



# Employee Policy and Procedure Manual

ONTARIO

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# Congratulations and Welcome

We would like to welcome you as a new employee of Calibre Metal Building Erectors Inc. (CMB Erectors). We look forward to working with you and know that you have joined one of the best construction companies in the industry.

This manual is for all employees, owners, and volunteers of CMB Erectors. This manual outlines all the policies and procedures of our company. The following pages contain an explanation of the benefits and responsibilities of all employees, owners, and volunteers. All employees' owners and volunteers must familiarize themselves with this document. Employees having questions regarding the policies and procedures shall consult their immediate supervisor or the owner.

This company policy and procedure manual is designed to introduce you to our business and employee policies. To help maintain a positive working environment, we have developed this handbook to provide you with information on management and employee conduct to provide you with a safe and pleasant working experience. The policies and procedures outlined in this handbook are not meant to restrict the rights of any person but outline our expectations along with what you can expect from us.

You play an important role in your orientation and training. We encourage you to ask questions and make the most of this opportunity to learn about our business and what management requires of you. Remember, it is better to ask too many questions than not enough.

Again, welcome to CMB Erectors and good luck!

Sincerely,



Clinton Benn, M.B.S.E Journ.

President

# Company Contact Information

Clinton Benn – President

[clinton@cmberectors.com](mailto:clinton@cmberectors.com)

Business Office Phone

519-209-6171

## After Hours Contact Numbers

Clinton Benn Ontario

519-209-6171 (cell) [clinton@cmberectors.com](mailto:clinton@cmberectors.com)

Administrator Ontario

519-209-7191 [admin@cmberectors.com](mailto:admin@cmberectors.com)

## MISSION STATEMENT

**With a dedication to integrity and innovation, CMB Erectors Incorporated constructs quality buildings by Empowering Employees and Partners**

## **Emergencies**

The Company has specific plans in place to deal with emergency situations. Hopefully, you will never have cause to use it, but if you do:

### **Emergency Procedures:**

<b>Air Horn</b>	Long continuous blast - Evacuation Three short blasts – Injury
<b>Fire Extinguishers Location</b>	Job Trailer Company Truck Any mobile equipment
<b>Gun / Bomb Threats</b>	Call 911
<b>Electrical Outage</b>	Notify Supervisor
<b>Alone On Site</b>	No one should ever be alone on site. If you are lock up site and leave.
<b>Meeting Place</b>	In the event of an emergency meet at the job trailer or at specified muster point (site specific)

# **CMB Erectors Objectives**

## **CUSTOMER SERVICE**

**Our customers EXPECT common courtesies**

Acknowledging, smiling, offering to help,  
and most importantly  
thanking them for their business.

**EXCELLENT QUALITY AND PRODUCT MUST BE OUR FOCUS**

**Employees can:**

- Boost morale
- Develop a new skill and attitude towards customers
- Give CMB Erectors a competitive edge
- Increase revenues and profits

**Our job is to think of different ways that we can create an environment that makes our customers feel special.**

**Remember: CMB Erectors has a great story to tell**

- High quality
- Competitive pricing
- Successful projects
- And especially ... friendly and courteous people

# EMPLOYMENT POLICIES

## Attendance / Hours of Work

Please arrive on time and ready to work. You are welcome to bring coffee, water, or a soft drink to have at your workstation, but breakfast should be eaten before arrival.

Core hours\*                    7:00 a.m. to 4:30 p.m. from Monday to Friday

Closed                            all statutory holidays

\*Core hours may be subject to change to consider for daylight and site conditions. Adjusted hours will be job site specific.

## Attendance / Reporting

Regular and prompt attendance on the job is vital. When unable to attend, you must notify your site Foreman and the Project Manager as soon as reasonably possible prior to the commencement of the scheduled shift, giving:

- The expected return to work date, and.
- How the supervisor/designate can contact you relative to your absence

If you are 1 hour late for work, you are considered absent and you should not show up to the job site. You are to report your absence and return on your next regular shift. Exceptions for this will be made when you have communicated the details of your tardiness to the Foreman and your presence has been planned for on the site. This is at the Foreman's discretion.

***NOTES: It is the employee's obligation to report or call in his / her absence. Do not have a friend or family member call in your absence unless in an extreme emergency. Do not contact the Office Manager to report being late or absent. Supervisors must have a current phone number for contact purposes.***

## Meal Breaks

- Your supervisor will indicate to you your lunch break times
- You are entitled to two 30-minute (1/2 hour) breaks
- You should leave your work area to eat lunch

## Personal Tool Requirement Policy

Employees working in the field at CMB Erectors job sites will be required to furnish an adequate supply of their own hand tools necessary to perform their assigned work.

Guidelines:

This policy lists basic hand tools and supplies that are an overall requirement for employment at CMB Erectors. The list is broken down into 3 parts that are incrementally spaced for acquisition through the 1st year of employment:

### **1<sup>st</sup> Level at Hire:**

- **Hard hat (ANSI Type 1, Class G at a minimum)**
- Safety Boots (CSA approved Safety Boots with full ankle coverage)
- Tool Belt
- Frog (spud holder)
- Bolt Bag
- Harness
- Lanyard
- Pry Bar
- Adjustable Spuds
- 11" Vice Grip C Clamp (2)
- 1/4", 5/16", 3/8", 7/16" Nut Setters
- Speed Square
- Red Snips
- Green Snips
- Knife with extendable blade (1) and blade replacements (10)
- Measuring Tape minimum 30 foot
- Black Sharpies x 3
- Tool Box/Bag

## **2<sup>nd</sup> Level Following 3-Month Probationary Period:**

- 1 ¼" Spud Wrench (2)
- Bull Pin - Small or Medium
- Folding Pliers
- Locking Pliers
- ½" Ratchet and Deep Socket Set
- Adjustable Wrench
- 4lbs. Hammer

## **3<sup>rd</sup> Level Following 1-Year Annual Review:**

- Second Bolt Bag
- Sleever Bar/Connecting Bar
- Medium Bull Pin
- 100' Measuring Tape
- Chalk Line and Chalk
- String Line
- Nose Bag
- Various Speed Wrenches
- 2 Small Spuds
- 2 Large Spuds

Failure to acquire the tools and to have them on the job every day will result in disciplinary action up to and including dismissal.

### **The employee will be responsible for:**

- Purchase of tools – either on their own or through the CMB Tool Purchase Form
- Reasonable care, maintenance, and replacement of worn tools
- Ensuring that all needed hand tools are available and in proper working condition.

### **The supervisor will be responsible for:**

- Defining the required tools based on location requirements and communicate to employees. Employee communication of tool expectations must be formally documented in writing
- Ensuring that employees abide by the policy by way of random audits and tool inspection.
- Completion of Tool Reviews

# **Tool Reimbursement Policy**

Calibre Metal Building Erectors Inc. will provide employees financial help to offset the cost of the personal tools required to work their trade while employed by the company.

## **Eligibility for Reimbursement**

All full-time and part-time staff who are required by the Company to supply and maintain their own tools of trade. To qualify for a tool reimbursement, employees must supply new tools applicable to their trade, as per company requirements, in a serviceable condition.

## **Guidelines**

### **Tools Required:**

See Personal Tool Requirement Policy

### **Eligible Items:**

New, previously unused items

### **Ineligible Items:**

- Used items
- Items purchased through garage sales, Kijiji, eBay or other 3rd party sellers

*Note: Used tools in good condition are acceptable but will not be eligible for the reimbursement. Only new tools purchases accompanied by an itemized receipt will qualify.*

### **Allowance:**

- \$100 Reimbursement will be provided following a successful completion of the 3-month probationary period and an audit of tools purchased from the 1st and 2nd Level Tool List. An itemized and dated receipt must be available during the audit.
- \$200 Reimbursement will be provided following a successful completion of the 1-year employment review and an audit of tools purchased from the 3rd Level Tool List. An itemized and dated receipt must be available during the audit.
- \$100 Reimbursement will be provided every year following a successful annual review to upgrade 3rd Level Tool List items. An Audit of tools maybe required and if so, an itemized and dated sales receipt must be made available.

A new employee of less than 90 days of employment may submit a claim for the \$100 Allowance prior to his/her 3-month probationary period ending, but the allowance will not be reimbursed until the probationary period has ended successfully with an offer of continued employment.

**Any employee who accesses the reimbursement and ends their employment with CMB Erectors, Inc. before 12 months has passed will have the amount of the tool reimbursement deducted from their final pay.**

The annual \$100 reimbursement is not cumulative and does not carry over into following years.

The tool reimbursement is separate from the Safety Boot Allowance.

**How to Submit a Claim:**

Employees should submit a valid receipt to the Project Manager by email or in person for one of the above-mentioned allowances.

The receipt must be signed by the employee and the supervisor who conducted the audit. The date, items and price can not be obscured by the signatures. Sign on the back of the receipt if necessary.

**The receipt must include the following information:**

- Date of Purchase
- Name of Business/Store/Vender
- Item Purchased
- Amount paid
- Signature of employee and supervisor

**Reimbursement:**

The tool reimbursement will be paid through payroll following the submission of a valid receipt meeting all the requirements above.

**The employee will be responsible for:**

- the difference between the cost of the item(s) and the amount of company reimbursement.
- submitting legible receipts in a timely manner

- reasonable care and maintenance of his or her tools.
- ensuring personal tools are brought to the job site daily

**The supervisor will be responsible for:**

- ensuring employee compliance with needed tools,
- audit of tools
- ensuring employee awareness of this reimbursement program.

## **Safety Boot Allowance**

Calibre Metal Building Erectors is committed to providing an injury free workplace and will make available or supply Personal Protective Equipment when and as required. To that end, a **Safety Boot Allowance of \$100** will be provided once every calendar year to Employees that require CSA approved steel toed boots for their employment.

**Eligibility for Allowance:**

All full-time and part-time employees whose work requires the wearing of protective footwear will be eligible for the allowance.

**Eligible Items:**

New CSA (green triangle) approved Safety Boots with full ankle coverage

**Ineligible Items:**

- Used Safety boots
- Boots purchase through Kijiji, eBay or other 3rd party sellers

**Allowance:**

A Safety Boot Allowance of \$100 will be provided once every calendar year to Employees that require CSA approved steel toed boots for their employment. A new employee of less than 90 days of employment may submit the claim but the allowance will not be reimbursed until the probationary period has ended. The allowance is not cumulative and does not carry over into following years.

**How to Submit a Claim:**

Employees should submit a valid receipt to the Office Administrator by email or in person for the above-mentioned allowance no more than once per calendar year.

**The receipt must include the following information:**

- Date of Purchase
- Name of Business/Store/ Vendor
- Item Purchased
- Amount paid

**Reimbursement:**

The boot allowance will be reimbursed through payroll following the submission of a valid receipt.

**The employee will be responsible for:**

- the difference between the cost of the protective footwear and the amount of company reimbursement for that footwear.
- reasonable care and maintenance of his or her protective footwear.
- wearing the protective footwear during working hours.

**Employee Training Reimbursement Policy:**

CMB Erectors recognizes the importance of investing in the learning and development of its workforce to increase employee engagement, career growth, high performance and to meet training required by the industry.

The Employee Training Reimbursement Agreement outlines the company expectation that by paying for training the employee will continue their employment with CMB Erectors for at least (2) years so that the company benefits from investing in the employee's training.

The Company and the Employee recognize that this agreement is not intended to constitute any type of employment agreement or a guarantee of continued employment.

**Duty to Study**

The Employee will attend the training and apply their energies during the training to acquire the skills and knowledge taught and to successfully complete and pass all testing.

## **Refund of Fees**

If within the 2 years after the completion date of the training the Employee terminates their employment willingly or if the Company terminates the Employee for cause, then the Employee agrees to pay back the training costs incurred by CMB Erectors according to the schedule below:

- Leaving within 6 months of the final course completion: 100%
- Leaving within 6 to 12 months of the final course completion: 75%
- Leaving within 12 to 18 months of the final course completion: 50%
- Leaving within 18 to 24 months of the final course completion: 25%

This agreement will be deemed invalid after 2 years following the completion date of the training or if the Employee terminated employment.

## **Employee Probation**

Each new hire or contract position of the Company will be required to complete a 3-month (90 day) Probation Period. Upon successful completion of this process, you will be considered a full-time employee.

## **Privacy - Release of Company Information**

Throughout employment with the Company, you may be exposed to data that is highly confidential. This includes:

- Marketing and promotional plans
- Sales volume, profit, and inventory statistics
- Long range planning
- Records and manuals
- Client lists and contacts

**This information is proprietary and is not to be shared with anyone.**

## **Gifts and Favours**

Employees may not accept gifts from any supplier, customer, or third party at any time. Product, which is left with the Company employees, will be considered Company property, and disposed of in accordance with Company policy.

If edible products are given free of charge to employees from clients, the owner/ supervisor may approve consumption of these products.

## **Employee Purchases**

CMB Erectors does not offer the opportunity for employees to make personal purchases using company assets.

## **Employee Reimbursements**

If any employee has been given petty cash a receipt must be supplied to backup any purchases made, preferably on the same day. All credit card purchases must also be backed up with original receipts. If an employee uses their own money, they must complete a reimbursement form and will receive their reimbursement on the following pay cheque subject to supervisor approval.

## **Payroll Advances**

CMB Erectors does not offer employee payroll advances.

## **Keys & Security Code**

Management will recommend when a staff member needs a key and security code to the building. No staff member will be issued a key or security code while on probation.

Team members provided with a key and security code are not to share these under any circumstances. Lost keys must be reported to your supervisor immediately.

## **Equity in Workplace Language**

Language and its imagery shape our reality, our values, and our perceptions of ourselves and others. The purpose of language is clear communication and self-expression. Inclusive

language is a style of communication which values all people. It does not perpetuate cultural biases and prejudices based on gender, ability, or ethnic, racial, and socio-economic backgrounds. Stereotypical attitudes are expressed in many ways, but perhaps the most pervasive expression is using everyday language and imagery which excludes groups or individuals, undervalues their participation in society, or demeans them. Be aware of this when communicating with clients, either in writing, or on the phone or in person. Words are very powerful and subject to misinterpretation, if not used properly.

**NOTE:** It is understood that tone of voice, body language and the advantages of immediate interchange of information do not exist when using email. This leaves considerable room for misinterpretation, while also creating a permanent record of the message. This should be kept in mind when communicating in this form, considering a possible interpretation of harassment, embarrassment, or discomfort by the receiver.

## **Alcohol, Drugs, and Weapons**

You are responsible to report for work free from the influence of all drugs (including prescription medication, illegal drugs, and legal marijuana) or alcohol.

If you report to work under the influence of alcohol or drugs, or you use alcohol, marijuana, or illegal drugs during working hours, you will be subject to disciplinary action up to and including termination.

### **Medical Considerations**

- The Company will take appropriate steps to accommodate employees with substance abuse problems. If you require accommodation and assistance from the Company, you are responsible to communicate this need in sufficient detail and to co-operate with the Company to facilitate an appropriate course of action.
- If you are taking prescription or over-the-counter medication, including medical marijuana, that could impair your job performance, you must report this treatment to your supervisor. The proper use of such medication may necessitate modified duties or reassignment during treatment. See the "Accommodation and Known Health Issue Policy" for further detail regarding medical accommodation.

### **Social Functions**

Company sponsored events where alcohol or marijuana may be consumed must be authorized by your supervisor.

If you consume alcohol or marijuana during a social event, you are responsible to ensure that your use is reasonable. You are also expected to observe all laws regarding the consumption of alcohol and marijuana. In particular, do not drive under the influence.

### **Consequences of Policy Infraction**

The use, sale, or possession of alcohol, drugs, or illegal drugs while on the job or on the Company's property is cause for disciplinary action up to and including termination. Any illegal substance will be turned over to the appropriate law enforcement agency.

### **Weapons**

Any employee having a firearm or other lethal weapon on company property shall be subject to disciplinary action up to and including termination.

## **Smoking Policy**

Smoking tobacco is permitted in open areas in accordance with the General Contractor's rules and regulations. Smoking on site must accord with the legislation of the area in which the work is being done. In the event of designated smoking areas on site you may only smoke while on your break.

## **Requesting Accommodation & Communicating Known Health Issues**

It is the employee's responsibility to make the Company aware of any known health issues that require accommodation and to make a formal request of accommodation.

In circumstances where the employee has a known medical issue but does not require an immediate accommodation, the employee is responsible for informing the Company of any important information regarding the employee's condition (i.e., special requirements in case of medical emergency, information regarding allergies, etc.)

Accommodation requests should, whenever possible, be made in writing. The accommodation request should indicate:

- The employee's full name
- The reason accommodation is required, including documentation to confirm the existence of a need for accommodation

- The specific accommodation being requested

All accommodation requests will be taken seriously. No person will be penalized for making an accommodation request.

The aim of accommodation is to remove barriers and ensure equality. Accommodations will be developed on an individualized basis. Appropriate accommodations may include:

- Workstation adjustments
- Job redesign
- Technical aids
- Providing materials in alternative formats
- Counselling and referral services
- Temporary or permanent alternative work
- Changes to performance standards
- Changes to scheduling or hours of work
- Changes to work uniforms

Accommodation will be provided to the point of undue hardship, as defined by the Ontario Human Rights Commission's policy and guidelines on disability and the duty to accommodate.

A decision on undue hardship will be based on an assessment of costs, outside sources of funding, and health and safety. It will be based on objective evidence.

Where an accommodation is assessed to create undue hardship, the person requesting accommodation will be given written notice, including the reasons for the decision and the objective evidence relied upon.

## **Company Equipment Usage**

### **Company Vehicle Use**

The company vehicle policy gives employees guidelines for qualifying for and using a company vehicle. A company vehicle is any vehicle that is provided by the company to an employee for company use. The following policies apply to all employees who use a company vehicle and apply during and outside of working hours.

#### Qualifying To Drive a Company Vehicle

Employees are eligible to drive a company vehicle if they fulfill the following requirements:

- Possess a valid driver's license.
- Provide an annual driving abstract.
- Have written supervisor consent.

## Company Driver Safety Policy

1. Employees driving a company vehicle are required to adhere to the following expectations:
  - The vehicle is to be used for company matters only, no personal use is permitted.
  - Obey traffic laws in your jurisdiction and be courteous toward other drivers.
  - Document driving expenses.
  - Monitor gas, tire pressure, and fluid levels.
  - Report any damage or problems to your assigned vehicle immediately.
  - Report changes to your driver privileges, such as driver's license suspension, immediately.
  - Always lock company cars.
  - Do not drive while impaired, fatigued, or on medication that affects your driving ability.
  - Do not smoke in any company vehicle. (Includes e-cigarettes)
  - Do not use a phone or handheld device while driving.
  - Do not allow unauthorized drivers to use a company vehicle

Employees who violate the company vehicle policy are subject to disciplinary actions which may include verbal and written warnings, suspension of vehicle privileges, and termination.

2. The employee is solely responsible for paying tickets or fines caused directly by an employee's actions such as speeding tickets or parking tickets.

### 3. Accident Procedures

In case of an accident, first check to ensure all parties are safe and free of injury. Follow legal guidelines for exchanging information with other drivers and report the accident to local police if required. Then, proceed to contact your supervisor immediately. Your supervisor will contact the insurance provider. Do not guarantee payment or accept responsibility without company authorization

### 4. Vehicle Monitoring

To ensure safe and transparent use of company vehicles, all company vehicle use will be monitored with video surveillance and GPS tracking. By using a company vehicle, you consent to the monitoring and tracking described above.

#### 5. Failure to Comply

Employees who violate the company vehicle policy are subject to disciplinary actions which may include verbal and written warnings, suspension of vehicle privileges, termination.

### **Personal Vehicle Use for Company Business**

The Company recognizes that employees may be required to use their own personal vehicle to complete company business. Employees who use their personal vehicle for company business will be reimbursed based on the number of kilometers travelled. Employees shall only be authorized to use personal vehicles for carrying out company business upon meeting the following conditions:

- Possess a valid driver's license.
- Vehicle is legally registered.
- Vehicle has been deemed safe to operate and maintained as such.
- Employee holds current automobile insurance.
- The use of a personal vehicle was approved by the employee's supervisor.

When using a personal vehicle for company business, the employee must adhere to the Driver Safety Policy outlined above.

#### *Mileage Rates for Reimbursement*

Employees will be reimbursed 0.73 cents per kilometer for the first 5000 kilometers driven, and 67 cents for each additional kilometer. This rate considers all actual expenses including fuel, oil, maintenance, insurance, depreciation, etc. (Note: Mileage subject to changes.)

In addition, any parking expenses or tolls an employee incurs while driving a company vehicle or personal vehicle for business purposes will be reimbursed by the Company; however, The Company will not reimburse any parking tickets, speeding tickets or other fines/costs incurred while driving a Company vehicle or personal vehicle for business purposes.

Employees who wish to be reimbursed for kilometers driven must document and submit their mileage on the Expense Form, recording the number of kilometers driven and submit it to their manager for approval. For any parking reimbursement, employees must also attach the original parking receipt to the form. Parking expenses without original receipts will not be reimbursed.

Employees may only claim kilometers driven for business purposes, they cannot claim travel over their lunch break or their daily commute to/from work. Employees must honestly report their mileage usage; employees caught making false claims, exaggerating kilometers driven, claiming kilometers that were not related to regular company business or any other misreporting will be subject to disciplinary action up to and including termination.

#### *Limit of Liability*

The Company will not be held liable for any accidents, damages or losses incurred by employees while using a personal vehicle for business purposes.

#### **Telephone Usage**

Company provided phones are for business use only; minimal personal calls are permitted. If you have a personal mobile device, please use it during your lunch breaks. No personal applications that aren't used for business should be installed on company phones, if there are extra charges on the company phone bill you may be required to explain them or reimburse them to the company.

#### **Computer Usage**

The computer is for business use. Personal emails are the equivalent to phone calls and must be kept to a minimum. Employees are not permitted to:

- Download any information from the internet,
- Load any software programs
- Delete any programs from the computer
- Alter any setting of any software programs
- Visit non-work-related web sites
- Store personal digital data on the computer

**NOTE:** For further information review the **Computer Applications Policy**.

## **Computer Applications**

As part of the normal conduct of business, companies use computer applications both internal and external. These applications include various office automation tools, databases, electronic mail, and the World-Wide Web. Company employees need to be aware that these powerful services, by their very nature, pose risks. Employees should observe the following guidelines when utilizing Company computer services.

1. BUSINESS USE: Company computer services are to be used only in the normal conduct of company business. Company computer services may not be used for personal use or the conduct of personal business.
2. CONSENT TO MONITORING - by using Company data network, employees' consent to monitoring and recording of all communications and information transmitted to or stored on the network or computer system.
3. ASSET PROTECTION - employees should use the same care with on-line communication as with written communication. All information transmitted on-line should be accurate, concise, and factual. Transmit information only if it is necessary to do so. Do not let the ease of on-line communication cause you to send unnecessary communications. Confidential or proprietary information of the Company and other companies must be protected. Information belonging to another person or company must not be duplicated or distributed without the express written consent of an authorized representative of that person or company.
4. ELECTRONIC MAIL - electronic mail, whether within or outside the Company, is not private. All messages are company records and may be monitored and managed by the Company authorized personnel. The Company reserves the right to access and disclose all messages sent over its electronic mail system for any purpose. The contents of email reflect the Company and, therefore, an employee should not write anything in an email message that would not be put in a written letter or memorandum. Assume that any electronic mail sent may be viewed by parties other than the intended recipient. Even when an email message is erased, it is still possible to recreate the message. Employees should also be aware that electronic mail messages sent outside the network may be also accessible by non-Company employees other than the addressee.

5. RECORD RETENTION - electronic mail shall be treated in the same manner as paper documents for company record retention purposes. Retention of emails should be evaluated on a case-by-case basis and are usually user and client specific.

6. OFFENSIVE EMAIL - electronic mail may contain content that may be reasonably considered offensive or disruptive to any employee. Offensive content would include, but would not be limited to, sexual comments or images, racial slurs, gender-specific comments, or any comments that would offend someone based on his or her age, sexual orientation, religious or political beliefs, national origin, or disability.

7. DOWNLOADING -employees are cautioned that downloading material from an outside source might be considered copyright infringement.

8. PASSWORDS -every individual requires a password on their PC. All passwords are CMB Erectors property and must be protected as such. Passwords are confidential to the user and are not to be given out for any reason to unauthorized individuals. Passwords should be a minimum of five characters in length. It is suggested that they be changed at least every 90 days. If an employee feels his or her password has been compromised, the password must be changed immediately.

9. COMPUTER I NETWORK SECURITY -attempting to subvert computer/ network security, to impair functionality of the network/computer, or to bypass restrictions set by the administrator is prohibited. Assisting others in violating these rules by sharing information or passwords is also considered unacceptable behaviour. Employees are required to log off when not using the computer system.

10. LAWFUL USE -employees must comply with all applicable laws (federal, provincial, and local) when using Company PC / network systems.

11. INCIDENT REPORTING -employees are expected to report any suspected on-line security violations or incidents to the IT Monitor.

12. VIOLATIONS -persons who violate this policy will be subject to serious discipline and or dismissal.

13. EMAIL ETIQUETTE-keep in mind the following:

- *Ask yourself- do I need to send a particular message by email?*
- *Would I want a jury or a newspaper reporter to read this email?*
- *Be polite -make sure short messages do not come across as rude or abrupt.*
- *Do not send jokes, offensive or otherwise or frivolous messages.*
- *Do not write anything you would not want repeated. Email can be forwarded to hundreds of people in and out of the Company.*
- *Work out problems face-to-face, not on email. It is tempting to say rash things via email that you will later regret.*
- *Protect your password and always log off when not using the system*

**NOTE:** Email does not replace the use of a business letter. If an email is more than two (2) paragraphs it is corporate policy that you complete the document as a business letter attachment. Be sure that you use proper grammar and sentence structure i.e., no texting or acronyms.

# **PERSONAL INFORMATION PROTECTION AND ELECTRONIC DOCUMENTS ACT (PIPEDA)**

## **Accuracy of Information**

Employees should always strive to ensure that client information is as accurate and up to date as possible for all active clients.

## **Collection of Information**

Our office collects the minimum possible amount of information necessary to assist our clients in the development of their resume, reference page and cover letters.

## **Compliance with the Intent of the PIPED Act**

It is our belief that our policies and procedures comply with the intent of the Personal Information Protections and Electronic Documents Act. In creating them, we have acted in good faith to protect the privacy of the information that we gather while balancing our need to operate our business. The Act is, however, not precisely defined. If at any time the Privacy Commissioner rules that some element of these policies or procedure is not compliant with the PIPED Act our privacy officer will accept the correction and alter our policies and procedures in a timely fashion. If the correction would in any way conflict with the operating policies of our regulatory bodies, we will seek assistance from those bodies to mediate the concern.

## **Departing Employees**

When an employee leaves our office, their keys will be collected as they leave for the last time, any passwords they have been given will be changed within 1 hour of their departure.

## **Disposal of Information**

When information is being disposed of, it will be destroyed in such a way as to render it very difficult to recover the information. This specifically means that paper should be shredded or tom. Hard drives will be destroyed not resold; floppy disks will be cut in half before being thrown out; CD's will be broken before being thrown out; backup tape cases will be broken, and the tape cut at least two times. If personal information is stored on a medium not listed above a similar amount of effort will be spent to ensure that the data is not retrievable before the medium is disposed of.

## **Email**

Employees must not keep copies of email to or from clients. Complete the work for the client and delete from the system after one month.

## **New Employees**

When a new employee is hired, the privacy officer will ensure they receive full training in our Policies and Procedures. New employees are required to sign signifying that they have understood the training and that they will comply with all relevant policies and procedures.

## **Retention of Information**

We keep client information for 7 years following the client's final visit. Employees should be vigilant in looking for information that has been dormant longer than this length of time. Any such information should be brought to the attention of the privacy officer for disposal.

## **Security**

At all times employees should consider the security of the personal information entrusted to them. Do not leave personal information in a position where it can be seen or taken by someone other than approved staff.

This specifically means that employees must:

- close client files and place them in a desk drawer when they are not in the room
- set a screen saver with a 5-minute timeout and a password lock
- set a password on computer and change password regularly

## **Destroying Old Files**

On an annual basis execute the following steps:

- Review all sealed records and destroy any more than 7 years old that are not part of any active legal case.
- Review all inactive client files and destroy any who have not had a visit in 7 years
- Anonymize all accounting records over 7 years old

## **Social Media**

The following principles apply to professional use of social media on behalf of the Company as well as personal use of social media when referencing the Company.

- Employees should be aware that the Company may observe content and information made available by employees through social media. Employees should use their

best judgment in posting material that is neither inappropriate nor harmful to the Company, its employees, or customers.

- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
- Employees are not to publish, post, or release any company information without direct consent from their supervisor for each post. This includes photo, video, or any other information that would identify the project, company, or related parties (i.e., vendors, suppliers, employees, etc.). If there are questions about what is considered confidential, employees should check with their supervisor.
- Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to their supervisors.
- If employees encounter a situation while using social media that may become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a supervisor.
- Social media use shouldn't interfere with employee's responsibilities.
- If an employee becomes the subject of "viral" exposure on the internet, whether willingly or unwillingly, and their public behaviour reflects poorly on, or threatens to harm the reputation of, the company in any way, the employee may be subject to disciplinary action up to and including termination.

## **Personal Information**

### **Change of Address**

It is imperative that you notify the office within 5 days upon the change of your address, telephone number or cell phone number so that we can update your personnel file.

### **Marital Status**

If your marital status changes, you must notify the office within 5 days so that we may adjust your payroll deduction.

# **DRESS & PERSONAL APPEARANCE**

The dress guidelines for the workplace are neat and functional. Everyone should use his or her best judgment when selecting appropriate attire. Dress standards prevail when interacting with our clients, although you should always adhere to the Dress Attire Guidelines.

Please exercise good personal hygiene and avoid strong fragrances as the Company has a scent free policy. In addition, you should avoid worn, frayed, wrinkled, stained or ill-fitting clothing.

The guidelines below address appropriate construction attire.

<b>Work Attire</b>	<b>NOT Appropriate</b>
<p><b>Field Attire</b></p> <ul style="list-style-type: none"> <li>• <b>Pants -jeans or work pants</b></li> <li>• <b>Sweatshirt or Sweater</b></li> <li>• <b>Company provided high-visibility shirt</b></li> <li>• <b>If you do not have a company provided shirt, be sure to wear a high visibility vest.</b></li> </ul> <p><b>Office Attire</b></p> <ul style="list-style-type: none"> <li>• <b>Business Casual</b></li> <li>• <b>Docker style pants and a collared shirt</b></li> </ul>	<ul style="list-style-type: none"> <li>• Warm-up suit or jogging attire</li> <li>• Athletic jacket</li> <li>• Stretch pants or leggings</li> <li>• Spandex or excessively tight clothing</li> <li>• Miniskirt</li> <li>• Torn clothing</li> <li>• Sleeveless top without jacket or sweater</li> <li>• Bare shoulders, spaghetti straps or halter or midriff top; T-shirt or tank top</li> <li>• Unprofessional or baggy dress</li> <li>• Attire with words or images</li> <li>• Shorts</li> </ul>
<p><b>Footwear:</b></p> <ul style="list-style-type: none"> <li>• <b>CSA Approved work boots, minimum 6 inch</b></li> </ul>	<ul style="list-style-type: none"> <li>• Hiking boots</li> <li>• Tennis shoes</li> <li>• Flip-flops</li> <li>• Dress Shoes</li> <li>• Any open-toed shoes Boots without a steel toe</li> </ul>

## **Dress Code / Personal Appearance**

As this is a construction company, we expect you to wear clothes that are functional. You should be able to move freely, but also not get caught on things or be unprotected. We at the Company, would also like to present a professional image to our customers, and therefore ripped, ill-fitting or stained clothing are not permitted to be worn while you are at work. Your personal appearance and hygiene are important as to how others see you. Proper footwear is necessary to protect your feet from being injured while on the job site. All employees must wear CSA approved work boots that are no shorter than six inches. Facial piercing and more than double ear piercing are not to be worn during work hours. Employees may not wear any rings on their fingers while working as this can pose a safety issue.

The dress code for the work environment is neat and functional. Appropriate choices suggested are:

- Jeans or work pants
- Sweatshirts or sweater
- High Visibility company t-shirts, or High Visibility t-shirts without logos
- CSA Approved work-boots

For client meetings it is preferred that staff dress appropriately.

Inappropriate choices include the following:

- Open-toed shoes
- Running shoes
- Leggings
- Trendy t-shirts
- Sweatpants

## **Scent Awareness**

The Company provides an environment that supports employees in developing and maintaining good health habits and a positive well-being. The Scent Awareness Policy is a component that promotes a healthy environment for all employees, associates, and clients.

Employees and associates in office locations where a health concern is identified are asked to avoid wearing perfume, aftershave, and cologne. They are encouraged to use unscented versions of personal care products and those which are not in aerosol form.

In order to provide a comfortable environment for all staff, scent awareness and reduction is encouraged for all employees. Consideration in this regard is appreciated. If an employee does not adhere to the scent awareness policy when a health concern is identified, this issue should be brought to the attention of your supervisor.

If you are sensitive in this regard, you are encouraged to use any/ all the following suggestions:

- Approach co-workers directly regarding any scent-related issues
- Discuss your concerns with your supervisor
- Contact owner if further assistance is required to resolve these concerns

***PLEASE ALWAYS BE SENSITIVE TO OTHER EMPLOYEES, ASSOCIATES AND OUR CLIENTS' SPECIFIC NEEDS***

# **EMPLOYMENT LEAVE**

## **Leave for Personal Needs**

You may request a leave for personal needs. According to the Employment Standards Act of Ontario (ESA), you are entitled to three (3) unpaid sick days, three (3) unpaid family responsibility leave days, and two (2) unpaid bereavement leave days. Employees at CMB Erectors will be given six (6) unpaid sick days, exceeding the ESA minimum. Days allotted for family responsibility days and bereavement days will remain the same as the ESA minimums indicated above.

## **Unpaid Leave**

If, due to special circumstances, you wish to take time off over and above your vacation entitlement, you may request an unpaid leave of absence.

- You must have used all your allotted vacation and sick time for the current year
- Requests are subject to approval of your supervisor and must be made in advance
- You do not lose the previously accumulated period of continuous service
- An extended period of 'inactive employment' may affect the status of your group benefits.

## **Bereavement Leave/ Compassionate Leave / Paid Leave**

- Up to three (3) working days, if required, upon a death in your immediate family, other relatives i.e., grandparents, grandchildren, aunt, uncle, sister/brother-in-law, niece, nephew, daughter/son-in-law. (Proof may be required)
- One (1) day for your marriage or marriage in your immediate family if these events take place on one of your regular working days. Advance request is required.
- If you are summoned for jury duty or subpoenaed as a witness, you will receive your base pay for a regular workday, up to one week, minus any fees the court pays you.

## **Personal Appointments**

As a rule, personal appointments with professionals such as doctors, dentists, lawyers etc., are expected to be made on your own time. However, the Company recognizes that such appointments are sometimes difficult to arrange at these times and are usually infrequent but unavoidable. You must provide 7 days' notice in advance of the day appointment and obtain approval from your supervisor. Time allowed for appointments is one (1) hour. Attempt to make your appointments at the beginning or ending of the workday, time more than one hour may be deemed as a personal emergency leave day.

## **Sick Leave/Short-Term Illness**

The provisions of six unpaid sick days, three unpaid family responsibility leave days, and two unpaid bereavement leave apply to short-term leave or illness. Once you have used up the days mentioned above you may be required to use any vacation days that you may have. Any request for a day off with less than 48 hours' notice will be deemed a sick day.

## **Maternity or Parental Leave**

In accordance with the ESA and the Employment Insurance Act, any employee with 13 or more weeks of service is entitled to unpaid pregnancy leave of 17 consecutive weeks.

An employee shall commence the pregnancy leave no earlier than 17 weeks before her due date and no later than the earlier of her due date or the day on which she gives birth. An employee wishing to take pregnancy leave shall notify the Company in writing no later than two weeks prior to the commencement of the leave.

An employee's pregnancy leave ends,

- (a) if she is entitled to parental leave, 17 weeks after the pregnancy leave began.
- (b) if she is not entitled to parental leave, on the day that is the later of,
  - (i) 17 weeks after the pregnancy leave began, and
  - (ii) 6 weeks after the birth, still-birth, or miscarriage.

An employee may end her leave early provided she notifies her employer in writing at least four weeks before her new return date.

It is expected that the employee will apply for and receive Employment Insurance (EI) benefits for the duration of her leave.

## **Parental and Adoption Leave**

A maximum of 15 weeks of EI maternity benefits is available. Benefits can be paid as early as 12 weeks before the expected date of birth and can end as late as 17 weeks after the actual date of birth. The weekly benefit rate is 55% of the claimant's average weekly insurable earnings up to a maximum amount.

EI parental benefits are offered to parents who are caring for a newborn or newly adopted child or children.

There are two options available for receiving parental benefits: standard or extended.

Standard parental benefits can be paid for a maximum of 40 weeks and must be claimed within a 52-week period (12 months) after the week the child was born or placed for the purpose of adoption. The weekly benefit rate is 55% of the claimant's average weekly insurable earnings up to a maximum amount. The two parents can share these 35 weeks of standard parental benefits.

- Extended parental benefits can be paid for a maximum of 69 weeks and must be claimed within a 78-week period (18 months) after the week the child was born or placed for the purpose of adoption. The benefit rate is 33% of the claimant's average weekly insurable earnings up to a maximum amount. The two parents can share these 69 weeks of extended parental benefits.
- You can choose to claim extended parental benefits only if your child was born or placed with you for the purpose of adoption on or after December 3, 2017.

**\*\*From labour.gov.on.ca**

*Pregnant employees have the right to take Pregnancy Leave of up to 17 weeks of unpaid time off work. In some cases, the leave may be longer. Employers do not have to pay wages to someone who is on pregnancy leave.*

*New parents have the right to take Parental Leave--unpaid time off work when a baby or child is born or first comes into their care. Birth mothers who took pregnancy leave are entitled to up to 61 weeks' leave. Birth mothers who do not take pregnancy leave and all other new parents are entitled to up to 63 weeks' parental leave.*

*Parental leave is not part of pregnancy leave and so a birth mother may take both pregnancy and parental leave. In addition, the right to a parental leave is independent of the right to pregnancy leave. For example, a birth father could be on parental leave at the same time the birth mother is on either her pregnancy leave or parental leave.*

*Employees on leave have the right to continue participation in certain benefit plans and continue to earn credit for length of employment, length of service, and seniority. In most cases, employees must be given their old job back at the end of their pregnancy or parental leave.*

*An employer cannot penalize an employee in any way because the employee is or will be eligible to take a pregnancy or parental leave, or for taking or planning to take a pregnancy or parental leave.*

**NOTE:** All other leaves will be in accordance with the Employment Standards Act.

While on a statutory leave your rights include:

- The right to reinstatement
- The right to accrue seniority
- Right to vacation entitlement
- The right to be free from reprisals

## **Family Caregiver Leave**

Up to 8 weeks of job-protected leave each calendar year to provide care or support to an eligible family member. Employee must provide certificate from a qualified medical practitioner to confirm that family member has a serious medical condition. Eligible family members include mother, father, children, grandparents, and grandchildren.

## **Vacation Time**

How much vacation time you receive depends on how long you have worked as a full-time employee with the Company. You are entitled to vacation time based on your continuous service. The Company expects you to take this time over the following 12 months. Vacation cannot be carried forward.

Vacation time must be worked out between you and your supervisor, taking into consideration the preferences of the employee and the needs of the Company. If you are taking 2 or more days off in a row, we require that requests for vacation time be submitted at least 30 days (1 month) prior to the requested time off. If you are requesting a single day off for a medical appointment, childcare, court date etc., this is considered a personal day and you must submit your request 7 days (1 week) in advance of the date requested off. In the event of an emergency or unexpected need for a day off with less than 48 hours' notice you are required to consider the time off a sick day, and you must call into your supervisor as per company policy regarding sick day notification.

In compliance with Employment Standards - an employer must give employees an annual vacation after they have been employed for a full 12 months. The 12 months of employment an employee needs to qualify for annual vacation includes any time that was spent away from work because of: layoffs, sickness or accident, approved leave, pregnancy and parental leave.

Employers decide when an employee takes their vacation. The employer does not have to give an employee an annual vacation immediately after they complete 12 months of employment. They must get their annual vacation not later than 10 months after they have

earned it. This means an employer must give the first vacation within 22 months from the time an employee begins working.

You earn vacation time as follows:

<b>Length of Continuous Employment</b>	<b>Vacation Entitlement</b>
<b>Calendar Months You Are Employed Up to and including:</b>	
1 Month	1 Working Day
2 Months	2 Working Days
3 Months	3 Working Days
4 Months	4 Working Days
5 Months	5 Working Days
6 Months	6 Working Days
7 Months	7 Working Days
8 Months	8 Working Days
9 Months	9 Working Days
10 Months	2 Weeks (10 Working Days)

<b>Full Years Employed</b>	
5 Full Years	3 Weeks (15 Working Days)
10 Full Years	4 Weeks (20 Working Days)

## **Flu Pandemic**

The Company provides an environment that supports employees in developing and maintaining good health habits and a positive well-being. The Flu Pandemic Awareness Policy is a component that promotes a healthy environment for all employees, associates, and clients.

Employees and associates in office locations where a health concern is identified are encouraged to use common sense and be aware of flu pandemic signs to ensure everyone's health. If you are contagious you are required to stay away from work for one (1) week.

To provide a healthy environment for all staff, please read the following information.

### **What is an influenza pandemic?**

An influenza pandemic is a flu outbreak distinguished from seasonal influenza by its scope and seriousness. It becomes a worldwide epidemic, or pandemic, when a disease spreads easily and rapidly through many countries and regions of the world and affects a large percentage of the population where it spreads.

### **How does an influenza pandemic start?**

The viruses that cause ordinary/seasonal influenza - or "flu" - are constantly changing. An influenza pandemic starts when a new strain of flu virus emerges and is different from common strains. Because people have no immunity to the new virus, it can spread quickly and infect hundreds of thousands of people. Influenza pandemic strains can develop when an animal or bird virus mixes with a human virus to form a new virus.

### **What is the contagious period?**

Influenza can be contagious for one or even up to two days before any symptoms arise and for five days after the onset of symptoms. This means you could spread the virus without knowing you are infected. In addition, the contagious period may be longer in the very young and those with weakened immune system.

### **What is the difference between the ordinary/seasonal influenza - or "flu" - and an influenza pandemic?**

An influenza pandemic can appear very similar to the ordinary/seasonal flu. Because people will have little or no immunity to an influenza pandemic virus, the spread of the disease can occur more quickly than with the seasonal flu.

The symptoms are the same: fever, headache, aches and pains, tiredness, stuffy nose, sneezing, sore throat, and cough. However, they can be much more severe with a pandemic influenza and affect people who do not normally suffer as much from the seasonal flu - such as younger, healthy adults. For example, in the 1918 and 1919 pandemic, the death rate was highest among healthy adults. It is important to note that the young and old may not have all the usual flu symptoms.

Both ordinary/seasonal flu and an influenza pandemic are spread in the same way. The flu virus is spread when someone infected with the virus coughs or sneezes, and droplets containing the virus come in contact with another person's nose, mouth, or eyes. It can also be spread when people with the virus cough or sneeze into their hands and contaminate things they touch, such as a door handle. Other people can become infected if they touch the same object and then touch their face. Here is what you should know about an influenza pandemic:

<b>Ordinary Flu</b>	<b>Influenza Pandemic</b>
Seasonal flu happens every year.	An influenza pandemic happens only two or three times a century.
Seasonal flu is usually around from November to April - and then stops.	An influenza pandemic usually comes in two or even three waves several months apart. Each wave lasts about two months
About 10% of Ontarians get ordinary seasonal flu each year.	About 35% of Ontarians may get the influenza over the course of the full outbreak.
Most people who get seasonal flu will get sick, but they usually recover within a couple of weeks.	About half of the people who get influenza during a pandemic will become ill. Most will recover, but it may take a long time. And some people will die.
Seasonal flu is hardest on people who don't have a strong immune system: the very young, the very old, and people with certain chronic illnesses.	People of any age may become seriously ill with influenza during a pandemic. This depends on the virus.
In a normal flu season, up to 2,000 Ontarians die of complications from the flu, such as pneumonia.	During an influenza pandemic, Ontario would see many more people infected and possibly many more deaths.
There are annual flu shots that will protect people from seasonal flu.	There is no existing vaccine for an influenza pandemic. It will take four to six months after the pandemic starts to develop a vaccine.
There are drugs that people can take to treat seasonal flu.	These same drugs may also help people, but we will not know their full effectiveness until the virus is identified.

**How can I protect myself and my family from an influenza pandemic?**

If an influenza pandemic spreads to Ontario, you can reduce your risk by doing the same things you do to protect yourself and your family from ordinary/seasonal influenza and other infections:

- Get your seasonal influenza shot every year - the "flu" shot will not protect you from an influenza pandemic virus, but it will protect you from getting ordinary/seasonal flu, which could weaken your immune system or resistance.
- Wash your hands with soap thoroughly and often - good hand hygiene is the best way to prevent the spread of all viruses.
- Keep an alcohol-based sanitizer (gel or wipes) handy at work, home and in the car (hand sanitizers should contain 60-90% alcohol).
- Cover your mouth and nose with a tissue when you cough or sneeze, dispose of the tissue after use and always wash your hands as a last step.

- If a tissue is not available, cough or sneeze into your sleeve
- Stay home when you are sick
- Avoid large crowds of people where viruses can spread easily when there is an outbreak in your community
- Avoid large crowds of people and close contact with others (while traveling for example)

### **For More Information**

Call **Service Ontario**, Infoline at 1-866-532-3161 (Toll-free in Ontario only) TTY 1-800-387-5559. In Toronto, TTY 416-327-4282

**NOTE:** During an influenza pandemic, follow any instructions given by public health officials.

# PAYROLL & REMUNERATION

## When and how you are Paid

- You will be paid bi-weekly for the prior two weeks.
- Pays are issued Friday via direct deposit

## Pay Discrepancies

If you believe there is a problem with your pay immediately approach your supervisor. Mistakes will be remedied the next payday. If you are overpaid, you should report the discrepancy to your supervisor. If a discrepancy is found by the company, you will be notified immediately through your supervisor.

## Public Holidays

You are entitled to paid public holidays throughout the year. When these holidays fall on a non-work day, the company will designate a substitute working day as a holiday.

The Company recognizes the following holidays as paid holidays:

New Year's Day
Ontario's Family Day
Good Friday
Victoria Day
Canada Day
Civic Holiday
Labour Day
Thanksgiving Day
Christmas Day
Boxing Day

The number of hours you are paid for a Public Holiday are equal to the number of hours you worked in the previous pay period divided by the number of days that you worked. The company reserves the right to change the day that you get off depending on what day the public holiday falls on.

## **Vacation Pay**

Vacation pay is calculated based on your bi-weekly gross wages (excluding vacation pay) and will be paid out each pay period.

Employees will receive a minimum percentage of the gross wages (excluding vacation pay) they earned in the 12 months' vacation entitlement year or pay period for which the vacation is being given.

- Employees with less than or equal to five years of service will receive 4%
- Employees with more than five years of service will receive 6%

## **Out of Town Work**

This policy covers compensation for salaried employees and hourly employees travelling and working out of town on company business. An *Out of Town Work Agreement* will be provided for each out of town job to detail job specifics and be signed off on. This agreement will indicate shift duration, LOA amount(s), location, lodging type (hotel or Airbnb), provide a code of conduct notice, as well as outline any additional travel policies that come into force.

Employees may be required to use their personal vehicles on certain trips however such factors as the employee's auto insurance coverage and potential loss of working time should be considered to keep this to a minimum.

If an employee is required to travel out of town for mandatory training or client work, regular pay rate will be paid for hours as a regular workday. Compensation will not be paid to employees beyond regular work hours to attend non-mandatory company events.

Employees should maintain a personal vehicle mileage log and include it in their weekly time sheet.

Employees will NOT be reimbursed for the use of personal cars if the mileage is solely incurred in going between the employee's residence and the work location within the same metropolitan area as the employer's place of business. This is a non-deductible commuting expense pursuant to CRA regulations. All travel that is required after having arrived on the job site should be completed using the company truck.

The employee will be reimbursed for kilometers they drive, more than 75, one way, at the rate of 73¢/km which will be paid with the regular pay schedule. If the employee has driven more than 5000km, 67¢/km will be paid (see section on Personal Vehicle Use for Company Business). All attempts will be made to use Company vehicles to avoid personal use, cost, and reimbursement.

## **Living Out Allowance (LOA)**

For job sites requiring overnight stays, lodging will be paid for you. If accommodations are provided you will be required to stay at that location unless you are granted special permission by your supervisor.

There may be an LOA provided to you, dependent on the job site.

In the event an LOA is provided, you will be given an allowance of \$50 per day worked if the place where you are staying has kitchen facilities for you to use. If the location does not have kitchen facilities, you will be given \$75 per day worked.

## **Radial Travel Pay**

For job sites located more than 50 kilometers from the shop at 1125 Colborne Street East, Brantford, ON, employees are eligible for radial travel pay. The distance is calculated using the fastest route on Google Maps that avoids toll roads.

The following rates apply for qualifying travel starting after the 50-kilometer mark:

Driver: \$0.40 per kilometer.

Passenger: \$0.25 per kilometer.

## **Overtime Policy**

Overtime will be paid on a bi-weekly basis along with your regular pay cheque. All overtime worked must be approved by your supervisor prior to commencement of work. Overtime will be paid in accordance with the rules in the province where the employee is employed.

## **Employee Made Purchases**

Any approved purchases made by an employee on behalf of the company will be paid out on the employee's next regularly scheduled pay cheque. Proof of purchase is required, including receipts, invoices, or proof of purchase approval from a supervisor or manager.

# LOSS PREVENTION

## Employee Theft

Employee dishonesty can be a very difficult subject to discuss. When employees steal from the company, everyone feels the effects and we all lose.

### **What is theft?**

- Everyone commits theft who fraudulently and without right converts to his / her use, or the use of another person, anything which is the property of the Company.
- Everyone commits theft when, with intent to steal, he / she removes property or causes it to be removed.
- Everyone commits theft when, with intent, he / she gives away or deliberately undercharges a customer/ employee for Company merchandise.
- Everyone commits theft when they intentionally damage Company property.
- Everyone commits theft when they take cash from the Company.
- To deter attempts, employees apprehended for theft will be subject to severe disciplinary action up to and including termination. Since the Company may prosecute all such cases, not only do the employees lose their job, but they also often end up with a criminal record. It is also not a good situation for co-workers who are left to suffer through the tension and negative atmosphere associated with such cases.

As part of everyone's responsibilities, loss control is an important aspect of our jobs. In administering this area, everyone is expected to ensure that all the Companies Policies and Procedures, i.e., cash handling, receiving, employee purchases etc. are strictly adhered to.

### **If you see an employee stealing, you should:**

- Inform an owner or your supervisor of the situation witnessed

See **Workplace Health & Safety** for further details.

# **DISCIPLINE PROCEDURES**

## **Discipline Procedures**

Violating any of the company rules will be sufficient grounds for disciplinary action ranging from reprimand to immediate discharge, depending upon the seriousness of the offence in the judgment of the owner and /or supervisor. The following steps outline the disciplinary procedure:

Step 1	Verbal Reprimand
Step 2	Written Reprimand
Step 3	1 - Day Suspension
Step 4	3 - Day Suspension
Step 5	Termination of Employment

Discipline for attendance (lates or absences) will be based on the January to December calendar year. In other words, the accumulation of absences and lates will be reset on January 1<sup>st</sup> of the new calendar year.

The owner and /or supervisor are responsible for administering all disciplinary action. No disciplinary action should be initiated without notifying the owner. When disciplinary action is taken, the supervisor / owner will give a copy of all written verbal notices and reprimands to the employee with date, time and reason for the action taken with a copy for the Personnel File.

In any case where a period of twelve (12) calendar months has elapsed since an employee's last received a written warning or a suspension, all previous written warnings shall be removed from the employee's Personnel File.

## **Insubordination**

Insubordination in any form is prohibited. An employee must do as his / her supervisor directs if the work is safe according to the Occupational Health and Safety Act. If he / she has any concern, he / she may assert same by bringing the event or situation to the attention of the supervisor.

# **TERMINATION**

Notice of Termination is where you tell employees in writing that their employment with the Company is going to end permanently. These steps will be followed in accordance with the *Employment Standards Act, 2000*'s special rules or exemptions regarding construction employees.

# **RESPECTFUL WORKPLACE POLICY**

The Company is committed to the highest degree of ethical standards in carrying out its business activities. Everyone acting on the Companies behalf is expected to work with these standards in mind.

This includes:

- No profane language
- No language that offends others by means of race, culture, or colour
- Maintaining a professional and positive attitude when working with customers
- Dealing with other employees in an honest manner
- No employee is allowed to solicit for personal clients while working

## **IMPORTANT POINTS TO KEEP IN MIND**

- Respond in a professional manner, not a personal manner
- Do not raise your voice
- Do not argue with an apparently disoriented person
- Do not turn your back on any angry person
- Do not touch or get between angry people
- Do not allow aggressive or hostile clients to block off your exit
- Maintain eye contact, but be aware that some clients may perceive this as threatening or intrusive
- Watch for objects that could be thrown or used to strike you

# **VIOLENCE IN THE WORKPLACE**

Violence in the workplace is a very real and serious occupational health and safety hazard. The management of the Company is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources, including clients and customers, coworkers, supervisors or managers, strangers, intimate partners, or family members of other employees. We also recognize the possibility of domestic violence coming into the workplace. We will take every precaution reasonable to protect our workers from this and all other types of violence.

**NOTE:** Please see Workplace Health & Safety and Workplace Harassment & Violence Prevention in the Employee Policy and Procedure Manual for related information about employee, supervisor, and employer responsibilities, as well as other details regarding our workplace harassment and violence program.

## **What is Workplace Violence?**

Workplace Violence is defined as:

- The exercise of physical force against a worker, in a workplace, that could cause physical injury to the worker.
- An attempt to exercise physical force that could cause injury to the worker.
- A statement or behaviour that is reasonable for an employee to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury.

Some types of violence that employees may experience include:

- Violent or threatening physical contact (e.g., fights, physical intimidation).
- Direct or indirect physical or verbal threats.
- Threatening, abusive or harassing phone calls.
- Possession of a dangerous weapon on Company property or a job site.
- Destructive or sabotaging actions against Company or personal property.
- Stalking or harassment contrary to the Criminal Code.

## Policy Statement

- The Company is committed to maintaining a safe workplace that is free of violence and threats of violence.
- Any violent behaviors that create a climate of violence, hostility, or intimidation will NOT be tolerated, regardless of origin.
- Incidents need to be reported as soon as practically possible to supervisors or the relevant person, using the Company's complaint process.
- All incidents of violence will be investigated promptly, respecting the privacy of all concerned to the extent possible.
- Some situations may require immediate intervention. When this is the case, remove yourself from the situation and contact the owner or other designated person immediately. **In some situations, such as when there is an immediate threat to your health and safety, you should call the police.**
- Violent behavior will result in discipline up to and including termination of employment for employees.
- Violent behaviour from clients or the public may be reported to the police.
- This policy extends to situations off-site.
- This policy extends to any form of violence or threat of violence made by a current or former employee, as well as a visitor to the workplace, that is:
  - 1) Directed at another employee or at employers.
  - 2) Directed towards a customer.
  - 3) Directed towards any member of the public during working hours.
  - 4) Directed towards any inanimate objects during working hours.
- The Company will work with the Joint Health and Safety Committee to minimize the risk of violence in the workplace.
- The Company, as the employer, will ensure that this policy and the supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from workplace violence.
- The Company is committed to monitoring and taking every precaution to protect workers against domestic violence and will work with employees affected by domestic violence to ensure their safety.
- Managers, supervisors, and workers are expected to uphold this policy and to work together to prevent workplace violence and will be held accountable by the employer.

- The Company and the Company's supervisors will provide workers with information, including personal information, related to a risk of workplace violence from a person with a history of violent behaviour.
- A worker can refuse to work if he or she has reason to believe he or she may be endangered by workplace violence. Once a work refusal occurs the worker shall remain in a safe place as near as reasonably possible to his or her workstation while waiting for the Company to investigate.
- This policy shall be posted in a conspicuous location.

The goal is to protect employees and promote a workplace free from violence. All complaints are taken seriously, and we will treat all employees with respect and sensitivity.

# **WORKPLACE HARASSMENT**

## **What is Harassment?**

By way of definition, harassment means verbal, written (including by electronic means) or physical conduct, bodily contact, comment, or gestures of a person and/ or sexual nature which:

- Is threatening, offensive, humiliating, or intimidating to an employee, or,
- May, on reasonable grounds, be perceived by that employee as placing a condition of a sexual nature on employment or any opportunity for training or promotion.

## **Responsibilities and Penalties**

Harassment of any form is a serious offence subject to a wide range of disciplinary sanctions up to and including discharge. Some situations may be serious enough to constitute a criminal offence. All employees are responsible for ensuring that the workplace is free from harassment. Upon becoming aware that some form of harassment is occurring, individuals are responsible for taking corrective action by notifying the Business Manager. This responsibility exists even if no formal complaint is made.

## **What should you do if you feel you are being harassed?**

### **Step one: Ask the harasser to stop.**

Inform the alleged harasser that his or her behavior is unwelcomed. An individual (although he or she should know better) may not realize that he or she is being offensive. A simple chat may resolve the problem. If the person refuses to cooperate, remind him or her that such behavior is unwelcome and is against company standard and the Human Rights Code.

If the action persists, it would be advisable to keep a written record of dates, times, specific behavior, what was done or said, whether there were any witnesses, etc. failure to keep a diary of the events will not invalidate your complaint. A record will reinforce it and more easily enable June Ammerman to act on your complaint.

If the behavior continues, or if an employee is not comfortable with confronting the alleged harasser directly, proceed directly to Step Two.

## **Step Two: Lodge a complaint:**

### *Informal complaint:*

Speak to your immediate supervisor in confidence. This is an opportunity to discuss options for dealing with the matter and to obtain advice. There is generally no investigation performed in response to an informal complaint, although the alleged harasser may be spoken to in a general manner to ensure that he or she understands the workplace harassment standard.

### *Formal Complaint:*

Alleged harassment may be reported as a formal complaint. The Company owners will conduct an investigation into the allegation. The findings of this investigation will be discussed with the complainant, the alleged harasser, and the legal counsel (if necessary). Identities will not be otherwise revealed unless disclosure is necessary to conduct a complete and thorough investigation.

If the complaint is substantiated, the range of possible disciplinary measures varies from providing a formal apology to dismissal. If the harasser is formally disciplined, documentation will be placed in their personnel file.

These actions do not supersede complaint procedures established by legislation.

## **Step Three: Alternative Complaint Resolution Option**

If you feel your complaint is not or cannot be satisfactorily resolved through steps one and two, the Company encourages you to bring your complaint to the attention of either one of the owners.

## **Step Four:**

If you feel your complaint is not, or cannot be satisfactorily resolved through step three, go to an outside authority only after all internal options have been exhausted.

# **Workplace Harassment Policy**

The Company recognizes the diverse and multicultural composition of its workforce and appreciates the dignity and worth of each member. Every employee has the right to work in an environment free from harassment on any grounds. We will take whatever steps are reasonable to protect our workers from workplace harassment from all sources, including

clients, customers, other workers, supervisors or managers, strangers, intimate partners, or family members of other employees. In keeping with our legal and social responsibilities as an employer, the Company will treat any claim of harassment as a serious matter. No such harassment will be tolerated.

**NOTE:** Please see **Workplace Health & Safety and Workplace Harassment & Violence Prevention** in the Employee Policy and Procedure Manual for related information about employee, supervisor and employer responsibilities, as well as other details regarding our workplace harassment and violence program.

### **What is Harassment?**

By way of definition, harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome. It is any verbal or physical conduct, bodily contact, comment or gestures of a person and / or sexual nature which:

- Is threatening, offensive, humiliating, or intimidating to an employee.
- May, on reasonable grounds, be perceived by that employee as placing a condition of a sexual nature on employment or any opportunity for training or promotion.

Harassment can present itself in varying ways, up to and including:

- Making remarks, jokes or innuendos that demean, ridicule, intimidate, or offend;  
Displaying or circulating offensive pictures or materials in print or electronic form;  
Bullying.
- Repeated offensive or intimidating phone calls or e-mails.
- Inappropriate sexual touching, advances, suggestions, or requests

Harassment also includes a form of discrimination as set out in the Ontario Human Rights Code. The Company provides fair and equitable rights and opportunities for all without discrimination. Every employee has the right to work in an environment free from harassment on any grounds.

## **Responsibilities and Penalties**

Harassment of any form is a serious offence subject to a wide range of disciplinary sanctions up to and including discharge. Some situations may be serious enough to constitute a criminal offence. Employees and management are jointly responsible for ensuring that the workplace is free from harassment. Upon becoming aware that some form of harassment is occurring, individuals are responsible for taking corrective action by notifying their immediate supervisor or the owner. This responsibility exists even if no formal complaint is made.

## **Policy Statement**

- The Company is committed to maintaining a safe workplace that is free of harassment.
- Any form of harassment which creates an offensive or intimidating climate of will NOT be tolerated, regardless of origin.
- Incidents need to be reported as soon as practically possible to supervisors or relevant person, using the Company's complaint process.
- All incidents of harassment will be investigated promptly, respecting the privacy of all concerned to the extent possible.
- Workplace harassment will result in discipline up to and including termination of employment.
- This Policy extends to situations off-site.
- This Policy extends to any form of harassment by a current or former employee, as well as any visitor to the workplace, that is:
  - 5) Directed at another employee or at employers.
  - 6) Directed towards a customer; or
  - 7) Directed towards any member of the general public during working hours.
- The Company will work with the Joint Health and Safety Committee to minimize the risk of harassment in the workplace.
- The Company, as the employer, will ensure that this policy and the supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from workplace harassment.
- Managers, supervisors, and workers are expected to uphold this policy, and will be held accountable by the employer.
- This policy shall be posted in a conspicuous location.

**NOTE:** Please see the Workplace Harassment and Violence Complaint Procedure for the Company's formalized policy for what to do when you experience harassment in the workplace. As well, nothing in this policy prevents or discourages a worker from filing an application with the Human Rights Tribunal on a matter related to the Ontario Human Rights Code within one year of the last alleged incident.

## **Workplace Sexual Harassment**

### **What is Sexual Harassment?**

By way of definition workplace sexual harassment is:

- a) Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or sexual expression, where the course of comment or conduct is known or ought to reasonable be known to be unwelcome, or
- b) Making 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 reasonable to know that the solicitation or advance is unwelcome.

However, workplace sexual harassment is not reasonable action taken by an employer or supervisor relating to the management or direction of the workers or employees.

# CONDITIONS OF EMPLOYMENT

I hereby apply for employment with CMB Erectors., and if accepted agree to the following conditions of employment:

1. During my employment, I will always observe the rules and regulations of the Company.
2. I will not damage or unlawfully remove property of the Company or of other employees.
3. I understand proper grooming is required as determined by CMB Erectors and I agree to abide by the applicable dress code.
4. Upon being hired, I agree to produce a valid social insurance number card. Where applicable I also agree to produce valid papers indicating my eligibility to work within the design industry in Canada.
5. I understand during my employment, I may be required to participate in weekend operations.
6. I agree to make myself available for the hours as specified on my job application.
7. During a probationary period of 90 days my employment may be terminated by myself or by the Company, and I shall only be entitled to receive wages to the date of such termination.
8. I understand that the consumption of alcoholic beverages and/ or drugs for non-medical purposes in any amount immediately before or during working hours cannot and will not be permitted. Employees who report to work under the influence of alcohol or drugs or who consume alcohol or drugs on Company property will subject themselves to severe disciplinary action up to and including discharge.
9. I am aware that the workplace is a smoke-free environment and agree to abstain from smoking except in areas designated by the owner/ supervisor.
10. Verbal, physical and/ or sexual harassment in the workplace is prohibited.
11. I agree that punctuality and attendance policies must be followed once schedules or shifts are determined.
12. I acknowledge receipt of the CMB Erectors Employee Handbook. It is my responsibility to listen, read, understand, and adhere to the policies and procedures as they are currently stated in all parts of the Employee Handbook.
13. I acknowledge that my employment with CMB Erectors is governed by the *Employment Standards Act, 2000 (ESA)*, rather than common law, and all

employment considerations will be in accordance with the standards outlined in the ESA, unless a higher standard is explicitly established in this Manual.

14. During my employment, I will not accept gifts or favors, without owner / supervisor approval, from customers or suppliers or prospective customers or suppliers, nor will I use my status with the Company to obtain personal gain, directly or indirectly, from those doing or seeking to do business with the company.
15. The statements made on my application for employment and signed by me are true and correct and the inclusion of any false statement or violation of any of the stated conditions shall be accepted by me as sufficient cause for my dismissal. I hereby authorize the investigation of information contained thereon, but excluding any information, which reveals my race, creed, colour, or ethnicity.
16. By signing the "Statement of Understanding" below, I am acknowledging that I have read and agree to adhere to the above stated "Conditions of Employment."

# **NON-DISCLOSURE AGREEMENT**

## **Between CMB Erectors**

### **and the Recipient**

CMB Erectors Inc. (the organization) and \_\_\_\_\_ (the recipient) agree as follows:

1. To further the business relationship between the Organization and the Recipient, it is necessary and desirable that we disclose to you confidential information concerning any or all of the following: current or proposed products or services of the Organization; financial information relating to the Organization; business forecasts and procurement requirements of the Organization; plans, and technology relating to the foregoing.
2. The Recipient shall not communicate the Organization's information to any third party and shall use its best efforts to prevent inadvertent disclosure of the Organization's information to any third party.
3. The Recipient shall neither use the Organization's information nor circulate it within its own organization except to the extent necessary for:
  1. negotiations, discussions, and consultations with personnel or authorized representatives of the Organization.
  2. supplying the Organization with goods or services at its order.
  3. preparing bids, estimates and proposals for submission to the Organization; and
  4. any purpose the Organization may authorize in writing.
4. The obligations set out in paragraphs 2 and 3 of this agreement shall terminate with respect to any portion of the Organization's information when the Recipient can document that:
  1. it was in the public domain at the time of the Organization's communication of it to the Recipient.
  2. it entered the public domain through no fault of the Recipient subsequent to the time of the Organization's communication of it to the Recipient.
  3. it was in the Recipient's possession free of any obligation of confidence at the time of the Organization's communication of it to the Recipient.
  4. it was rightfully communicated to the Recipient free of any obligation of

confidence subsequent to the time of the Organization's communication of it to the Recipient.

- 5. it was developed by employees or agents of the Recipient independently of and without reference to any of the Organization's information or other information that the Organization has disclosed in confidence to any third party; or
- 6. it was communicated by the Organization to a third party free of any obligation of confidence subsequent to the time of the Organization's communication of it to the Recipient.

- 5. All materials including, without limitation, documents, drawings, models, technical specifications, apparatus, sketches, designs, and lists furnished to the Recipient by the Organization and which are designated in writing to be the property of the Organization, shall remain the property of the Organization and shall be returned to the Organization promptly at its request with all copies made of them.
- 6. Communications from the Recipient to personnel and authorized representatives of the Organization shall not be in violation of the proprietary rights of any third party and shall be made without any obligation of confidence.
- 7. This agreement shall govern all communications between the Organization and the Recipient that are made during the period from the effective date of this agreement to the date on which either party receives from the other written notice that subsequent communication shall not be so governed.
- 8. This agreement shall be construed in accordance with the laws of Ontario.

The effective date of this agreement is \_\_\_\_\_  
(Date)

Signature: \_\_\_\_\_  
\_\_\_\_\_  
(Please print name)

Dated: \_\_\_\_\_

# STATEMENT OF UNDERSTANDING

I acknowledge I have read and have been given the opportunity to ask questions about this Manual entitled “*Policy and Procedure Manual ON – February, 2026.*” I understand the Manual and will follow all the expectations contained within it. I also understand the *Employment Standards Act, 2000* governs my employment and will be adhered to in the cases where higher standards have not been explicitly stated in this Manual.

I understand that CMB Erectors Inc. retains absolute discretion to make changes in this Manual at any time, with the expectation that changes will be made clear to me and will require my signed acknowledgement. Interpretation of any policy rests solely with CMB Erectors Inc.

Signature: \_\_\_\_\_

\_\_\_\_\_  
(Please print name)

Dated: \_\_\_\_\_