandatory deductions include federal or provincial withholding tax, Employment Insurance premiums, Canada Pension Plan contributions, and other withholdings. Elected deductions are deductions authorized by the employee, and may include, for example, contributions to benefit plans. Employees may contact Human Resources to obtain the necessary authorization forms for requesting additional deductions from their pay.

Notify the General Manager immediately if the pay appears to be inaccurate or if it has been misplaced. Advances on pay are not permitted.

All non-management employees are required to accurately record their time worked for payroll purposes, as well as any time off taken. Falsification of time records may result in disciplinary action, up to and including termination of employment for cause.

Overtime

This policy applies to salaried or hourly non-management employees. Managers are not eligible for overtime pay.

Overtime needs cannot always be predicted and can occur at any time. Employees should be prepared to work overtime on a daily basis as requested. Our success in maintaining good customer relations depends on our willingness to work extra hours when necessary. Meeting our time commitments is important to our success.

Unless other arrangements are made, if you are required to work overtime, you will receive overtime pay, or lieu time at time-and-a-half for all time worked in excess of 55 hours in one week. The Company may apply for the right to average hours worked over several weeks. When calculating hours worked in a week, paid time off for vacation, holidays or lieu time will not be considered.

Working overtime hours without the prior authorization of your supervisor or another member of management is a violation of this policy and will be subject to discipline, up to and including termination of employment for cause.



You may request to take time off in lieu of receiving overtime pay. This should be discussed with your Manager to determine whether this is agreeable to the Company and to schedule this time off at a convenient time.

This policy will be amended from time to time by any changes in the relevant provincial legislation. Such changes will be incorporated into this policy and will prevail if greater.

Breaks

Employees must not work more than five consecutive hours without a 30-minute meal break.

Business Hours

Normal office business hours vary due to the seasonality of the business. The normal work week is from Monday through Friday. As a result of the nature of our business, employees may be required to work in the evening or on weekend hours as is necessary. Pay is calculated using a week beginning Sunday and ending Saturday. Hours of business may vary seasonally or for other reasons.

All employees are essential members of the Company team, and teamwork is the very essence of our business. As with any group effort, it takes co-operation and commitment from everyone to operate effectively. You are expected to be at your work area and ready to commence work at your starting time. You are not to leave earlier than the end of the day without prior permission from your Manager.

You should be ready to commence work at your starting time. If for any reason you are not able to arrive at work for your starting time, you must call your Manager as soon as possible and not later than 30 minutes prior to your normal scheduled time to be at work and provide an estimated time of arrival. If you are not able to reach your Manager, you should contact the General Manager. Leaving a message with a co-worker is not sufficient. Good and sufficient reasons must be provided for any tardiness or absence. In the event of an emergency, employees should contact their Managers as soon as possible.

Frequent unexcused absences or tardiness not protected by statute, however, can become a harmful habit which will jeopardize not only future promotional opportunities, but will be subject to disciplinary action and may lead to termination of employment for cause. If you have a personal problem which could interfere with your attendance, you should discuss it with your Manager. We will try to help you whenever possible.

An employee who is absent from work without notification to his or her Manager or the General Manager will be considered in breach of this policy and if no contact is made, may be deemed to have abandoned his or her position if no reasonable and timely explanation is provided and the absence is not in accordance with a statutory leave under the Employment Standards Act.

A pattern of excessive unexcused absences, tardiness or leaving early without permission will be grounds for disciplinary action up to and including termination of employment for cause. However, an employee will not be disciplined, evaluated less favourably or otherwise



penalized for taking time off as a result of a disability or if such time off is protected under statute.

Additionally, during the term of your employment, you will not engage in any activity on behalf of, nor accept any salary, commissions, fee or compensation of any kind (other than investment income) from any person, firm or corporation other than the Company, without the prior written consent of the Company senior management.

Travel and Expense Accounts

The Company will cover all reasonable business expenses incurred by employees that are agreed to in advance by management. However, it is the responsibility of the employee to submit expense receipts for approval and payment, no later than the 5th of the following month. Upon approval, the Company will reimburse accrued expenses.

Delay in submitting expenses makes verification difficult and may result in a denial of the claim if items cannot be substantiated due to delays, unless otherwise required by law.

Business Entertainment

Legitimate and reasonable business entertainment expenses will be paid or reimbursed by the Company. All such expenses must be aimed at advancing the business interests of the Company in a tangible way.

The Company may provide certain employees, depending on their job description, with a corporate credit card available for exclusive use of the employee solely for the purpose of conducting business on behalf of the Company. The corporate credit card issued to an employee is property of the Company, and the employee agrees to use the card for business expenses only, and not for personal use. Any problems with the corporate credit card, such as it being lost or stolen, are to be reported to Company management immediately. Likewise, upon request or termination of employment, the corporate credit card must be returned to the Company immediately.

Any personal charges to the credit card that remain outstanding after request for payment will be deducted from the employee's pay and by signing this Policy Manual, the employee authorizes same.

Statutory Holidays

The Company provides employees with the statutory holidays identified in the *Employment Standards Act* and the Civic holiday in August. These holidays are:

New Year's Day	-	January 1
Family Day	-	3 rd Monday in February
Good Friday	-	Date may vary
Victoria Day	-	1 st Monday before May 25 th
Canada Day	-	July 1
Civic Holiday	-	1 st Monday in August
Labour Day	-	1 st Monday in September
Thanksgiving Day	-	2 nd Monday in October
Christmas Day	-	December 25
Boxing Day	-	December 26

You must work the last scheduled day before a holiday and first scheduled working day after the holiday to be entitled to holiday pay, unless otherwise approved. If a statutory holiday falls during your vacation, the holiday will not be considered a vacation day.

Vacation

Unless there is some other agreement in writing, vacations will be given as follows:

LENGTH OF SERVICE	ENTITLEMENT
Hire date until 5 years	2 weeks
5 years +	3 weeks

Vacation entitlement is accrued on a pro-rated basis each calendar year. Your vacation is based on continuous service. If you have not used your statutory minimum vacation (2 weeks / 10 days during the first five years of service and 3 weeks / 15 days thereafter) in a given vacation year, the unused days may be carried over and must be used within 10 months of the start of the new calendar year. After five (5) years of service with the Company, you will be entitled to take three (3) weeks of vacation per annum with vacation pay equal to six percent (6%) of annual earnings. Unused but accrued vacation days in excess of the statutory requirement cannot be carried over to the following year unless you have prior written approval by Management.

You are encouraged to take your full quota of vacation each year. However, vacation time is earned on a pro-rated basis during every year. Therefore, you should not plan your holiday until the vacation time is earned. Unearned vacation pay will be deducted from any monies owed to you on the termination of your employment, howsoever caused.



When a statutory holiday occurs during your vacation you will be entitled to an extra day of vacation time.

Normal vacation requests should be submitted a minimum of two (2) weeks in advance but no more than twelve (12) weeks in advance and will be awarded on a first come first serve basis. Specific forms are available for this process.

All applications for vacations must be submitted to your Manager. Leave will be granted at the Company's discretion and the Company has the right to refuse any application. Vacation schedules must take into account any Company requirements, as well as those of other employees, including those with more seniority.

The Company reserves the right to refuse or cancel scheduled employee vacations for unforeseen production requirements and emergencies. The Company will reimburse the employee for reasonable cancellation fees that result from the Company decision provided the employee has disclosed same to the Company. Scheduled vacations cancelled by the Company will be re-scheduled at the first available date desired by the employee. Employee vacation time cancelled through no fault of the employee will be returned to the employee account and the employee will have one (1) year from the cancelled date to use that vacation time or as otherwise required by the *Employment Standards Act*. Bereavement Leave and vacation scheduled in conjunction with urgent medical requirements, verified by a physician, will not be changed or cancelled.

Taking unauthorized vacations or vacations after the Company has cancelled the vacation or after a vacation request was initially denied by management may result in termination of employment for cause.

Should your employment come to an end and you have taken more vacation time than you have earned, the overpayment will be deducted from your final pay. By signing this policy manual, you are authorizing this deduction from any money owed to you on your last day of employment.

This policy will be amended from time to time by any changes to the relevant provincial legislation. Such changes will be incorporated into this policy and will prevail if greater.

Leaves of Absence

Our Company offers leaves of absence. Some leaves are governed by the Employment Standards Act and others are discretionary and are governed by policy. Approval of any discretionary leave will be based on purpose of the leave, your length of service and the effect of your absence on operations within your department.

If the leave granted is protected under the *Employment Standards Act*, the Company will attempt to place employees returning from such leaves of absence into their pre-leave position, if it still exists, and if not, to a similar position in accordance with the requirements under the *Employment Standards Act*.

If it is a non-statutory leave, the Company will endeavour to determine whether there is a suitable position but the Company does not guarantee a particular position or even any position at the end of any such leave.



If you are granted a leave of absence, it must be used solely for the purpose granted.

If you are unable to return to work on the date you provide the Company as your "return to work date", you must contact your Manager as quickly as possible. Failure to report on the "return to work date" or failure to contact your Manager to advise of your status, may be deemed an abandonment of a position and cause for termination of employment depending on the circumstances.

Pregnancy and Parental Leave

The Company will provide Pregnancy and Parental leave for all eligible employees. The provisions of the *Employment Standards Act* are incorporated herein and shall prevail if greater.

1. Pregnancy Leave

A pregnant employee who has completed at least thirteen (13) weeks of continuous employment may obtain a leave of absence for a period of a maximum of seventeen (17) weeks without pay, commencing the day on which the employee gives birth or at any time during the seventeen (17) weeks prior to the estimated delivery date. For information on Employment Insurance benefits to which you may be entitled, you should contact Services Canada.

The employee is to provide a doctor's certificate indicating the due date. If a doctor's certificate is provided, the employee may shorten the post-natal leave of absence.

We encourage employees to provide their managers with as much notice as possible of the date the leave is to commence with a minimum required notice of (2) weeks. The employee will be maintained on the Company's benefit package during the leave provided the employee continues to pay her portion of any premiums. The Company will require post-dated cheques for the employee's portion of premiums to cover the period of the leave of absence and seniority will continue to accrue to the employee's benefit.

2. Parental Leave

An employee who has completed at least thirteen (13) weeks of employment, may obtain a leave of absence, without pay, for a period of a maximum of sixty-one (61) weeks, following the birth or the adoption of a child. If the employee has not taken a pregnancy leave, the parental leave is for a maximum of sixty-three (63) weeks.

Again, we encourage employees to provide as much notice as possible of their plan to take a parental leave with a two (2) weeks written notice as a minimum. Once on parental leave, you will be maintained on the Company's benefit package during the leave provided the employee continues to pay his/her portion of any premiums and seniority will continue to accrue to your benefit. The Company will require post-dated cheques for the employee's portion of premiums to cover the period of the leave of absence.

If an employee does not wish to take the full sixty-one (61) or sixty-three (63) weeks as applicable, she/he must give the employer at least four (4) weeks written notice of her/his return.



An employee who has taken a pregnancy leave must commence the Parental Leave immediately following the Pregnancy Leave in order to ensure re-employment. An employee who has not taken a pregnancy leave must commence parental leave within seventy-eight (78) weeks of the birth of the child or the arrival in the care and custody of the parent for the first time for an adopted child.

At the conclusion of a pregnancy and/or parental leave, the employee will be reinstated to the position most recently held, at the same pay, providing the position still exists. If the position no longer exists a comparable position will be provided.

If, at the end of the Pregnancy or Parental Leave, an employee does not return to work, and has not applied for and received additional leave under the terms of another leave of absence policy, then the Company will consider the employee to have abandoned his or her position. In rare circumstances, there may be legal or other reasons requiring that a position be held open for a greater period of time.

Reservist Leave

In accordance with the *Employment Standards Act*, an unpaid leave of absence (“Reservist Leave”) will be granted to any eligible employee who is unable to perform the duties of his or her position because he or she is deployed to a Canadian Forces operation. The employee has a right to return to work at the end of their deployment.

Family Medical Leave

In accordance with the *Employment Standards Act*, an eligible employee is entitled to an unpaid leave of absence of up to twenty-eight (28) weeks to provide care or support to certain family members where a qualified health practitioner issues a certificate stating that the individual has a serious medical condition with a significant risk of death occurring within a period of twenty-six (26) weeks.

Family Caregiver Leave

In accordance with the *Employment Standards Act*, an eligible employee is entitled to an unpaid leave of absence of up to eight (8) weeks per calendar year to provide care or support to certain family members where a qualified health practitioner issues a certificate stating that the individual has a serious medical condition.

Witness and Jury Duty

The Company firmly believes that each citizen should provide their services when called upon to be a witness for the Crown or a juror.

In the event any regular full-time employee is subpoenaed by the Crown as a witness or called for jury duty, the Company will grant you time off. The Company requires as much advance notice as is reasonably possible.



If possible, the employee shall continue to discharge their responsibilities to the Company while being on call to the court. The employee is expected to spend as much time as possible at their place of work. Any monies paid for such witness or jury duties during a period when the employee is being paid by the Company shall be signed over to the Company.

The Company requires as much advance notice as is reasonably possible to permit schedules to be changed to allow for proper coverage.

Voting Time Off

Employees are encouraged to participate in elections. Normally, there is sufficient time before or at the end of an employee's shift to vote before the polls close. If for some reason this is not the case, the Company grants up to three (3) consecutive hours off to cast a ballot in an election. Voting time off is granted on an unpaid basis. Should extenuating circumstances arise while voting, notify your manager as soon as possible.

Other Leaves

Employees may be eligible for other statutory leaves not mentioned in the Manual. Please consult your supervisor or the General Manager for further details or visit the Ministry of Labour's webpage at www.labour.gov.on.ca/english/es/pubs/brochures/br_leaves.php.

The Company recognizes that during the course of a year, there may be times when you are not able to attend work because of your health or the health of a direct member (child, life partner, spouse or parent).

In order for us to continue to operate our business and service our customers, you must notify your immediate Manager as soon as possible before your starting time on any day upon which you are unable to work. Wherever possible, you should speak personally to your Manager about your absence and return date. Your Manager will require information about your leave and will establish a regular call in procedure to ensure that you are receiving the assistance you need to expedite your return to work. Your Manager may request regular updates from you by telephone and from your doctor through medical certificates. You must provide your Manager with an expected return to work date. If a return date is not known, you must provide your Manager with regular updates. If permissible under the Employment Standards Act, a medical certificate or a medical examination will be requested for any such absence. In order to qualify for a sick leave, it is your obligation to provide the information requested by your Manager and to keep in contact with your Manager.

Personal Emergency Leave

In accordance with the *Employment Standards Act*, an eligible employee is entitled to a total of eight (8) days of unpaid leave per calendar year for any of the following:

- 3 days of personal illness



- 3 days of family responsibility leave
- 2 days of bereavement leave

“Family member” includes a spouse, same sex partner, sibling, daughter-in-law/son-in-law, or relative who is dependent on the employee for care or assistance, as well as a child, parent, grandparent, or grandchild of the employee or the employee’s spouse or same sex partner.

If an employee is in need of an Emergency Leave, the employee should advise the General Manager as soon as possible. Emergency Leaves must be taken in full day increments. Any partial days taken will be deemed a full day out of the employee’s annual entitlement. An employee may be asked to provide evidence reasonable in the circumstances to the extent permitted under the *Employment Standards Act* for any leave taken.

While on an Emergency Leave, the employee will continue to be entitled to all benefits and will be returned to their pre-leave position, if it still exists, or to a comparable one if it does not, at the same rate of pay.

Personal emergency leave days may not be carried over from year to year.

Medical Appointments

Medical/Dental appointments are expected to be made outside working hours if possible. If absences are required during work hours, then an emergency leave day or vacation day may be taken or if your manager consents, the time could be made up. If you have to make an appointment during business hours you should give your Manager at least one (1) weeks’ notice if possible.

General Benefit Coverage

Information in this Manual regarding employee benefits is not intended to be exhaustive and is provided to inform employees about the benefits available to eligible employees and their eligible dependents. For specific information about each of the benefit programs described in this Manual, employees should refer to the summary plan description for the applicable benefit program, which may be obtained from the General Manager. In the event of any discrepancy between information in the Manual and the summary plan description, the summary plan description will control. In the event of any discrepancy between the summary plan description and the actual plan document, the plan document will control.

The Company reserves the right, in its sole discretion, to amend, modify or terminate any of its employee benefits at any time and for any reason, with or without notice. The General Manager will provide notification to employees of any such amendment, modification or termination. All questions regarding employee benefits should be directed to the General Manager.

The Company has arranged for group employee benefits in accordance with its policies and procedures. Waiting times apply for benefit coverage. Employees contribute to the premium payments. Please discuss this with your hiring supervisor. The current benefit plan includes:



- 1) Life Insurance;
- 2) Accidental Death and Dismemberment Insurance;
- 3) Extended Health Benefits, including prescription drugs coverage;
- 4) Dental Care Benefits;
- 5) Vision care;
- 6) Long-term Disability (LTD) Insurance.

The General Manager will issue ID and drug cards to each employee participating in the benefit plan. Benefit plans may be amended and reduced from time to time at the Company's discretion. The plans are governed by their written terms.

Employees who are on any type of statutory leave of absence will, provided they remain eligible under the written plans and pay any portion of the premiums that they were responsible for prior to the leave of absence, continue to have complete benefit coverage during the period of their statutory leave. If the employee fails to return to work at the end of a statutory leave, all benefit coverage, including life insurance, accidental death and dismemberment insurance, health and dental benefits, vision care, and long-term disability will be suspended unless the employee requests and receives approval for a non-statutory leave of absence. If any non-statutory leave exceeds twenty-four (24) months, all benefit coverage, including life insurance, accidental death and dismemberment insurance, health and dental benefits, vision care, and long-term disability, will be suspended on the twenty-fourth (24th) month anniversary of the commencement of the leave of absence. However, employees who have already qualified for long-term disability before any such suspension will continue to receive disability payments while they qualify, despite the suspension of benefits described above.

Employees going on leave will be asked to provide post-dated cheques in advance of their leave to cover any portion of the benefit coverage they were responsible for before the leave of absence. This will ensure premiums will be paid during their leave of absence. Failure to provide post-dated cheques or cheques returned NSF will result in the termination of all benefits that the employee was responsible for contributing to prior to the leave of absence. It is the employee's responsibility to ensure that the Company has payment for these benefits on time.

If benefits are suspended, upon an employee's return to work after a leave of absence, an employee will be eligible to resume participation in the company benefit plan, so long as permissible under the written terms of such benefit plan.

THE WORK ENVIRONMENT

Key Holder

An authorized key holder is an employee of the Company who has been trained on applicable security standards and who will, at one time or another, open or close the Company facilities.

Keys, keyless entry codes, and the alarm code will only be issued to those persons who have a continuing need for their use to complete their duties as employees of the Company. Keys and the alarm code are not to be shared except in cases of emergency.

The Company dictates that all facilities shall be locked to provide security for the office and contents when not scheduled to be open as per regular business hours.

Lost or stolen keys must be reported immediately to Joel Wilkie, General Manager, as it may be necessary to re-key the locks to preserve the security of company facilities.

When closing the Company facilities, the key holder is responsible for conducting a sweep of the premises to account for all present staff and to ensure that no staff or visitors remain. All entry/exit points must be secured. Alarms must be set prior to exit from the facilities and the exit door must be securely locked.

Appearance and Dress

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the Company presents to customers and visitors.

During business hours or when representing the Company, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. Employees should be attentive to body odour and bad breath. This is important for all employees and in particular, for those dealing with customers or visitors in person.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person in accordance with the protected grounds under the Human Rights Code.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Shoes must provide safe, secure footing, and offer protection against hazards.
- Tank tops, ripped jeans, tube or halter tops, or shorts are normally reserved for informal wear and are not appropriate for our office environment may not be worn under any circumstances.



- Graphic T-shirts with violent, crude or offensive images or words are inappropriate.
- Offensive body odour and poor personal hygiene is not professionally acceptable.
- Perfume, cologne, and aftershave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances.
- Revealing, tight or suggestive clothing may not be worn

If in doubt as to what is considered appropriate, please discuss with your supervisor or the General Manager.

Telecommuting

This telecommuting policy covers anyone who works from a home office one or more days per week, which includes both employees who always work remotely and employees who may spend some time working at headquarters but also work at least one day per week from a home office. In either case, in order to be designated as a remote employee or telecommuter (together “Telecommuter”), written management approval is required and employees must comply with the policy detailed below.

Eligibility

Employees will be selected for Telecommuter status based on the suitability of their jobs, an evaluation of the likelihood of their being successful telecommuting, and the approval of their manager. Due to various job responsibilities and performance standards, not all employees will be eligible to telecommute. Employees under performance management will typically not be permitted to Telecommute. This decision to grant this status is in the absolute discretion of the Company.

The Company may discontinue a telecommuting arrangement at any time for any or no reason. This decision will not amount to a fundamental change to the employee’s duties or a constructive dismissal. Every effort will be made to provide advance notice to accommodate commuting and other challenges that may arise from such a change. There may be instances, however, when no notice is possible.

Compensation and Work Hours

In most cases, an employee’s compensation, benefits, work status and work responsibilities will not change due to Telecommuter status. The amount of time an employee is expected to work per day or pay period will not change because of Telecommuter status. Work hours at home or other remote location will conform to a schedule agreed upon by Telecommuter and manager. During these hours, the employee is expected to be available to management and co-workers unless on a work assignment.

Equipment

The Company may provide technology resources and other equipment for Telecommuters to use in fulfilling their job responsibilities from a remote location. The Company will



determine, with information provided by Telecommuter and manager, the appropriate equipment needs, which may include hardware, software, and phone.

The Company will maintain equipment supplied by the Company. Equipment supplied by the Telecommuter will be maintained by the Telecommuter and Company accepts no responsibility for damage or repairs to employee-owned equipment. The Company reserves the right to make determinations as to appropriate equipment, subject to change at any time.

The use of these resources, when provided by the Company for use at the remote work location, is limited to use by Telecommuter for purposes relating to Company business only. In addition, all such use must otherwise comply with the Company's Electronic and Telephone Systems: Acceptable Use Policy, as well as other applicable policies.

All equipment must be returned to the Company, in as is condition, at any time upon request, and in the event of termination of employment, all Company equipment must be returned to the Company on or before the employee's last day of employment.

Workspace

The employee shall designate a workspace within the remote work location separate from daily activities and distractions within the home. This workspace shall be maintained in a safe condition, free from hazards and other dangers to the employee and equipment. Any Company materials taken to the remote work location should be kept in the designated work area and should not be made accessible to others.

Inclement Weather

In the case of severely inclement weather, a decision regarding the close of business will be communicated through an operational plan outlined below. Unless the Company declares the close of business, all employees will be expected to report to work. However, our employees come from a wide area that may experience very different weather conditions. Ultimately, employees must make their own decisions about their weather conditions. The Company recognizes that individuals who must travel substantial distances may report later than their normal starting time during inclement weather.

If a close of business is not declared, those employees who do not report to work will be required to take an accrued vacation day or an unpaid leave of absence.

Close of Business

You are required to follow the operational plan outlined below to determine if the Company has been closed. If you are unable to come to work, you must call your direct supervisor and/or the General Manager and leave a message. Failure to do so may result in violation of Company policy.

Late Opening



If the road conditions cause considerable delay in travelling time and employees arrive late, the Company, depending upon the severity of the conditions, may extend a “grace period.”

- ◆ Employees who arrive within the “grace period” will be paid for regular hours, providing they work until the end of the normal business day.
- ◆ Employees arriving after the “grace period” will be paid only for the hours worked.

Early Closing

The close of business due to weather is at the discretion of the Company. The Company will gather information and make an appropriate determination to determine whether business should be officially closed and, if so, at what time(s).

- ◆ Employees living closer to the facility may be required to stay later if business needs dictates.
- ◆ Employees who reported to work will be paid for the day for the remainder of their scheduled shift.
- ◆ Employees who do not attend work at all will not be paid and may use accrued vacation time, if available.
- ◆ If an employee chooses to leave earlier than the designated closing time, he/she will only be paid for the hours worked that day.

Call in obligations under the Employment Standards Act will be followed, if applicable, to the circumstances.

Operational Plan

If a company wide closure is necessary, a team email will be sent to all.

Housekeeping

All work areas at the Company are to be kept neat, clean and orderly at all times. Employees are responsible for maintaining neatness and order in their immediate work area. Employees that notice anything that needs repair or replacement are expected to report it immediately to their Supervisor.

Fragrance Policy

Due to the health concerns arising from exposure to scented products, employees are asked to be considerate in their use of scented products when attending at work. Employees may be asked to refrain from using such products should this be required.

When scented products have been blamed for adversely affecting a person's health, some or all of the following symptoms may be reported, headaches, loss of appetite, depression,



dizziness, upper respiratory symptoms, anxiety, light-headedness, shortness of breath, nausea, weakness, difficulty with concentration, fatigue, skin irritation, numbness.

Scents are included in a very large range of products including, shampoo and conditioner, fragrances and perfumes, lotions and creams, soaps, colognes and aftershaves, deodorants, air fresheners and deodorizers, hair sprays, industrial and household chemicals, cosmetics.

If you are suffering from the effects of odours in the workplace, try, if possible, to identify the source of the problem. Discuss your sensitivity with your manager, so that he / she is aware of the issues.

If the issue is a general office or building issue:

Discuss this with your manager. Your manager should then inform your safety representative or the HSR in writing so the issue can be followed up with building management or otherwise as appropriate.

Wherever possible, the Company will give one week's advance notice of activities such as carpet cleaning, spring-cleaning, painting etc. When you receive such notices, discuss with your Manager how / if this may affect you and, if needed, make arrangements to be accommodated during this activity.

While you need not alert your manager every time there is a notice of general office cleaning, it may be helpful to remind them of the previous accommodation so that arrangements can be made on a timely basis.

If the source is another employee:

If you feel comfortable approaching the individual then you should do so. Explain what the problem is and discuss how the conflict could be resolved, e.g. by asking them to wear a lighter scent, or less of it.

If you do not feel comfortable approaching the individual, or if they do not respond well to your request, discuss the situation with your manager to identify how the conflict could be resolved.

The manager should approach the individual to discuss how the issue could be resolved. On reaching a resolution, the manager should document and inform all parties of what has been agreed.

If the individual does not adjust their behaviour they will be in violation of this policy and the manager should handle this through the standard disciplinary procedures.

What should I do if I am approached by someone with a multiple chemical sensitivity?

Employees should consider all accommodation requests with dignity and respect, and in good faith.

Discuss the issues with the individual to identify how the issue may be resolved.



If you are unable to accommodate the request and/or you feel uncomfortable discussing this with the individual, explain this and then speak to your manager.

The responsibilities of the manager and safety representative are required to follow up concerns and take any necessary action in a timely manner.

Recycling

The Company makes reasonable efforts to recycle all reusable materials. Employees should follow established recycling procedures.

Personal Information

All employees are entitled to confidentiality regarding personal information to the extent practical or as otherwise required by law. Employees are under no obligation to reveal their age, race, religion, political alliances, ancestry, place of origin, ethnic origin, citizenship, creed, sex, sexual orientation, marital status, same-sex partnership status, family status, disability or the receipt of public assistance unless required as a term of employment (eg. for benefit enrolment).

In the event that an employee feels that this right is being breached, the Company encourages them to confront the person and politely ask them to cease and desist their line of questioning. If this is not possible, and the situation is extreme in nature, then the employee should contact their manager or the General Manager to deal with the problem.

Employees should refrain from making their religious, political or personal views that relate to sensitive topics public, as they are inappropriate topics of discussion for the workplace.

Workplace Gossip / Rumors

- The spread of workplace rumors by way of gossip is strictly prohibited at the Company. This includes verbal, written and electronic communication.
- Workplace rumors are capable of spreading quickly and may irreparably damage the professional image or reputation of our employees, and the Company's reputation as an employer. In some cases, workplace gossip or rumors may constitute harassment or bullying.
- In the event that an employee witnesses, is engaged in, or is affected by workplace gossip or rumors, they should report the incident(s) to their manager, supervisor or the General Manager for investigation.
- Employees shall not speak or insinuate another person's name when that person is not present unless it is to compliment them or make reference regarding work matters.



- Employees should refuse to participate in derogatory or malicious gossip or rumors.
- Any employee that witnesses workplace activity that constitutes illegal, unethical or disobedient behaviour should report it to their manager, supervisor, or the General Manager to ensure that it is investigated through the proper channels, and that appropriate corrective may be taken.

Gossip and rumors in the workplace create a myriad of problems, including:

- Lost productivity and wasted time;
- Erosion of trust and morale;
- Increased anxiety among employees as rumors circulate without any clear information as to what is fact and what isn't;
- Growing divisiveness among employees as people "take sides,";
- Hurt feelings and reputations;
- Jeopardized chances for the gossipers' advancement as they are perceived as unprofessional;
- Increased attrition, as employees leave the company due to the unhealthy work atmosphere.

Workplace Communications

The Company strives to ensure that communications in the workplace are open, accurate and respectful at all times, and will work to ensure that necessary business information, safety information and workplace communications are clear, well understood, respectful and accessible for all staff members.

To ensure that all employees are able to benefit from the same information, the Company respectfully requests that all personnel use the English language for spoken / verbal and written communications pertaining to business information, including safety concerns, and communications between co-workers in the workplace.

The Company respects multiculturalism and diversity in the workplace. Please note that the Company does not intend to impinge on the rights and freedoms of its employees, however, the Company respectfully requests that staff members communicate in English while performing the Company business to ensure that other staff members are better able to understand what is being communicated.

As a point of respect, where other staff members are unable to understand what is being said around them: they may feel excluded from the conversation, it may be taken as a disrespectful gesture, it may be misunderstood as being derogatory and involving gossip and/or rumors where the excluded person believes that the conversation is directed at or involves them in some way.

In the event that a conversation using any language other than English occurs while in the presence of a staff member that is unable to understand what is being said, and information is shared regarding the work that is being done, a safety concern, a required work process, or any other pertinent workplace information, it is possible that the other party (parties) may



not benefit from the shared information, which could have a negative impact on their work, or even their safety.

The Company fully endorses the use of languages other than English during scheduled breaks and in private personal conversations (not in the presence of others) at work.

Language

The Company strictly forbids the use of profane language on the Company's premises.

The use of profane language may be offensive to some employees, clients, or customers, and is generally unprofessional conduct that is unacceptable in the workplace.

Noise

Employees should avoid causing undue distractions in the workplace via excessive noise from conversations, radios or other music playing devices, computers, or video players.

Excessive noise may create an unwanted distraction that could detract from the quality of work completed by other employees, and from their overall workplace experience.

Distractions

Employees should respect the work-schedules of others when engaging them in conversation or providing any type of distraction that may remove their focus from work. Remember that your discussion may distract others in the area as well.

The Company asks that employees limit personal conversations to scheduled break times, or either before or after regular work hours.

Technology Policy

To better serve our clients and provide our employees with the best tools to do their jobs, the Company makes available to our workforce, as reasonably required for the employee's position, access to one or more forms of electronic media and services, including computers, e-mail, telephones, voicemail, fax machines, wire services, online services and internet access.

The Company encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information about vendors, customers, technology, and new products and services. However, all employees and everyone connected with the organization should remember that electronic media and services provided by the Company, including all webpages visited and messages created, sent, received or stored on the Company's electronic media systems, are Company property and their purpose is to facilitate and



support Company business. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner. Employees are prohibited from copying or downloading material that is copyrighted, patented or considered the intellectual property of another party.

Employees should keep in mind that Company e-mails, text messages and other messaging services might be subject to discovery by people who are not the intended recipients. Employees do not have a personal privacy right in these communications, even if they are protected with a personal password. These communications and the web pages you visit are subject to review by Company management in its discretion at any time with or without notice. Accordingly, employees should exercise reasonable judgment regarding the content of these communications or web traffic.

While the Company has guidelines for using these forms of communication and the Internet, keep in mind that no policy can set forth comprehensive rules to cover every possible situation. Instead, the guidelines are intended to express Company philosophy and set forth general principles when using electronic media and services, as well as social media.

Nothing in this Technology Policy is intended to interfere with any existing rights of employees under provincial law.

Personal Use

The computers, electronic media, cellular and telephone, and communication systems (collectively “electronic and communication systems”) at the Company are provided for business use to assist employees in the performance of their jobs. Limited, occasional, or incidental use of electronic media for personal, non-business purposes (including sending and receiving personal messages, internet searches, etc.) is understandable and acceptable, subject to the provisions of this policy, and provided that all such personal use is done in a manner that does not negatively impact or affect the Company’s systems or reputation or other employees’ ability to use the systems for business purposes. Employees are required to demonstrate responsibility and to not abuse this privilege. Employees may not use Company’s computers or electronic media to conduct any business activity except on behalf of Company or for any illegal or inappropriate purpose. Excessive personal use is subject to disciplinary measures, including termination for cause.

Access to Employee Communications

The Company’s electronic and communication systems (including all computer hardware, software, voicemail, email, remote access technology, the network, and all stored data) are the property of the Company. The Company may monitor usage of electronic and communication systems by its employees and may review any communications on its systems for any legitimate business purpose in its sole discretion with or without notice. While employees may need a password or other personal code to access their computer, email or voicemail systems, the Company has the ability, and reserves the right, to override or require access to all such passwords or personal codes. Users of these electronic and communication systems do not have a privacy right in the contents of their communications and/or in the documents stored or accessed on the Company’s electronic and communications systems, including messages sent, received, or stored on the Company’s email or voicemail systems, or in their use of the Internet. Passwords and personal codes to these systems exist for the Company’s benefit.

Prohibited Communications



Electronic media including any company property, cannot be used to knowingly transmit, retrieve, or store any communication that is: discriminatory or harassing; threatening, abusive or derogatory to any individual or group; obscene, sexually explicit or pornographic; defamatory; in violation of any licence governing the use of software; or illegal or otherwise contrary to the Company's policy or business interests.

Security and Appropriate Use

Employees must respect the confidentiality of other individuals' electronic communications.

Except in cases in which explicit advance authorization has been granted by Company management, employees are prohibited from engaging in, or attempting to engage in:

- Monitoring or intercepting the files or electronic communications of other employees or third parties;
- Hacking or obtaining access to systems or accounts they are not authorized to use;
- Using other people's log-ins or passwords; and/or
- Breaching, testing, or monitoring computer or network security measures; and or
- Accessing the electronic communications of others by any other means, not limited to this list.

The Company owns all information kept on its computers, equipment, and systems, including documents, databases, and e-mail messages created by members of the Company during the course of their employment. The Company has the right to monitor and review any and all such information at any time, even if password protected.

Because computer software and information are vital to the effective operation the company, it is of paramount importance that such information and systems are properly protected at all times. Therefore, all employees who have access to, or use computer software/hardware, are required to observe these further regulations:

- 1) Use all Company equipment in a responsible and informed manner, respecting other users of the system and not wasting mechanical or human resources.
- 2) Act in a way that does not compromise the privacy of others.
- 3) Do not seek to gain unauthorized access to resources on any Company system, to any public or private database or to the Internet.
- 4) Do not destroy or put at risk the integrity of computer-based information.
- 5) Do not use the Company's equipment for any illegal purposes.
- 6) Refrain from making emotional responses to business correspondence.
- 7) Refrain from transmitting unsolicited commercial information outside of the Company's authorized promotional materials.
- 8) Consider all information and resources accessed through the Internet or otherwise to be the property of the individuals and organizations that own the rights to those resources only in those manners permitted by the owners of those rights and by law.



- 9) Prior to using any software, employees must be familiar with the terms and conditions governing its use. Copies of licensing agreements are available from your manager.
- 10) Employees must not duplicate or modify any software; nor can they allow anyone else to do so unless this is expressly permitted under the terms and conditions governing its use.
- 11) Every employee is expected to exercise adequate control over any software to which he or she has access, and to ensure the software is neither used, copied, reproduced, nor disclosed (in whole or part) to any third party or entity.
- 12) Software must not be used or installed on any of the company's computers, unless there is an underlying software license agreement permitting such. There shall be no downloading of non-essential business-related computer software.
- 13) Any and all software obtained by employees for the company's purposes must be approved by and purchased through appropriate company procedures. Only computer software programs and hardware (including accessories) supplied by the Company, are to be installed in Company computers.
- 14) All computer software will be locked up in the company's designated software storage area. No software can be taken off site without permission from management. (There is a complete listing and serial numbers recorded for all computer equipment and software.)
- 15) The Company will remove, at the Company's discretion, an individual's ability to access the Internet should the service be utilized for any improper purpose or for excessive personal usage.
- 16) The use of "chat rooms" from company computers is not allowed, unless it is directly related to the Company's business.

Notes on E-mail:

- 1) Both the nature of e-mail and the public character of the Company make e-mail less private than users may anticipate. In fact, all e-mail sent and received via the Company's registered Domain Name(s) are the property of the Company and subject to inspection. E-mail is subject to being intercepted and read by persons other than the addressee(s) in the same way that cellular phone conversations can be intercepted and heard by others. Therefore, sensitive issues and confidential information should not be recorded in e-mail transmissions.
- 2) E-mail is subject to disclosure under current Provincial and/or Federal laws, or as a result of litigation.
- 3) The Company, in general, cannot protect users from receiving e-mail they may find offensive. Members of the Company, however, are strongly encouraged to use the same personal and professional courtesies and considerations in e-mail as they would in other forms of communication. Inappropriate emails received should be rejected or deleted.



- 4) There is no guarantee that e-mail received was in fact sent by the purported sender. The Company, however, considers it a violation of using the e-mail services for employees to disguise their identity on messages (excluding situations where another user has granted an individual the ability to send e-mail on their behalf). As with printed documents, in cases of doubt, receivers of e-mail messages should check with the purported sender to validate authorship or authenticity.
- 5) The Company will remove an individual's ability to use the Company's e-mail system should the service be utilized for the purpose of exchanging any material which is deemed offensive, violent, racist, sexist, slanderous, contrary to law or any legislation or in any other way socially unacceptable. Additional measures, up to and including termination of employment for cause, may be taken against the individual depending upon the severity of the instance. This applies to message attachments as well as actual message contents. The Company maintains a posture of "zero tolerance" in this matter and employees will be subject to discipline, including termination for cause for breaching this policy.

Employees using any computer, telephone or telecommunications equipment have an ongoing obligation to:

- 1) Identify themselves properly when communicating with any external party or service
- 2) Use polite, respectful language in all communications, including refraining from making any harassing, threatening, discriminating, offensive or insulting comments or any comments that may be interpreted as same
- 3) Learn any etiquette, customs, and courtesies involved with using the device
- 4) Respect the standards and security of remote systems, and adhere to any stated restrictions or limitations
- 5) Take the necessary steps to ensure that a virus does not infect the Company's computers, and advise the systems administrator immediately if a virus is detected or suspected
- 6) Take no action to interfere unnecessarily with the Company's regular data backup procedures
- 7) Continuously use common sense and good judgement

Only computer software programs and hardware (including accessories) supplied by the Company, are to be installed in Company computers.

Social Media

Disclaimer Regarding Personal Use of Social Networks

Any employee who mentions the Company, writes about any work-related activities, or expresses an opinion regarding the Company (including its employees, products, customers or supplies) on a personal blog or social networking account must include a disclaimer that



specifically states that the employee is speaking for him/herself and not on behalf of the organization.

Proprietary and Confidential Information

All Company rules and policies regarding disclosure of sensitive, proprietary, financial or confidential information apply in full to blogs and social networking sites. This includes but is not limited to confidential or private information regarding co-workers, clients or their property, suppliers or referral sources and any other information not previously publicly released by the Company.

Discrimination and Harassment

All Company rules and policies regarding discrimination, harassment, sexual harassment, bullying and violence apply in full force to all electronic communications, including blogs and social networking sites. Any conduct that is impermissible under the law if expressed in any other form or forum is also impermissible if expressed through blogs, social networks or other similar Internet sites.

Summary:

Please remember that all anti-harassment policies apply equal to conduct on a computer, just as it would in person, by telephone or by any other communication means.

The Company places great emphasis on your compliance with all of these security regulations. Those who use the Company's technical services are expected to do so responsibly, that is, to comply with provincial and federal laws, with this and other policies and procedures of the Company, and with normal standards of professional and personal courtesy and conduct. Access to the Company's technical services, when provided, is a privilege that may be wholly or partially restricted by the Company without prior notice and without the consent of the individual, when there is substantiated reason to believe that violations of policy or law have taken place, or, in exceptional cases, when required to meet time-dependent, critical operational needs. Infringement or violations may result in discipline, including termination of employment for cause, and the Police may be contacted in certain circumstances.

All of the foregoing rules also apply to any Company technology and all forms of communication.

Loss or Damage to Company Property

Employees are expected to take proper care to protect Company property against theft and careless use or abuse. Employees must know the whereabouts of Company property assigned to them, especially transportable items, at all times. Wilful, deliberate or negligent damage to Company equipment and other property is cause for disciplinary action.



Loss Prevention

The Company has established procedures to guard against the loss of inventory, cash or other Company property. These procedures not only protect the Company; they protect you as an employee. It is the responsibility of all employees to protect Company assets. Failure to notify the Company of policy violations, theft or safety issues will be subject to disciplinary action up to and including termination for cause. Notification may be made via your management team or the General Manager.

- Employees may not prepare, misrepresent or administer any Company documents for personal use or for the unauthorized gain or benefit of others.
- Company property may not be given or sold to anyone without proper management approval.
- Company product and property cannot be taken from a building until transport authorization or proof of purchase has been verified.
- Video cameras may be used to videotape the workplace to protect the Company and its assets. If these cameras are in the workplace, their location will be disclosed.
- All property, including but not limited to, parcels, bags, briefcases, lunch boxes, containers, coats, jackets and other outerwear on, or carried out of, the Company may be subject to inspection to the extent permissible by law. The Company also reserves the right to inspect Company property such as desks, lockers, storage areas, etc. at any time in accordance with applicable laws. The privacy of the employee will be considered and respected during any such search.
- Employees are not to chase shoplifters or individuals suspected of stealing under any circumstance or use physical force to detain such individuals. Instead, try to remember as much about the person(s) as possible for police identification and notify your Manager immediately. Situations involving self-defense will be subject to review.

Prevention Program

A requirement for employers is to assess the risks of workplace violence based on the nature of the workplace and type or conditions of work and develop measures and procedures to control them.

Management has assessed that the employees are at risk of violence related to robbery and possible criminal activity in the surrounding area. We have and/or will take following precautions:

- We have installed perimeter lighting and continue to maintain them.
- We check on a regular basis that all doors are locking properly.
- We have trained staff to call 911 at the first sign of trouble and not to be heroes.

We will continue to endeavour to protect the staff's privacy and dignity but if Management is aware of the potential for domestic violence in the workplace they will take the following reasonable precautions by:



- We will inform appropriate workers of the potential risk and to be aware of suspicious activity.
- We will restrict access by strangers or employees' family members to certain buildings.
- We will assign a buddy system to certain workers.
- We will move possible victim to a secured building.

Control of Third Party Personnel

No friends, customers, family members or any other third party are permitted in areas that are only to be accessed by the Company employees. These areas will be determined and communicated to you by your Manager. It is even inappropriate for former Company employees to have access to these areas.

If Fire, Hydro, Ministry of Labour personnel or insurance or building inspectors attend the workplace and wish to gain access to these areas, identification must be obtained. If you are uncertain about any requests or require further assistance, contact your Manager immediately.

Cellular Telephone

The Company has adopted this policy to govern the use of cellular phones in the workplace. This policy is intended to cover cellular telephones, PDAs, tablets, two-way radios, and all other forms of portable communication devices. For the purposes of this policy, all communication devices shall be referred to as "cellular phones".

Guidelines

- Cellular phones that are not required for employees to do their duties are a distraction in the workplace. To ensure the effectiveness of meetings or other work activities, employees are asked to leave cell phones at their desk/locker/work area. In the event of an emergency or anticipated emergency that requires immediate attention, the cell phone may be carried while working on silent or vibrate mode.
- Employees are expected to exercise the same discretion in using personal cell phones as they use with company phones. Excessive personal calls/texts/review of social media or other communications during the workday, regardless of the phone used, interferes with employee productivity and is distracting to others. As a result, such personal calls/texts/web browsing or all other communications are prohibited during working hours.
- Employees are directed that unless it is an emergency, they must avoid making or receiving personal calls during work time and use personal cellular phones only during scheduled breaks or lunch periods in non-working areas.
- Personal calls should be made or received during non-work time, and employees should ensure that their friends and family members are instructed of this policy.
- The Company is not liable for the loss of personal cellular phones brought into the workplace.
- The Company strictly prohibits the use of cellular phones or similar devices while at any work site at which the operation of such device (including a vehicle) would be a distraction to the user and/or could create an unsafe work environment. Such work



- sites must be secured or the device used only by an employee who is out of harm's way at such work environments.
- Employees are strictly prohibited from using cellular phones for any other available purpose (e.g. internet access, gaming, texting, music, viewing movies or programs) during business hours. These functions may be used during scheduled breaks or lunch periods in non-working areas.
 - Employees are strictly prohibited from using any cellular phone or similar device as an unauthorized media storage device for the storage or transportation of Company business information.
 - For privacy reasons, employees are prohibited from taking photographs of company facilities or personnel using any camera functions on their cellular phone without first obtaining express written permission from the company and personnel who are intended to be in the photograph.

Use of Mobile Phones While Operating a Motor Vehicle

- The Company strictly prohibits the use of cellular phones, tablets, and PDA's while operating Company owned and operated vehicles, or while operating your own or any other vehicle on Company business.

END OF EMPLOYMENT

Termination

While it is always difficult to discuss the end of our relationship, the Company believes it is in both parties' interest to understand their rights and obligations.

Separation of employment within an organization can occur for several different reasons:

- **Resignation:** Resigning employees are required to provide two weeks' notice, unless stated otherwise in your employment agreement, in writing, to facilitate a smooth transition out of the organization. Employees in senior management or executive roles, or those working on critical projects are encouraged may be required to provide more notice as outlined in their employment contract. This notice period will assist the company with time to find a suitable replacement and assist the employee in the exit process. The Company may waive this notice period in whole or in part.
- **Job Abandonment:** Employees who fail to report to work and to comply with Company call-in policies (see "Other Leaves" section for call-in policies) and practices may be considered to have abandoned their positions, unless otherwise required under the Employment Standards Act.
- **Termination for Cause:** The Company may terminate your employment for cause.
- **Termination without Cause:** The Company may also terminate your employment without cause by providing only such notice or pay in lieu of notice (or a combination thereof at the Company's option) along with such severance pay (if applicable) as required by the *Employment Standards Act*. Further, if applicable, you will be entitled to continued benefit coverage for the minimum period required under the *Employment Standards Act*, provided that you pay your portion of the premiums (if applicable). No further benefit coverage will be provided. You acknowledge that the notice or pay in lieu of notice, severance pay, and benefit coverage provided pursuant to this section replaces any and all rights to reasonable notice of termination or pay in lieu of notice that you might otherwise be entitled to at common law. You acknowledge that by signing the Acknowledgement Form, you are forfeiting any common law entitlement to reasonable notice of termination or pay in lieu of notice that you may otherwise have.

If there is a conflict between this policy and the terms of any written agreement you have with the Company, the written employment agreement will prevail.

Upon termination, howsoever caused, you shall surrender to a representative of the Company, upon request, in as is condition, all keys, manuals, monies, supplies, laptops (including any passwords), cellular phones (including any passwords), employee lists, and all other material and records, or other Company property of any kind that may be in your possession at such time. If upon the termination of your employment, howsoever caused, you are indebted to the Company, we shall be entitled to deduct such amount from any outstanding pay, commission, bonus, vacation, severance or termination pay or any other sum which is then due and payable or which may subsequently become due and payable to you.



Should the Company continue to provide benefit coverage during any such notice period, the employee portion of those premiums remains the obligation of the employee. Therefore, the appropriate amount will be deducted from any final pay or other payment.

Exit Interviews

The Manager may schedule an exit interview with each employee who leaves the Company, regardless of the reason. This interview allows you to communicate your views on your work with the Company about job requirements, operations, and training needs. It also provides you with an opportunity to discuss issues concerning benefits and insurance.

References

All requests for employment verifications and employee references must be directed promptly to the General Manager. The departing employee's consent will be required in writing before any such reference will be provided. Employees in other departments or Managers should not provide any such information. The General Manager will handle any inquiries or requests for verification in accordance with Company policies. Ordinarily, no references will be given for employees terminated by the Company for cause. In such case, the General Manager will simply verify an individual's hire date, position and earnings.

ACKNOWLEDGEMENT

Upon receiving your copy of the Company's Employee Policy Manual or an Amendment to the Policy Manual, you will be expected to read it thoroughly. You will be requested to sign and date a form listed below and return it to your supervisor. Do not sign upon initial receipt of the Manual or Amendment.

Acknowledgement Form

I acknowledge that I have been provided with access to the Company's Employee Policy Manual, and that I have read and fully understand the policies and practices contained therein.

I understand that the Company may change, rescind or add to any policies, benefits or practices described in the manual from time to time in its sole discretion without prior notice to me provided that the Company advises me within a reasonable period of time.

Further, I will abide by the Company's policies and practices and I understand that such compliance is a condition of employment. I also understand that non-adherence to the Company's policies and practices or other rules will result in discipline and possible termination.

I agree not to reproduce this manual in any form without the permission of the Company.

DATE:	
EMPLOYEE NAME:	
EMPLOYEE SIGNATURE:	

DATE:	
MANAGER NAME:	
MANAGER SIGNATURE:	

Note: All of the above will be documented into your personnel file.



Receipt of Amendment Form

I acknowledge that I have received a copy of the revisions to the Company's Employee Policy Manual and that I have read and fully understand the policies and practices contained therein.

I will abide by the Company's policies and practices as amended and I understand that such compliance is a condition of employment. I also understand that non-adherence to the Company's policies and practices or other rules will result in discipline and possible termination.

I agree not to reproduce this manual in any form without the permission of the Company

You will be required to sign the form of acknowledgement of revision and return it to your Manager.

DATE:	
EMPLOYEE NAME:	
EMPLOYEE SIGNATURE:	

DATE:	
MANAGER NAME:	
MANAGER SIGNATURE:	

Note: All of the above will be documented into your personnel file.