

EMPLOYEE HANDBOOK HEALTH AND SAFETY PROCEDURES MANUAL

T&C COMMUNICATIONS

Effective Date: January 1, 2022

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We are delighted to have you with us, whether you are a new, seasoned or a long-term employee. We are convinced that your success is our success. For this reason, we have developed this Employee Handbook to help you understand our policies and procedures and to guide you throughout your relationship with us.

This Employee Handbook is not a promise or an employment contract, but a tool to help you understand the rules and expectations of your employment with us. As an employee of T&C COMMUNICATIONS, we inform you that this Employee Handbook and all its contents must remain completely confidential.

We would like to express the following:

We are happy to see you joining our team at T&C Communications.

Please take the time to read and review this Employee Handbook as thoroughly possible, particularly those sections that relate to the type of work assigned to you or the particular employment relationship you have with us. If you have any questions, please contact your immediate supervisor.

Welcome.

T&C Health and Safety Policy

[Please refer to the T&C Communications Workplace Occupational Health and Safety Policy](#)

SECTION 1: INTRODUCTION

1.1. Basic Company Information

The company for which you have been hired is listed at the beginning of this Employee Handbook (the "Handbook"). The name of the company is: T&C COMMUNICATIONS (the "Company"). The principal business address of the Company is as follows:

23 Passmore Av
Unit 11 - 13
Toronto, ON
M1V 4T3

The Company's main contact number is as follows:

416-298-8783

1.2. Scope and Purpose

This Handbook describes, summarizes and explains the Company's policies, procedures, benefits (if applicable) and expectations regarding employees and their employment. This Handbook covers the rules relating to employment. Compliance with all provisions of this Handbook is a requirement and condition of employment.

While this Handbook attempts to provide as much information as possible about the company practices, there may be situations that it does not cover. Please do not consider this Handbook a complete and exhaustive document. The policies and procedures described in this Handbook are meant to be a basis for and supplement to other official Company documents, the human resources department and any other specific information that may arise from time to time.

If there are any specific questions about anything contained in this Handbook, the employee should consult the appropriate person or department within the Company.

This Handbook is also subject to other official Company benefit documents (including insurance and plan documents if applicable).

This Handbook replaces and supersedes all previous employee handbooks, rules, practices or other policies, written or oral, express or implied. Individual employment agreements between an employee and the Company may, however, affect the terms of this Handbook.

1.3. Policy Changes

The Company may, at various times, and at its sole and exclusive discretion, modify the terms of this Handbook. In other words, T&C COMMUNICATIONS have the express right to change, revise, revoke, modify, amend, add to, or otherwise vary the terms of this Handbook and any other Company paperwork, documentation, or information. The terms can only be changed in writing and updated in this Handbook, no terms will be changed orally. If the Company changes the terms of this Handbook, T&C COMMUNICATIONS will send written notice to all employees.

It is the responsibility of all employees to be aware of any policy changes following receipt of notification. If there are any questions or issues arising from this Handbook or related to its contents, employees should contact their immediate supervisor or the Company human resources department.

1.4. At-Will Employment

Unless a specific and contradictory written employment agreement is received by the employee and signed by an authorized representative of the Company (who must be only the most senior officer of the Company, including the CEO or President), all employees of the Company must be considered at-will employees. In other words, either T&C COMMUNICATIONS or the employee may terminate the employment relationship at any time for any reason by giving reasonable notice. Nothing in this Handbook shall be construed as a change or modification of the employment relationship between the employer and employee. Further, nothing in this Handbook shall be construed as limiting the right of the Company to change the terms of the employment relationship at its discretion, including wage alterations, promotions, demotions, benefit changes or any other material change.

1.5. No Guarantees and Interpretation

The Company's interpretation of anything contained in this Handbook shall be conclusive and absolute. Further, nothing contained in this Handbook shall be construed to guarantee any kind of employment, any terms of employment, any continued employment or any specific relationship between any current employee and the Company. Only a written and signed employment agreement can alter the terms of this Handbook.

1.6. Disputes

As consideration for continued employment, the employee agrees that any disputes between him/her and the T&C COMMUNICATIONS shall first be submitted to an internal

resolution procedure for a possible settlement amicably and in good faith. If such attempts to resolve disputes are unsuccessful, the employee agrees that any disputes between him/her and the Company shall be submitted to binding arbitration. The arbitration shall be conducted in the principal county where the Company operates. The arbitrator will not have any authority to add parties, amend the provisions of this Handbook, award punitive damages, or certify a class. The arbitrator shall be bound by applicable laws. Claims requiring arbitration under this section include, but are not limited to, wage and benefit claims, employment termination claims, breach of contract claims, confidentiality claims, claims based on federal and provincial law, and claims based on local laws, ordinances, statutes or regulations. *Intellectual property claims by the Company will not be subject to arbitration and may, as an exception to this subpart, be litigated.*

SECTION 2: EMPLOYMENT POLICIES

2.1. Employment Classification

All employees of the Company are classified into two main categories, as required under provincial and federal legislation, including the Labour Standards Acts. The two categories of classification are exempt employees and non-exempt employees.

a) Exempt Employees: Exempt employees are those who meet specific conditions under the Act, the primary of which is to hold a certain position. Normally, exempt employees are those in high-level roles, such as executives, professionals, administrators and others, who receive a salary. "Exempt" means exempted from all labour standards except for retirement, psychological harassment and family obligations.

b) Non-exempt Employees: Non-exempt employees are those who are not exempt from the minimum wage and overtime sections of the Labour Standards. These employees must be paid at least the minimum wage per hour and qualify to receive additional payments for overtime.

Employees are further categorized by the Company into additional classifications, as described below.

a) Regular Full-Time Employees: Regular full-time employees are those who are not temporary employees, consultants, or independent contractors and are those employees who are regularly scheduled to work the following number of hours per week: 40.

b) Regular Part-Time Employees: Regular part-time employees are those who are not temporary employees, consultants, or independent contractors and are those employees who are regularly scheduled to work less than or equal to the following number of hours per week: 20.

a) *Temporary Employees*: Temporary employees are those who do not have regular employment with the Company, but that have been hired by the Company for the work of a limited temporal duration, generally as follows: 4 weeks. Temporary employees are also employees on an at-will basis, unless otherwise is expressly stated in a written agreement signed by an authorized executive of the Company. Temporary employees may have their work duration extended, but such extension must be in a written agreement signed by an authorized executive of the Company. Temporary employees may be terminated for reasonable cause with reasonable notice before the end of their planned work with the Company, just as any other at-will employee. Temporary employees may not be eligible for Company benefits unless otherwise expressly stated in a written agreement. Even if the work duration of a temporary employee is changed, they will remain with their temporary classification unless otherwise notified.

If employees are unaware of their classification or have not been notified, they should inquire to their immediate supervisor or a human resources department.

Independent contractors and consultants are not considered employees of the employee of the Company in any way. Instead, they are self-employed. Independent contractors and consultants are not eligible to receive Company benefits and will be subject to the specific terms of the written agreement between themselves and the Company.

2.2. Confidentiality

In the course of employment with the Company, employees may have access to certain non-public Confidential Information (as hereinafter defined). Confidential Information refers to any information which is confidential and commercially valuable to the Company. The Confidential Information may be in the form of documents, techniques, methods, practices, tools, specifications, inventions, patents, trademarks, copyrights, equipment, algorithms, models, samples, software, drawings, sketches, plans, programs or other oral or written knowledge and/or secrets and may pertain to, but is not limited to, the fields of research and development, forecasting, marketing, personnel, customers, suppliers, intellectual property and/or finance or any other information which is confidential and commercially valuable to the Company.

As an employee of T&C COMMUNICATIONS, the employee hereby agrees that the Confidential Information is secret and valuable to the Company and that the Company desires to maintain the secret and private nature of the Confidential Information.

Confidential Information may or may not be disclosed as such, through labelling, but shall be treated as Confidential Information under the circumstances through which it was disclosed.

"Confidential Information" shall not mean any information which:

- a) is known or available to the public at the time of disclosure or became known or available after disclosure through no fault of you;
- b) is already known, through legal means, to the employee;
- c) is given by the Company to third parties, other than the employee, without any restrictions;
- d) is given to the employee by any third party who legally had Confidential Information and the right to disclose it; or
- e) is developed independently by the employee who can prove such independent development.

As consideration for continued employment, the employee agrees:

- a) Not disclose the Confidential Information via any unauthorized means to any third parties throughout the duration of his/her employment;
- b) Not to discuss the Confidential Information in any public places;
- c) Not to remove hard copies of the Confidential Information from the physical premises of the Company without authorization;
- d) Not use the Confidential Information for any purpose except those contemplated and authorized by the Company.

Employees may be required to sign a Non-Disclosure Agreement prior to beginning work with the Company.

2.3. Conflicts of Interest

Employees working for the Company must at all times avoid any clear or potential conflicts of interest. In other words, employees must not engage in any relationships, activities, businesses, or other situations which may conflict with the best interests of the Company. Because of this policy, employees must take care to avoid any situation which may even appear to be a conflict of interest. Employees must disclose any conflicts, including those which may just be potential conflicts, to the appropriate authority at the Company. Conflicts of interest include, but are not limited to, situations where the employee is involved in a business directly competing with the Company or situations where the employee uses confidential or other secret information of the Company for his/her own benefit.

2.4. Employment of Minors

The *Canada Labour Standards Regulations* state that persons under 17 years of age may be employed provided that:

- a) They are not required by provincial law to attend school;
- b) The work is not likely to endanger their health or safety;
- c) They are not required to work underground in a mine or in employment prohibited for young workers under the *Explosives Regulations*, the *Nuclear Safety and Control Act and Regulations*, or the *Canada Shipping Act*; and
- d) They are not required to work between 11 p.m. on one day and 6 a.m. on the following day.

The Company strictly follows the child labour provisions implied in Canada. If you believe any of the provisions apply to you, please discuss it with a relevant manager in the human resources department as soon as possible.

2.5. Employment of Relatives and Personal Relationships

In certain circumstances, relatives or individuals that are close, personal relations may work together. Such work together may include simply working in the same department or it may include managing or supervising each other. Relatives or close relations may even work in a capacity to have access to Company-specific information about the other. The Company allows such work, but only to the extent that it does not jeopardize the business or operations of the Company or otherwise harm any employee or create any conflicts of interest.

If the Company finds any issues among or regarding the work relationships of relatives or close personal relations, the Company may reassign employees. If such issues may be problematic and the Company learns of the relationship during the hiring process, the Company may decline to hire such relative or personal relation at their sole and exclusive discretion.

- a) Relatives under this policy include the following: mother, father, children (natural or adopted), parents, sister, brother, spouse or domestic partners, uncles, aunts, nieces, nephews, any in-laws, any step-relatives, any in-laws of step-relatives, grandparents, or grandchildren.
- b) Close personal relations under this policy include the following: any individuals whom you may be dating, whom you have had a non-work, personal relationship with for a significant amount of time, or any other individual the Company deems may be too close to a personal relation to neutral work together.

All employees of the Company must disclose any relatives or close personal relations that may be joining the Company as employees, contractors, or consultants or that may be suppliers, clients, or customers of the Company. If the employee status as a relative or close personal relationship to one of these groups changes during the course of the employment (for example, through marriage or adoption), the employee agrees to notify the Company as soon as possible.

The Company reserves all rights to deal with and manage these situations, including through reassignment or request for resignation.

2.6. Probationary Period

For all new hires, the following period is considered an introductory or probationary period: 90 Days. During this time, Management will monitor the new employee's progress and performance. Employees are also expected to ascertain their fit with the Company during this time, including learning specific job duties and getting to know with other employees. After the probationary period ends, there will be a performance review for the employee completed by their immediate manager or supervisor. If the Company determines that the employee has satisfactorily performed and opts to continue employment beyond the probationary period, the employee will be given additional details, including information on improvements needed. At this time, the employee is expected to offer any ideas that could improve Company operations. Getting through the probationary period does not guarantee employment with the Company for any fixed period of time. All Company employees are considered at-will employees and the employment relationship may be terminated by either the employee or the Company with reasonable cause and notice.

2.7. Privacy Policy

The Company takes employee privacy very seriously. Employee personal information (including demographics) will only be disclosed as required for business operations. All health care benefits information is separately stored from other human resources documents. Claims and health care information related to Workers' Compensation is not considered protected health-related data and information will only be released on a need-to-know basis.

If needed, the Company will establish the protocol employees and management are to follow that will maintain compliance with the requirements of the Canadian Charter of Rights and Freedoms and other provincial and federal laws. In the event an employee volunteers confidential health care information, this information will be kept confidential.

2.8. Immigration Issues

The Company is responsible for :

- a) Make sure that the temporary workers have their work permit;
- b) Make sure that the temporary workers follow the conditions and time limits outlined in their work permit;
- c) Meet the commitments to the temporary workers regarding wages, working conditions and the occupation that was listed in the *Offer of employment* or *Labour Market Impact Assessment*;
- d) Comply with provincial, territorial or federal employment laws;
- e) Ensure that the Company business remains active during the period of the work permit validity;
- f) Make reasonable efforts to provide a workplace free of abuse; and
- g) Help the temporary workers obtain the correct identification and documents (for example, social insurance number and medical documents).

2.9. Political Neutrality

Under no circumstances will the Company discriminate against any employee based on their support or participation in any political activity, so long as such activity is within the bounds of the law. The Company will not take any punitive action nor discriminate against an employee based on their lawful political engagement outside of the workplace. If an employee engages in any political activity, the employee must clearly state that such activity and related statements in no way represent the views of the Company. Additionally, all Company employees are entitled to their own personal political position.

SECTION 3: PAYROLL PRACTICES

3.1. References and Records

As required by law, the Company keeps a personnel file and all payroll records for each employee. All employee files and payroll data are the sole property of the Company. Such records may not be removed without written consent. Only specific individuals may have access to these records.

The Company will cooperate with requests regarding these records from law enforcement, governmental agencies, or as otherwise legally required. Other than that, access to personnel files and payroll records will be limited and granted on a case-by-case basis.

By appointment only and with reasonable advance notice, employees may review their personnel file and/or payroll records with a Human Resources representative. All employee reviews of personnel files and/or payroll records must be reviewed at the Company's offices during operating hours and in the presence of a Human Resources representative. Only documents previously signed by the employee may be reproduced; no copies are permitted for all other documents. An employee may submit comments to address any disputed information contained in his or her personnel file.

It is Company policy to only provide employment dates and position(s) held at the Company to current and former employees. Current and former employee compensation data will only be disclosed with the written authorization of the employee.

3.2. Payment Information

Company employees are paid as follows:

Every 2 weeks VIA E-Transfer or Pay Check

If the date of pay falls on a Saturday or Sunday or on a Company-observed holiday, all employees will receive paychecks on the business day immediately preceding the holiday and/or weekend.

3.3. Overtime

Employees that are non-exempt employees will be paid overtime as per the guidelines set forth in both federal and provincial law.

Non-exempt employees must receive prior approval to work overtime and only actual time worked will be used to calculate overtime pay.

3.4. Deductions

To comply with federal and provincial tax and insurance laws, several deductions are made from an employee's pay, specifically including, but not limited to, the following: Canada Pension Plan, Employment Insurance, Income Tax and any other items which may be elected by the employee or required by law (i.e. court-ordered deductions such as wage garnishments).

3.5. Logistic

Employees that are not exempt must keep detailed and accurate attendance records as well as keep track of the number of hours worked. Under no circumstances is it permissible for an employee of the Company to falsify timekeeping forms.

3.6. Breaks and Meals

All rest and meal periods shall be in accordance with the *Canada Labour Code*. The *Code* provides at least one break every five (5) consecutive hours of work, of a minimum duration of 30 minutes.

Every employee is entitled to 30-minute breaks, except those who are excluded from the *Code's* hours of work provisions, namely employees who are directors or heads, or exercise management functions, or architects, dentists, engineers, lawyers and medical doctors.

3.7. Garnishment of Wages

A wage garnishment or attachment is a court order that requires the Company to deduct a specified amount of an employee's pay and remit the deducted funds to a third party for the purpose of debt settlement. The Company is obligated to comply with all court-ordered garnishments. Deductions to the employee's pay will continue until the amount specified is paid in full or until the Company receives notice from the court that the garnishment should cease. If the employee has satisfied the debt, the garnishment activity cannot be stopped until the Company receives an order from the court to stop the garnishment.

SECTION 4: EMPLOYEE PERFORMANCE

4.1. Performance Reviews

Employees are subject to performance reviews at the following periods: 6 months. During these performance reviews, employees will have the opportunity to discuss any questions or concerns with their immediate supervisor and will be critiqued based on their job performance.

Please note : a positive performance reviews do not mean that the employee will receive any increase in pay.

4.2. Pay Increases

Employees may, from time to time, receive increases in their pay or bonuses, at the Company's sole and exclusive discretion. The Company does not guarantee any increase in pay or bonus to any employee.

4.3. Attendance

All employees are expected to be punctual with regular attendance. In the circumstance that an employee is unable to report to work (or will report to work after their scheduled start time) for any reason, the employee must notify his or her supervisor prior to his or her set starting time. If an employee needs to leave work for any reason prior to the end of their scheduled workday, they must notify their immediate supervisor in advance. If an employee fails to notify his or her immediate supervisor or report for work for the following number of consecutive days: 3, this absence will be considered a voluntary resignation from employment.

Employees who engage in a pattern of frequent or excessive absenteeism or tardiness may be disciplined or terminated, at the Company's sole and exclusive discretion.

4.4. Dress Code

The Company's specific dress code policy is as follows:

Employees should wear a t-shirt or a long sleeve shirt. Sleeveless shirts such as tank tops, tube tops, or spaghetti string tops are almost always frowned upon. Pants should be free from rips and holes. Absolutely no skirts or dresses. No dangling jewelry or earrings. Any writing on a shirt or otherwise must not be suggestive or profane. Hard hats, helmets or other forms of protective headgear. There are very few times when it's okay to go without headgear. Shoes should provide safety in case you step on a nail or something falls on your foot. Safety glasses should always be ready to use, especially when using power tools. Proper gloves should be worn according to the task at hand. Earplugs are necessary when loud machinery is in use. Once again, the exact dress code and safety gear requirements vary, but the above are very rarely not enforced.

4.5. Safety

All employees are responsible for maintaining safe workplaces and generally promoting workplace safety. If an employee discovers, observes, or is involved in any workplace accident, injury, hazard, the condition must be immediately reported.

Employees may nominate someone for their safety excellence by filling out this form

[1.5-TC-SAE](#)

4.6. Report any incident, injury, or hazard

Workers have a duty to report the existence of any hazards, including acts of workplace violence, of which they are aware including any injuries by using this form.

[FORM 1.3-TC-EROIF](#)

Critical Injury Steps

If a workplace injury meets the [definition of a critical injury](#), take the following steps:

1. Ensure the accident victim has received proper first aid, then:
2. Immediately secure the accident scene and prevent any evidence from being removed prior to the completion of an investigation.
3. Contact 911, Occupational Health and Safety by calling Tony Schwartz at 416-298-8783

Critical Injury Definition

Serious accidents which meet this definition must be reported to the Ministry of Labour immediately.

A critical injury means an injury of a serious nature that:

- places life in jeopardy,
- produces unconsciousness,
- results in substantial loss of blood,
- involves the fracture of an arm or a leg but not a finger or toe,
- involves the amputation of a leg, arm, hand or foot but not a finger or toe,
- consists of burns to a major portion of the body,
- or causes the loss of sight in an eye.

Source:

Occupational Health and Safety Act of Ontario, Regulation 834

Occupational Illness Definition

An occupational illness as defined in the Occupational Health and Safety Act (section 1 (1)) is “a condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that the normal physiological mechanisms are affected and the health of the worker is impaired thereby and includes an occupational disease for which a worker is entitled to benefits under the Workplace Safety and Insurance Act, 1997”.

Examples of Occupational Illnesses

- Asbestosis
- Dermatitis (skin rashes and inflammation)

- Occupational asthma
- Infectious diseases (tuberculosis, hepatitis, norovirus, influenza, chickenpox)
- Certain types of cancer
- Noise induced hearing loss
- Chronic obstructive pulmonary disease
- Silicosis

SECTION 5: STANDARDS OF CONDUCT

5.1. Equal Employment Opportunity

The policy of the Company is to provide equal employment opportunities in each of our Company practices and to all employees and employee applicants. Such equal employment opportunities exist for all, without regard to race, gender, gender identity, national origin, religion, creed, color, sexual orientation, age, genetic information, marital status, pregnancy, military status, ancestry, physical or mental disability, or any other category or classification protected by territory, provincial, or federal law. This policy applies to those associated with or perceived to be within a protected class, regardless of whether the individual is actually within the protected class.

This policy applies to each and every aspect of employment and the employment process, specifically including, but not limited to, applications, recruiting, hiring, training, compensation, benefits, promotion, assignments, placement, working conditions, discipline, terminations, layoffs, or leaves of absence.

Within the Company, the employee is expected to act in accordance with and to support this policy and to ensure, to the highest extent possible, a discrimination-free and harassment-free workplace. The employee is also expected to make, and support the Company in making, all reasonable accommodations for others as required by law. Such accommodations include, but are not limited to, for the observance of religious holidays, as long as it does not pose any undue hardship on the Company.

The Company also provides all reasonable accommodations to those with disabilities in compliance with the law. The Company has no duty to accommodate to the point of undue hardship. Undue Hardship may be considered excessive in cases where the accommodation creates :

- a) an expense that is difficult for the Company to absorb;
- b) an undue hindrance to the proper functioning of the Company;
- c) a significant impairment of the safety or rights of others.

Consequently, if the Company or service provider is able to objectively demonstrate that the only accommodation within its reach would result in one of these consequences, it may refuse the request for reasonable accommodation.

Medical documentation of the disability and the request of accommodations may be needed. It is the employee responsibility to bring it to the Company attention any needs related to any disability so that the Company can support the employee properly.

Any violations of this policy are taken very seriously. Employees have an obligation to immediately report any violation of this policy. If a violation of this provision is reported to a company manager, whether it is an instance of discrimination or harassment or any other violation, the Company's policy is to swiftly investigate such a report. Retaliation against those employees who may report is strictly prohibited.

5.2. Discipline

The Company may impose discipline for workplace infractions in its sole and exclusive discretion. Disciplinary action may include, but is not limited to, verbal or written warnings, paid or unpaid leave, demotion, or reassignment. Lastly, employees may be terminated if the seriousness of their actions requires it.

The Company wishes to provide guidelines for employee behaviour. Although it may be impossible or very difficult to outline standards of conduct for every possible situation, the Company has established a set of broad guidelines for unacceptable employee behaviour. The following list is not meant to be exhaustive and the Company may discipline any employee for any action which is deemed unacceptable. The following list of unacceptable conduct applies to all employees whenever they are conducting Company business both on and off Company premises:

- a) Unsatisfactory job performance or lack of professionalism;
- b) Abusing, threatening violence, or engaging in violence with another employee or Company staff member;
- c) General disorderly or dangerous conduct not becoming of a workplace, such as using abusive language, practical jokes, or horseplay;
- d) Fraud in any behaviour;
- e) Deceit;
- f) Stealing or other unauthorized possession of property;
- g) The use or possession of illegal drugs or weapons;
- h) Failure to do assigned tasks or comply with Company rules;

- i) Excessive tardiness or absences;
- j) Sexual harassment;
- k) Misusing confidential Company information; or
- l) Any other violation of any Company rule or policy.

5.3. Anti-Discrimination, Harassment and Reprisals

The Company is committed to a safe, respectful, lawful workplace which is free of any form of unlawful discrimination, harassment or reprisals. The following is prohibited by law and against Company policy: harassment or unlawful discrimination against individuals on the basis of sex, race, color, religion, creed, national origin, sexual orientation, age, pregnancy, identity, ancestry, disability, marital status, genetic information or any other classification protected by applicable law.

The Company does not permit any instance of discrimination, harassment or reprisals by or towards anyone. Any employee in violation of this policy will be subject to immediate and severe disciplinary action, including termination.

Specifically, unlawful discrimination or harassment is defined as conduct, whether verbal, visual, or physical, based on a legally protected class such as sex, race, age, national origin, or disability if:

- a) The Conduct is made a condition of initial employment, continued employment or, for contractors, continued engagement with the company, either explicit or implicit;
- b) Whether or not the employee submits to the conduct is used as a basis for decisions concerning that employee status with the Company; or
- c) The conduct is directly attributable to a hostile or adversarial workplace.

Behaviour classified as harassment includes, but is not limited to, speech or behaviour that may be offensive or vulgar or unwanted and unwelcome sexual advances. Examples of offensive behaviour include inappropriate jokes, inappropriate visuals, and any unwelcome touching or unsolicited physical contact. In addition, unlawful harassment or discrimination may include racial slurs, epithets, and/or derogatory remarks, stereotypes, jokes, offensive visuals based on race, national origin, age, disability, marital status or other legally protected classifications.

Please note: behaviour that violates this policy may include in-person interactions or those that occur on any existing social media or networks.

5.4. Complaint Procedure

Employees who feel they have been subjected to discrimination, harassment or reprisals should immediately report the incident to their immediate supervisor or, if the complaint is concerning their immediate supervisor, to a superior supervisor.

The Company encourages all employees to report violations of this subsection no matter against whom. No individual member of the Company is exempt from this policy.

When a complaint has been lodged, the Company will undertake an internal investigation, which may include interviewing witnesses. Upon completion of the investigation, the Company will take any action deemed fit, including termination of the offending employee or reports to law enforcement.

If any employee reporting a complaint under this section believes the Company's response has not been adequate, that employee may involve law enforcement as they deem necessary in their sole and exclusive discretion.

5.5. Substance Abuse

The consumption or possession of alcohol, or consumption, possession, sale, or purchase of illegal drugs is strictly prohibited during the undertaking of any work for the Company, whether physically present at the Company's premises or not.

Employees may be permitted to consume moderate amounts of alcohol at specific Company authorized functions.

The Company may provide time off for employees undergoing treatment or rehab for substance abuse disorders. Such time off will be in the Company's sole and exclusive discretion and may be provided along with appropriate discipline if substance issues were discovered during the course of Employee's work.

5.6. Respect of Privacy

Employees should have no expectation of privacy with respect to Company property (such as computers, desks, file cabinets, lockers, etc. belonging to the Company or Company facilities) and/or items stored on or within Company property.

Employees may also be subject to search when entering or exiting Company property, or generally as the Company deems fit. As a matter of labour law, it is recognized that the Company is entitled to search an employee of the Company has reasonable grounds to believe that the employee has contravened or is about to contravene a rule of the Company.

Please note: refusal to submit to a search or inspection may be grounds for dismissal.

SECTION 6: HARDWARE & INTERNET POLICIES

6.1. Computer, Internet, and Email Use

A wide selection of communication methods may be used in the Company. At a minimum, they include SMS/text messaging, email, media, voicemail and instant messaging, and are on and through electronic devices such as telephones, computers, Internet and mobile devices (cell phones, tablets, etc.). These, as well as their contents, such as physical and digital files, data, and operating programs, will be further referred to as "e-correspondence." All forms of e-correspondence are strictly for professional use as they are the exclusive property of the Company.

The following list and standards regarding e-correspondence is not exhaustive as the Company has the right to adjust the rules if necessary. All forms of e-correspondence that: (1) can identify the Company; (2) can be accessed on the Company's property; and (3) can be accessed by using company funds or on equipment provided by the Company will adhere to the following rules:

- a) Employees may not, under any circumstances, install personal software on any Company-owned computer system. Employees may not use e-correspondence for any activity such as patent, copyright, or trademark infringement, libel, slander, or unauthorized sharing of trade secrets. E-correspondence shall not be used against the Company's best interest or be an activity that can be considered illegal. E-correspondence shall adhere to Company policy and shall not constitute harassment, use of obscene or discriminatory language. Any activity thereof will be subject to discipline up to and including termination.
- b) Employees must make all e-correspondence as accessible as possible within the Company. Employees do not own any e-correspondence, be it confidential or password protected. Personal passwords used on company devices are considered Company property and may be overridden at any time, if necessary. The Company may keep all passwords, codes, etc. on record. The Company maintains the rights to all information created by an employee on the property or transmitted to the premises.
- c) The Company may ensure violations of Company policy and applicable law do not occur by monitoring the employee and their activity. The Company may view all e-correspondence and digital information, including blogs and other social media, at any time. Any and all information created or obtained by the employee may be disclosed to the Company, if necessary.
- d) Employees may not encrypt programs or install encryption software with any email communications. Employees may not use any form of anonymous

correspondence. Employees shall not have access to any e-correspondence of third parties or other employees under any circumstances.

e) All devices for receiving and recording information such as computers, telephones of any kind and fax machines or scanners may not be used for transmitting sensitive information or sharing Company secrets. These devices must be used only in accordance with the provisions of this Employee Handbook.

f) Use of Company-funded communication services, websites and the Internet is permissible for Company-related business only. Prior approval must be requested before any information about the Company, its products, or services can appear in the electronic media to be accessed by others.

6.2. Social Media Policy

The Company is dedicated to enhancing its reputation and public profile through social media and, by supporting a positive environment for client feedback, building a loyal customer base to increase revenue.

The following definition will be used for social media and networking in the context of this section: mobile and web-based applications for user-generated content, communication and social interaction. This definition may include, but is not limited to the following social media platforms:

- a) blogs;
- b) online communities;
- c) discussion forums;
- d) review sites;
- e) Twitter;
- f) Facebook;
- g) LinkedIn;
- h) Instagram;
- i) Snapchat;
- j) YouTube;
- k) Google+; and a
- l) any other related or similar websites.

The Company and its employees will respect the perspectives and opinions of others and conduct themselves professionally in accordance with the best social networking method at all times. Employees will listen and respond to customer feedback courteously, committing themselves to being responsible citizens and upstanding members of the community. Social media is for business use only during Company time. Damaging behaviour and content considered harassing, dishonest or offensive will not be tolerated and social media for personal use during Company time is strictly prohibited.

The Company reserves the right to any "friends," "followers," or social media contacts that are gained through e-correspondence (email addresses, social networks, blogs, etc. as mentioned in earlier sections) developed on behalf of the Company.

Employees will respect the confidentiality of the clients, suppliers, other employees and the Company as a whole by not disclosing private information on social networks. Prior express permission from the owner must be obtained before any third-party content is published. All company copyrights, proprietary information, trademarks and intellectual property will be respected and maintained with the utmost confidentiality.

Company-related employee social networking activity can and will be monitored. Violation of policy guidelines is subject to employee discipline, up to and including termination.

6.3. Handheld Electronics (all mobile devices)

Personal cell phone use can be disruptive to others and limit employee productivity. As such, use outside of designated breaks and meal times while at work is discouraged. Conversations should not be held where employees are working or in common areas. Mobile devices brought to work must be kept on silent or vibrate mode in the office. Personal cell phone privileges at work may be taken away if device use is found to be disruptive or productivity decreases below a satisfactory level. If the Company deems it appropriate, the employee may be subject to further disciplinary action, up to and including termination.

Employees in certain positions may be provided with cell phone allowance to improve productivity and efficiency. Full compliance with all Company policies (including workplace conduct, discrimination, and harassment policies as previously mentioned) is required when conducting Company business via any mobile device. Cell phone use in public places should be regulated for the consideration of confidential information regarding the Company or the client.

Please note: cell phones should be set on vibrate mode, silent mode or completely powered off during work meetings as a courtesy to others.

SECTION 7: EMPLOYEE BENEFITS & SERVICES

7.1. General

The Company offers additional benefits for the following category of employees aside from those benefits required by state and federal regulations: full-time employees. The Company reserves the right to make changes such as adding or deleting benefits from a given package.

This Handbook provides a general overview and explanation of Company policies. Employees should contact the Human Resources Department or Benefits Administrator for further information regarding employee benefits and services as this Handbook does not contain the complete terms and/or conditions of any of the Company's current benefit plans.

7.2. Group Health Insurance

Group health insurance for eligible employees is offered by the Company. The following organization offers the Company's group health insurance plan: Manulife. Refer to the Company's benefits booklet for complete details and benefits for more information on group health insurance benefits and options.

7.3. Group Life Insurance

A group life insurance plan for eligible employees is offered by the Company, including coverage of accidental death and dismemberment. The following Company offers the Company's group life insurance plan: Manulife. Refer to the Company benefits booklet for complete details and benefits for more information on group life insurance benefits and options.

7.4. Unemployment Insurance

The Company pays a provincial and federal tax to provide employees with unemployment insurance coverage in the event they become unemployed through no fault of their own or due to circumstances as defined by law. This insurance is administered by applicable province and territory agencies, which determine the amount, eligibility, and duration of benefits.

7.5. Profit-Sharing Plan

The Company does not offer a profit-sharing plan at this time.

7.6. Flexible Spending Account

The Company does not offer a flexible spending account at this time, but may in the future.

7.7. Pension Plan

The Company Pension Plan is a registered plan that provides the employee with a source of income during the employee retirement. Under, these plans, the employee and the Company (or just the Company) regularly contribute money to the plan. When the employee retires, the employee will receive an income from the plan.

There are two main types of Company Pension Plans:

- a) defined contribution plans
- b) defined benefit plans

Please note: the employee needs to speak with the human resources adviser or pension plan manager to find out how the Company-sponsored Pension Plan works.

7.8. Social Security Benefits

Both the Company and the employee contribute funds to the Federal government to support the Social Security Program during the course of employment, which is intended to provide individuals with retirement benefit payments and medical coverage at retirement age.

7.9. Commuter Benefits

The Company does not have a commuter benefits plan set up currently.

7.10. Workers' Compensation

Workers' Compensation laws are designed to provide protection to workers suffering occupational disabilities through accidents arising out of, and in the course of,

employment. Each province and territory has Workers' Compensation laws whose purpose is to promote the general welfare of people by providing compensation for accidental injuries or death suffered during the course of employment. The Company carries Workers' Compensation Insurance for all employees and pays the entire cost of the insurance program. An employee who suffers an injury or illness in connection with the job is usually eligible to receive payment through the insurance company for lost wages. Hospital, medical and surgical expenses are covered under Workers' Compensation, in addition to disability payments and payments made directly to the hospital or physician. Workers' Compensation benefits also include assistance to help qualified injured employees return to suitable employment.

SECTION 8: EMPLOYEE TIME OFF & LEAVES OF ABSENCE

8.1. General

Regular attendance is vital to maintaining business operations. However, the Company understands that employees may need time off from work and the Company offers several different types of leaves of absence for a variety of reasons. Some leave types governed by law while others are granted on a case-by-case basis. All leave requests must be approved by Company management which reserves the right to approve or deny any requests unless otherwise provisioned under law. Employees must submit a leave request for planned leaves the following number of days in advance: 1. In case of emergency, an employee should submit the request as soon as they become aware of the need for leave. If an employee applies for unemployment insurance benefits, accepts alternate employment, engages in other employment or consulting outside of the Company during a leave of absence, the employee may be considered to have voluntarily resigned from employment with the Company.

All leave of absence requests will be considered as they relate to the Company and its work requirements, as determined by Company management. For disability-related leave requests, the Company will engage in an interactive process with the employee to determine if a leave of absence is an appropriate accommodation based on the employee's circumstances. Recommendation for a medical leave of absence requires an employee to provide a certification from his or her health care provider to the Company. Leave request may be delayed or denied in the event that the certification cannot be provided to the Company in a timely manner. An extension of leave must be approved before the expiration of the leave currently approved.

Except as required by law, there is no guarantee that the employee will be reinstated to his or her prior position, however, the Company will make every reasonable effort to ensure the employee is reinstated to their similar or exact position as before the leave.

Medical Certification: When leave is requested for medical reasons, the employee must submit a medical certification from the health care provider that establishes the employee is eligible for family and medical leave. The certification must be provided as

soon as is reasonably practicable, and not later than the date leave commences or within 15 days of the Company's request, whichever is later. When the leave is requested due to the employee's own serious health condition, the certification must include: (1) the date the serious health condition began; (2) the estimated duration of serious health condition, and; (3) a statement that, due to the serious health condition, the employee is unable to work and/or needs medical treatment.

When leave is requested to care for a family member who is ill or injured, the certification must contain: (1) verification the family member has a serious health condition or serious injury or illness, as defined above, and the date such condition began; (2) the estimated duration of the condition; (3) an estimate of the amount of time the health care provider believes the employee will be needed to care for the family member or covered service members, and; (4) a statement that the condition warrants the participation of the employee to provide care. The Company reserves the right to contact the health care provider to seek clarification of information in the certification, as needed, and may require recertification, as appropriate.

At the conclusion of a leave due to an employee's serious health condition and prior to an employee's return to work, the employee must provide a certification from his or her health care provider regarding the employee's fitness for duty and eligibility to return to work. The employee must provide the required medical certification to the Company in a timely manner to avoid a delay or denial of leave.

Upon returning from such a leave the employee will normally be reinstated to his or her original or an equivalent position and will receive pay and benefits equivalent to those employees received prior to the leave, as required by law. If the employee does not return to work on the first workday following the expiration of an approved family and medical leave, the employee will be determined to have resigned from his or her employment. In certain circumstances, "key" employees may not be eligible for reinstatement following a family and medical leave. The Company will provide written notice to any "key" employee who is not eligible for reinstatement.

8.2. Paid Time Off Days

All eligible employees are entitled to the following number of paid time off days per calendar year: 0. Paid time off days for regular full-time employees will be calculated based on the employee's base rate of pay multiplied by the number of hours the employee would otherwise have worked on that day. Regular part-time employees will be paid on a prorated basis. Employees may not accrue more than the following number of days of time off: 0. Once an employee's time off balance reaches this limit, an employee will be required to take time off to bring the limit within an acceptable range. When employees eligible for paid time off days do not take the full amount of vacation time, they could have taken in a year, that amount automatically rolls over to the following year. In order to take any paid time off days, employees must provide the following amount of notice: n/a.

8.3. Observed Holidays

The Company observes the following paid holidays:

- a) New Year's Day
- b) Good Friday
- c) Victoria Day
- d) Canada Day
- e) Labour Day
- f) Thanksgiving Day
- g) Remembrance Day
- h) Christmas Day, and
- i) Boxing Day

All eligible employees will receive paid holiday time off from the Company. The calculation for holiday pay for regular full-time employees is calculated based on the employee's base pay rate (as of the date of the holiday) multiplied by the number of hours the employee would otherwise have worked on that day. Regular part-time employees will be paid on a prorated basis.

If an eligible non-exempt employee works on a recognized holiday with Company approval, he or she will receive holiday pay in addition to wages at his or her straight-time rate for the hours worked on the holiday.

8.4. Family and Medical Leave

An employee has the right to be absent from work 10 days per year to fulfill obligations related to the care, health or education of his/her child and his/her spouse's child. In order to benefit from this leave, the employee must have three (3) months of continuous service with the Company.

Planned family and medical leave must be requested at least 30 days prior to the start of the leave. If the need for the leave is not foreseeable, the employee must request the leave as soon as he or she becomes aware of it. Failure to comply with these requirements may result in a delay in the start of the leave.

8.5. Maternity, paternity and parental leave

Pregnant employees are entitled to maternity leave without pay for a maximum of eighteen (18) continuous weeks. Parental leave may also be added to maternity leave. Maternity leave may be taken at the employee's discretion before or after the expected date of delivery. The employer may agree to a longer maternity leave if the employee requests it.

An employee may be absent from work, without pay, as often as necessary for routine examinations related to her pregnancy. However, the employee must notify her employer.

Employees who are considered disabled due to pregnancy, childbirth or a related medical condition may request paid leave. Such leave will be granted for the duration of the disability, which shall not exceed four (4) months. Leave may be requested for prenatal care, serious morning sickness, medically ordered bed rest, delivery and recovery from delivery.

The employee also has the option of taking a special leave, without pay, when there is an imminent risk of termination of pregnancy or danger to the health of the mother or unborn child caused by the pregnancy. The employee must provide a medical certificate attesting to the danger and indicating the duration of the leave and the expected date of delivery.

8.6. Workers' Compensation Leave

An employee who contracts an illness or suffers an accident caused by his or her work must notify his or her employer as soon as possible. He or she must consult a physician and submit a medical certificate to his or her employer if the work-related injury or illness prevents him or her from working beyond the day of the accident.

If the absence lasts more than fourteen (14) days or if medical expenses must be reimbursed, other formalities apply.

An employee who has been injured on the job or who has an occupational disease may be assigned by his/her employer to duties other than those he/she normally performs until he/she is fit for work or suitable employment. A medical certificate is required.

An employee who, after sustaining an employment injury, remains unable to perform his/her job may be entitled to income replacement benefits. To apply for this, the employee must complete the worker's claim form. For more information, the employee must contact his or her immediate supervisor.

8.7. Bereavement Leave

In the event of a death in the immediate family, employees may have up to the following amount of time off with pay, at their regular straight-time rate or base salary, to handle family affairs and attend the funeral: n/a. Immediate family is defined as an employee's: father, mother, brother, sister, spouse, domestic partner, children, mother-in-law, father-in-law, grandparents and grandchildren.

8.8. Jury Duty

Canadian citizens have a civic obligation to provide jury duty service when summoned. The employee must bring in the jury duty notice as soon as it is received so that appropriate arrangements can be made to cover his or her duties. Employees are required to notify the Company or report for work on those days or parts of days when their presence in court is not required.

SECTION 9: Safe Work Practice

9.1. Working at Heights

Management

Ensure that resources are available to accomplish the task safely and that the work is performed according to this guide.

Supervisor

1. Verify that each worker has completed MOL-approved Working at Heights training at that documented proof of training is available.
2. Ensure that every worker in the crew has appropriate safety harness, lanyard, energy absorber, and rope grab where required.
3. Inspect safety harnesses at least once a month and replace any damaged components immediately.
4. Check guardrails and covers of floor/roof openings daily to ensure they are installed properly and adequate for the situation.
5. Identify fall hazards with the crew for each job.

6. Identify anchor points to be used and configuration of lifelines or other systems.
7. Ensure that workers are trained to use the equipment and follow the procedures specified for the task or project.
8. Inspect ladders regularly.
9. Remove damaged ladders from service and provide replacements.
10. Check on prior training and knowledge of new hires.
11. Check site for overhead powerlines that may pose hazards.
12. Keep ladders and materials away from overhead powerlines.

Supervisor/Workers

Keep debris and materials away from ladders and floor/roof openings or edges.

Workers

1. Use fall arrest equipment and erect signs and barriers to protect other workers when guardrails need to be temporarily removed.
2. Always replace the guardrail as quickly as possible.
3. Temporarily restrict access to the unguarded area.
4. Inspect safety harness and attachments before each use and report any defects to supervisor.
5. Report any new fall hazard to supervisor.

9.2. Working on Ladders

Accidents and incidents involving ladders cost the Ontario construction industry many lost-time injuries. Over half of all falls in construction involve ladder use. The following are the major causes of ladder accidents:

1. Ladders are not held, tied-off or otherwise secured.
2. Slippery surfaces and unfavourable weather conditions cause workers to lose footing on rungs or steps.
3. Workers fail to grip ladders adequately when climbing up or down.
4. Workers take unsafe positions on ladders (such as leaning out too far).
5. Placement on poor footing or at improper angles cause ladders to slide.
6. Ladders are damaged or defective.
7. Ladders are the wrong class for the type of work being done.
8. Ladders are toppled by high winds.
9. Ladders are carelessly handled or improperly positioned near electrical lines.

Preventing ladder accidents on the jobsite

1. Check the ladder to ensure it is Type 1, 1A, or 1AA (i.e., heavy-duty construction/industrial grade).
2. Check for defects and damage before use. Tag and remove from service if damage observed.
3. Clear scrap and material away from the base and top of the ladder, since getting on or off the ladder is when the majority of incidents occur.
4. Secure the base and the top of the ladder against accidental movement.
5. Set the ladder on a firm, level surface. On soft, non-compacted, or rough soil, use a mudsill.
6. Single-width job-built ladders are only meant for one worker at a time. A double-width ladder can be used by two workers, providing they are on opposite sides.
7. Make sure that rails on ladders extend at least 0.9 metres above the landing. This allows for secure grip while stepping on or off.
8. Position straight or extension ladders one foot out for every 3 or 4 of vertical height, depending on length of ladder.
9. Before setting up ladders, always check for overhead power lines.
10. Do not position ladders against flexible or moveable surfaces.

11. Always face the ladder when climbing up or down and while working from it.
12. Maintain 3-point contact when climbing up or down. That means always having two hands and one foot or two feet and one hand on the ladder.
13. Keep your centre of gravity between the side rails (e.g., your belt buckle should never be outside the side rails of the ladder).
14. When climbing up or down, do not carry tools or material in your hands. Use a hoist rope instead.
15. Keep boots clean of mud, grease or any slippery materials which could cause loss of footing.
16. When working from a ladder 3 metres (10 feet) or more above the ground or floor, wear a safety belt or safety harness with the lanyard tied off to the structure.
17. Never straddle the space between a ladder and another object.
18. Never position ladders on top of boxes, carts, tables, or other unstable surfaces.
19. Use fall-arrest equipment such as ladder-climbing devices or lifelines when working from long ladders or when climbing vertical fixed ladders.
20. Never use ladders horizontally as scaffold planks, runways, or any other service for which they have not been designed.
21. Stand no higher than the third or fourth rung from the top. Maintain knee contact for balance.
22. Do not splice short ladders together to make a long ladder – the side rails will not be strong enough for the extra loads.
23. Do not use ladders for bracing – they are not designed for this type of loading.
24. Do not set up ladders in doorways, passageways, driveways, or any other location where they can be struck or knocked over.
25. Never rest a ladder on its rungs. Ladders must rest on their side rails.
26. To erect long, awkward, or heavy ladders, get help to avoid injury from overexertion.
27. Before erecting, using, or working from ladders, always check for electrical hazards. Never use aluminum ladders near live electrical equipment or wires.

Inspection and Maintenance

Defective ladders should be taken out of service and either tagged for repair or scrapped. Personnel that are competent in this type of work should repair ladders.

1. Inspect ladders for structural rigidity.
2. Inspect non-skid feet for wear, imbedded material and proper pivot action on swivel feet.
3. Replace frayed or worn ropes on extension ladders with type and size equal to manufacturer's original rope.
4. Check aluminum ladder for dents and bends in side rails, steps and rungs. Do not use metal pipe to replace a rung. Ladders with bent or damaged rungs must be removed from service
5. Check wooden ladders for cracks, splits and rot.
6. Check all ladders for grease, oil, caulking, imbedded stone and metal or other materials that could make them unsafe.

9.3. Fall Protection

Fall Arrest Protection – Definition

Consists of a lanyard or lifeline/lanyard set-up where the wearer is allowed some movement at an exposed fall hazard edge to perform their work and if they should trip or lose their balance they could possible fall.

This fall protection system must be adjusted to limit the wearer's fall to within 1.5 metres from where they stand or sit, and only full-body safety harnesses should be used for worker protection.

Equipment Standards and Set-Up

1. All safety belts, full-body harnesses, and lanyards must be CSA-certified and carry a CSA label.
2. Safety harnesses and belts are to be snug-fitting and worn with all hardware and straps intact and properly fastened.
3. Lanyards will comply with CSA standards.
4. The D-rings on the safety belts should be centered on the user's back.

5. The lanyard or lifeline and lanyard combination must be secured to a rigid support capable of resisting the peak arrest forces of 1800 lbs (8 Kilonewtons) minimum for fall arrest protection purposes and its length should be adjusted so that the wearer will be prevented from falling no greater than 1.5 meters from where they stand.
6. When the lifeline consists of wire rope or the connecting lanyard consists of nylon webbing, an energy-absorbing lanyard shall be used.

Lifelines and their Set-Up

All lifelines shall:

- comply with CSA standards
- be used only by one worker at a time
- be free of any cuts, abrasions, other defects and protected against chaffing
- be long enough to reach the ground or be knotted at the end
- be connected at right angles to the worker's position
- be provided with a rope grab (cam lever) device for lanyard attachment.

Worker Training

All workers who may use fall protection equipment or be exposed to a fall hazard must have completed an approved "Working at Heights" training program and be instructed on site about the specific hazards and equipment they are using before beginning work.

WARNING!

No worker shall be exposed to heights greater than three metres when near an unguarded edge to a floor, roof, platform, opening, or on a ladder without first providing travel restraint, fall arrest, or guardrail protection.

Any person found doing so shall be subjected to disciplinary action.

Fall protection is also required if a worker may fall into operating machinery, into water or other liquids, or into or onto hazardous substances or objects regardless of the minimum three-metre ruling.

9.4. Safety Harness

[REFER TO T&C Communications Safety Harness Checklist FORM 1.2-TC-SHC](#)

9.5. Elevating Work Platforms

1. An elevating work platform should only be operated by a worker who has been instructed in the specific type of machine's operation.
2. Inspection is to be done daily, as per manufacturer's instructions.
3. All workers on an elevating work platform are always to wear a safety harness and lanyard connected to a fixed anchor point designated by the manufacturer.
4. Elevating work platforms are only to be used on working surfaces for which the machine was designed.
5. Elevating work platforms are to be used up to but not exceeding the maximum rated working loads. All loading is to be evenly distributed.
6. No overhanging load is to be lifted on a elevating work platform.
7. All equipment is to have functional alarms and emergency controls.
8. When an elevating work platform is used to lift materials, ensure that the materials are firmly secured to the platform and the rated load of the platform is not exceeded.
9. Do not stand on makeshift platforms (e.g., boxes) or use access equipment (e.g., ladders and scaffolds) on an elevating work platform to gain access to areas above platform height.
10. An elevating work platform shall not be driven in a raised position.
11. The platform on an elevating work platform shall not be extended by any means other than an extension device (with guardrails) from the manufacturer.
12. Planks or similar platform materials shall not be used to bridge a gap between elevating work platform and other work areas.
13. Elevating work platforms shall not be used in high wind conditions. The manufacturer's operating manual will normally indicate maximum allowable wind loading.
14. Elevating work platforms shall not be used for pulling, pushing and/or dragging materials.
15. When not in use, elevating work platforms are to be turned off in an enclosed work area to prevent the accumulation of exhaust fumes.

9.6. Identifying Asbestos

Safe Work Practices – Identifying Asbestos

As part of the ongoing commitment to provide a safe work environment, the following procedure has been established to address the existence of asbestos on job sites.

What is Asbestos?

Asbestos is a naturally occurring material once used widely in the construction industry. Its strength, ability to withstand high temperatures, and resistance to many chemicals made it useful in hundreds of applications. However when asbestos is inhaled, it can be harmful and lead to the following diseases:

- asbestosis
- lung cancer
- mesothelioma (cancer of the lining of the chest and/or abdomen).

Where can it be found?

- Sprayed-On Fireproofing
- Pipe and Boiler Insulation
- Loose Fill Insulation
- Asbestos Cement Products
- Acoustical Plaster
- Acoustical Tiles
- Vinyl Asbestos
- Gaskets
- Roofing Felts
- Asphalt/Asbestos Limpet Spray
- Drywall Joint-Filling Compound
- Coatings and Mastics

Prior to Commencing Work

Supervisors:

1. Prior to commencing work in any area, request a copy of the owner's Asbestos Report.
2. If there is asbestos in the work area and it needs to be removed to perform the work, request that the owner to remove it.
3. Do not commence work until you have received a notice from the owner in writing that the asbestos has been removed and it is safe to commence or return to work.

4. If there is asbestos in the work area and its presence does not impact the work, advise workers of location and what not to disturb.

Workers:

1. In all projects, bear in mind the possible presence of asbestos.
2. If you are working in an area known to contain asbestos, contact your supervisor to determine whether or not asbestos is present in the work area or adjacent areas in which you may be working.
3. If there is any doubt about pipe or duct insulation, textured ceilings, vinyl asbestos floor tile, flooring sheet goods, wall cladding or underground piping, especially in older facilities, do not commence work and notify your supervisor.

Note: To remove Asbestos a worker requires knowledge of the type of asbestos, knowledge of the proper choice and use of PPE and Respirators, understanding of containment procedures and knowledge of proper handling, storage and waste removal procedures. For type 3 removals, training is a legal requirement.

DO NOT REMOVE OR DISTURB ASBESTOS CONTAINING MATERIAL. IF YOU ARE INSTRUCTED TO DO SO, STOP WORK AND CONTACT YOUR SUPERVISOR.

9.7. Personal Protective Equipment

Personal Protective Equipment (PPE) is only used in situations where administrative and engineering controls are ineffective or insufficient. PPE provides an additional degree of protection from injury. Hazards should be minimized by ensuring that all jobs are well-planned, workers are properly trained, and safe work practices and safe job procedures are followed. PPE is the last means of protecting workers from injury.

Types of Personal Protective Equipment (PPE)

PPE in our safety program generally falls into two categories.

1. **Basic PPE** – The PPE that must always be worn by all personnel in the workplace. This includes hard hats, safety glasses, safety footwear, and appropriate clothing.
2. **Specialized PPE** – Covers PPE that is used only for specific jobs or for protection from specific hazards. This includes gloves, welder's goggles, respiratory protective equipment, fall arrest equipment, and special clothing.

Eye and Face Protection

This PPE is designed to protect the worker from such hazards as:

- Flying objects and particles
- Molten metals
- Splashing liquids
- Ultraviolet, infrared, and visible radiation (welding).

There are two types of eye and face protection:

1. **Basic Eye Protection** includes:
 - CSA-approved eye-cup goggles
 - CSA-approved monoframe goggles and spectacles with side shields.
2. **Face Protection** includes:
 - Metal mesh face shields for radiant heat or hot and humid conditions
 - Chemical and impact-resistant (plastic) face shields
 - Welders' shields or helmets with specified cover
 - Filter plates and lenses.

NOTE: Hardened glass prescription lens and sport glasses are not an acceptable substitute for proper, required industrial safety eye protection.

Comfort and fit are very important in the selection of safety eye wear. Lens coatings, venting, or fittings may be needed to prevent fogging.

Contact lenses should NOT be worn at the worksite. Contact lenses may trap or absorb particles or gases causing eye irritation or blindness. Hard contact lenses may injure the eye when hit.

Basic eye protection are not to be worn with face shields. Face shields alone often are not enough to fully protect the eyes from work hazards. When eye and face protection is required, advice from special specialists, information on safety data sheets (SDSs) for various chemicals, or your supplier will help you select such protection.

Do

1. Ensure your eye protection fits properly (i.e., close to the face).
2. Clean safety glasses daily or more often if needed.
3. Store safety glasses in a safe, clean, dry place when not in use.
4. Replace any pitted, scratched, bent, and poorly fitting PPE. (Damages to face/eye protection interferes with vision and will not provide the protection it is designed to deliver.)

Do Not

1. Modify eye/face protection

2. Use eye/face protection that does not have a proper certification. (Various markings or the safety stamp for safety glasses are usually on the frame inside the temple near the hinges of the glasses.)

For more information, refer to:

- *Occupational Health and Safety Act and Regulations for Construction Projects*
- *CSA Standard CAN/CSA-Z94.3-99: Industrial Eye and Face Protectors*

Eye Protection for Welders

Welders and welders' helpers should wear eye protection adequate for the job they are doing. Anyone else working in the area should also wear eye protection where there is a chance they could be exposed to the welders' flash.

Foot Protection

Safety footwear is designed to protect against foot hazards in the workplace. Safety footwear protects against compression, puncture injuries, and impact.

Safety footwear is divided into three grades, which are indicated by colored tags and symbols:

- The **tag** color tells the amount of resistance the toe will supply to different weights dropped from different heights.
- The **symbol** indicates the strength of the sole. For example, a green triangle means a puncture-resistant sole able to withstand 135 kg (300 lb) of pressure without being punctured by a 5-cm (2-in) nail.

In construction, it is recommended that only the green triangle grade of footwear be used, which also gives ankle support.

Your choice of protective footwear should always overprotect, not under protect.

Do

1. Choose footwear according to the job hazard and approved standards.
2. Lace up boot and tie laces securely (boots do not protect if they are a tripping hazard or fall off).
3. Use a protective boot dressing to help the boot last longer and provide greater water resistance (wet boots conduct current).
4. Choose a high-cut boot to provide ankle support (fewer injuries).

Do Not

1. Wear defective safety footwear (i.e., exposed steel toe caps).
2. Modify safety footwear.

For more information, refer to:

- *Occupational Health and Safety Act and Regulations for Construction Projects*
- *CSA Standard CAN/CSA-Z195-M.02: Protective Footwear*

Head Protection

Safety headwear is designed to protect the head from impact from falling objects, bumps, splashes from chemicals or harmful substances, and contact with energized objects and equipment.

In construction, the recommended type of protective headwear is a hard hat that has the required “dielectric strength”. There are many designs, but they all must meet CSA requirements for Class E. Type 2 is recommended because it provides extra protection to the sides of the head.

Most head protection is made up of two parts:

1. The **shell** (light and rigid to deflect blows)
2. The **suspension** (to absorb and distribute the energy of the blow).

Both parts of the headwear must be compatible and maintained according to manufacturer's instructions. If attachments are used with headwear, they must be designed specifically for use with the specific headwear used. Bump caps or laceration hats are not considered safety helmets.

Inspection and maintenance

Proper care is required for headgear to perform efficiently. Its service life is affected by many factors, including temperature, chemicals, sunlight, and ultraviolet radiation (welding). The usual maintenance for headgear is simply washing with a mild detergent and rinsing thoroughly.

Do

1. Replace headgear that is pitted, holed, cracked, or brittle.
2. Replace headgear that has been subjected to a blow even though damage cannot be seen.
3. Remove from service any headgear if its serviceability is in doubt.
4. Replace headgear and components according to manufacturer's instruction.

5. Consult regulations or your supplier for information on headgear.

Do Not

1. Drill, remove peaks, or alter the shell or suspension in any way.
2. Use solvents or paints on the shell (makes the shell breakdown).
3. Put chin straps over the brims of certain classes of headgear.
4. Use any liner that contains metal or conductive material.
5. Carry anything in the hard hat while wearing it.

For more information, refer to:

- *Occupational Health and Safety Act and Regulations for Construction Projects*
- CSA Standard CAN/CSA-Z94.1-15, CAN/CSA-Z94.1-1977, CAN/CSA-Z89.1-1986: *Industrial Protective Headwear*

SECTION 10: COVID-19 PLAN FOR THE WORK PLACE

10.1. COVID-19 RISKS

The first step to control risks in a workplace is to identify them. For COVID-19 the risks are related to how the virus spreads.

COVID-19 primarily spreads from person-to-person through respiratory droplets created by a person who is infected. Respiratory droplets vary in size from large droplets that fall to the ground rapidly near the person, to smaller droplets, sometimes called aerosols. The droplets are created when a person:

- breathes
- talks
- sings
- shouts
- coughs
- sneezes

The virus can also be spread indirectly through contaminated surfaces or objects.

The key risk factors for COVID-19 transmission include:

- close proximity - working close to others
- longer exposure - spending more time with potentially infected people
- crowded places - having more people in a space
- closed spaces - indoor spaces with less fresh air (working indoors is riskier than working outdoors)
- forceful exhalation – activities that cause people to breathe more deeply, such as physically demanding work, speaking loudly and singing

Each additional risk factor in the workplace increases the risk of transmission. Not having any of these factors does not mean there is no risk of transmission.

The risk of severe health outcomes is [not the same for all workers](#). The risk increases with age and is higher for people with [certain medical conditions](#).

It is possible for COVID-19 to be spread by people who do not have any symptoms, including people who have been vaccinated. Act as if everyone is infected when setting up controls.

10.2. Control COVID-19

Control measures are the steps you take to reduce the risks to your workers. With an infectious disease like COVID-19 your controls can help to break the chain of transmission of the virus and reduce the risk of a workplace outbreak.

Your controls should address the key risk factors for COVID-19 transmission in your workplace.

The most effective way to stop the spread of COVID-19 is to limit interactions between people. All workers who can work from home should continue to do so. This is an important way to both protect these workers and help protect those who do have to go into the workplace.

For workers who must be in the workplace, there are a variety of control measures to help reduce the risk of transmission. These measures help to protect workers in different ways. For example:

- screening helps to keep people who may be infectious out of the workplace
- good ventilation and wearing masks can help reduce the amount of virus in an indoor space
- maintaining physical distance reduces the chance of being exposed to respiratory droplets of all sizes
- personal protective equipment (PPE) can help protect the wearer from exposure to the virus and may be required when other control measures cannot be consistently maintained

The best way to reduce the likelihood of transmission in your workplace is to have multiple controls in place. This is especially important in situations where one or more controls cannot be consistently maintained.

COVID-19 vaccines may supplement, but should not replace, any workplace controls. No single action, including vaccination, is perfect at controlling risks. Workplace control measures reduce the chance of people being exposed to the virus. Vaccination reduces the chance that the person vaccinated will get sick if they are exposed to COVID-19.

10.3. Personal protective equipment (PPE)

This is equipment and clothing worn by a worker to minimize exposure to hazards and prevent illnesses and infection. PPE is used to protect the wearer and can include such things as surgical/procedure masks and eye protection.

Correct use of PPE can help prevent some exposures, but it should not take the place of other control measures, for example, screening, hand hygiene, use of barriers and physical distancing where possible. PPE must be used alongside other control measures already in place.

Using masks as a control measure

A mask is a piece of equipment that covers the wearer's nose, mouth and chin. It is fixed to the face with straps, ties or elastic, either behind the head or with ear loops.

For COVID-19 protection, masks can be used as workplace control measures in two ways:

- as source control: workers and visitors wear the mask to protect those around them
- as personal protective equipment (PPE): workers wear the mask (along with eye protection) to protect themselves

Not all masks are suitable for both purposes, however, many masks that are suitable for use as PPE also work for source control. You need to consider how you will use the mask in your workplace and make sure to select a suitable type of mask. Cloth masks are not PPE.

How effective masks are as a control measure depends on:

- the type of mask(s) used
- masks being worn properly and consistently

It is recommended that all workers wear masks that provide source control:

- indoors at all times
- outdoors where physical distance cannot be maintained

To determine when [personal protective equipment](#) (PPE) is needed in your workplace, you will need to assess all the relevant factors in the workplace. This includes how effective the other control measures you have in place are. Even with other controls in place there are situations where PPE will be needed.

Correct use of PPE can help prevent some exposures, but it should not take the place of other control measures – PPE must be used alongside other control measures already in place.

It's important that any PPE workers use is appropriate for the purpose. The effectiveness of PPE depends on every person wearing it correctly and consistently. Make sure your workers are trained on the care, use and limitations of any PPE that they use.

The Chief Medical Officer of Health has [provided direction to health care organizations](#) about the minimum requirements for COVID-19 PPE.

Where [PPE for COVID-19](#) is needed in non-health care settings:

- it will likely consist of a surgical or procedure mask (or equal or greater protection) in addition to eye protection (such as face shield or goggles)
- gloves will not usually be needed as they do not provide any more protection than hand washing or using hand sanitizer

Workers that wear PPE for protection against workplace hazards besides COVID-19 must continue to use that PPE as required. This includes gloves for new cleaning and disinfecting products that workers use because of COVID-19 .

10.4. COVID MONITORING

Self-monitoring

Encourage workers to monitor their own symptoms at all times, including while at work:

- ensure workers know what to do if they start to experience symptoms at work
- let workers know where to find the [online COVID-19 self-assessment tool](#)
- ask workers to use the self-assessment tool at home if they have any symptoms and to follow the instructions

Make sure workers know who their workplace contact is and how to get in touch with them in case the self-assessment, public health or their health care provider tells the worker to [self-isolate](#).

Screening of non-workers

Consider how you will screen clients, customers and patrons. Where possible, actively screen using the [COVID-19 customer screening tool](#). Note that in some workplaces, there may be requirements for active screening of non-workers. Proof of vaccination may be required as part of the screening process for non-worker [in some settings](#).

You may be able to screen non-workers:

- by phone or online before they arrive
- using a process similar to the one that you use to screen your workers

At a minimum, you must have passive screening of non-workers entering your workplace. This means:

- you must [post signs](#) with clear instructions at all entrances that tell people how to screen themselves
- the signs should include the screening questions and instruct people with symptoms or high-risk exposures not to enter the premises
- people are assumed to have screened themselves and followed the instructions
- you do not need to ask anyone to report the result of their screening
- a person should be told not to enter if they volunteer the information that they did not pass the screening assessment

Screening results – next steps

If a person, worker or non-worker, **passes all steps used in the screening** they:

- are permitted to enter the workplace at that time
- must continue to follow all public health and workplace control measures, including masking, maintaining physical distance and hand hygiene
- should continue to self-monitor and workers should follow their workplace's reporting procedure if they develop symptoms during their shift

If a person, worker or non-worker, **does not pass on any part of the screening** they:

- are NOT permitted to enter the workplace at that time
- must follow guidance on [self-isolation and return to work](#).

10.5. Housekeeping

Reduce transmission from surfaces and objects

The virus that causes COVID-19 may be transferred to surfaces or objects. Workers can be infected if they touch their face with contaminated hands.

Consider the policies and procedures you can put in place to make sure you are cleaning and disinfecting and keeping the workplace as free of the virus as possible. The public health recommendation is to clean and disinfect high-touch surfaces at least twice a day.

To reduce transmission:

- identify commonly touched surfaces and commonly used areas in your workplace and put into place a schedule to clean and disinfect them
- consider whether there are high-touch surfaces that may need to be cleaned and disinfected more often
- assign tools, equipment and workstations to a single user if possible, or limit the number of users
- regularly [clean and disinfect](#) any shared equipment and tools, including between users

Support good hand and respiratory hygiene

The same [everyday steps recommended by public health officials](#) to stop the spread of COVID-19 are important in the workplace too. One of the most important things we can all do is to wash our hands often with soap and water.

Think about what you can do to make it easier for your workers to take these steps regularly at work. You can:

- post reminders to wash hands, use proper cough and sneeze etiquette and avoid touching eyes, nose or mouth
- provide ways to properly clean hands by providing access to soap and water and, if that is not possible, alcohol-based hand sanitizer
- ensure that workers can clean their hands frequently and whenever needed
- have all workers and visitors properly clean their hands before entering the workplace and after contact with objects and surfaces others may have touched

Acknowledgment of Receipt of Employee Handbook and At-Will Employment Agreement

Employee Name: _____

I acknowledge that I have been provided with a copy of the Company Employee Handbook, which contains important information on the Company's policies, procedures and benefits, including the policies on Anti-Discrimination, Harassment and Reprisals, Substance Use and Abuse and Confidentiality. I understand that I am responsible for familiarizing myself with the policies of this Handbook and agree to comply with all rules applicable to me. I have read and agree to abide by the policies and procedures contained in the Handbook.

I understand and agree that the policies described in the Handbook are intended as a guide only and do not constitute a contract of employment. Nothing in this handbook is intended to modify the Company's policy of at-will employment. I specifically understand and agree that the employment relationship between the Company and me is at-will and can be terminated by myself or the Company at any time, with or without cause or advance notice.

Furthermore, the Company has the right to modify or alter my position, or impose any form of discipline it determines to be appropriate at any time. The at-will employment relationship may not be modified except by a specific written agreement signed by me and an authorized representative of the Company. This is the entire agreement between the Company and myself regarding this subject. All prior or contemporaneous inconsistent agreements are superseded by this agreement.

I understand that the Company reserves the right to make changes to its policies, procedures, benefits and interpretations of the aforementioned at any time at its discretion. However, the at-will employment agreement can be modified only in the manner specified above.

Employee Signature: _____

Date: _____