



# Canadian Employee Handbook

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# 1. The Way We Work

## 1.1. A word about this Handbook

This Employee Handbook<sup>1</sup> contains information about the employment policies and practices of Western Climate Initiative, Inc. ("WCI, Inc." or "the Corporation") in Canada. We expect each employee to read this Employee Handbook carefully, as it is a valuable reference for understanding their job and the Corporation.

The policies outlined in this Employee Handbook are designed for a developing business and will require changes from time to time. The Corporation retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the Corporation. This Employee Handbook supersedes and replaces any and all prior Employee Handbooks, and any inconsistent verbal or written policy statements.

The Corporation reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook must be in writing and approved by the Executive Director. No oral statements or representations can change the provisions of this Employee Handbook. If any provision in a written employment agreement is inconsistent with the Employee Handbook, the written agreement takes precedence.

Nothing in this Employee Handbook is intended to unlawfully restrict an employee's rights according to any applicable federal and provincial laws, including but not limited to the right to engage in concerted protected activity for the purposes of their mutual aid and/or protection. Nothing in this Employee Handbook will be interpreted, applied or enforced to interfere with, restrain or coerce employees in the exercise of their rights under applicable federal or provincial labour and employment laws and regulations.

This Employee Handbook refers to current benefits maintained by the Corporation. Employees should refer to the actual documents if they have specific questions regarding the benefits offered by the Corporation. Those documents are controlling.

At various points in this Employee Handbook, the sections are subdivided into two headings: "All Canadian Employees" and "Quebec Employees". Employees of all provinces, including Quebec, are subject to the first heading. Unless stated otherwise, Quebec employees are also subject to the second heading, in addition to the first one, in order to take into account certain specificities of Quebec's legal system.

## 1.2. Probation Period and Notice of Termination of Employment

### 1.2.1. All Canadian Employees

In Canada, an employee's minimum rights to notice are regulated by provincial statute for provincially regulated undertakings, and vary from province to province.

Termination of employment is governed solely by the employment standards legislation applicable to the province in which you work ("ES Legislation"), as confirmed in your employment agreement.

No officer, employee or representative of the Corporation is authorized to enter into an agreement – expressed or implied – with any employee for employment for a specified period of time unless such an agreement is in a written contract approved by WCI, Inc. Board of Directors and signed by the Chair or the Executive Director. At the end of a contract for a fixed term, or if the employee has completed the task for which they were hired, WCI, Inc. is not required to give notice.

### 1.2.2. Quebec Employees

Québec's law (the Act Respecting Labour Standards) and the Civil Code of Québec provides that WCI, Inc. can only terminate an employee without cause if it provides the employee with "reasonable notice" or an equivalent "compensation indemnity" in lieu of notice for the termination of employment or for a layoff period of longer than 6 months.

The time period to determine the employee's notice or compensation indemnity vary according to their length of uninterrupted service and any other criteria that are recognized by the legislation on that matter.

The Act does not apply to an employee:

1. who has less than three months of uninterrupted service;
2. whose contract for a fixed term or for a specific undertaking expires;
3. who has committed a serious fault;
4. for whom the end of the contract of employment or the layoff is a result of force majeure.

Thus, in line with the previous exceptions, each new employee must go through a probationary period of 90 days before starting his permanent employment relationship with WCI, Inc. During this period, regardless of any provision in this Employee Handbook, either the employee or WCI, Inc. may terminate the employment relationship at any time, for any reason not related to discrimination, with or without cause or notice.

## 1.3. Equal Employment Opportunity

Our Corporation is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally recognized basis under applicable federal or provincial law. Employees may discuss questions related to equal employment opportunity with their supervisor or any other member of management.



## 1.4. A Word About Our Employee Relations Philosophy

We are committed to providing the best possible climate for maximum development and goal-achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork: individuals working together to attain a common goal.

We have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. We take into account individual circumstances and the individual employee.

We firmly believe that with direct communication, we can resolve any difficulties that may arise and develop a mutually beneficial relationship.

## 1.5. A Harassment-Free Work Environment

WCI, Inc. firmly prohibits any type of physical, psychological or sexual harassment of employees by another employee, a supervisor or a third party for any reason. Harassment of third parties by our employees in the workplace is also prohibited. Any type of sexual harassment is against corporate policy and may also be unlawful under the human rights or occupational health and/or safety legislation applicable to the province in which you work. The Corporation is committed to making every effort possible to apply appropriate disciplinary action for any type of harassment in the workplace, and to put in place mechanisms to promote the handling and resolution of complaints and related issues.

The purpose of this policy is not to regulate the personal morality of employees. It is to ensure that, in the workplace, no employee harasses anyone for any reason or in any manner. The conduct prohibited by this policy includes conduct in any form, including but not limited to e-mail, voice mail, chat rooms, Internet use or history, text messages, pictures, images, writings, words or gestures. Violations of this policy, by any employee, supervisor or agent of the Corporation, will not be tolerated and may result in disciplinary action, up to and including immediate dismissal.

### 1.5.1. Definitions

#### 1.5.1.1. All Canadian Employees

Harassment is generally defined under the human rights and/or occupational health and safety legislation applicable to the province in which you work. While it is not easy to identify precisely what harassment is, it includes: slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes and teasing.

Sexual harassment is generally defined under the human rights and/or occupational health and safety legislation applicable to the province in which you work. Again, while it is not easy to identify precisely what sexual harassment is, it may include: unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature including, but not limited to, sexually-related drawings, pictures, jokes, teasing, e-mails, text messages, uninvited touching or sexually-related comments.

#### 1.5.1.2. Quebec Employees

According to the Act Respecting Labour Standards:

“psychological harassment” means any “vexatious behavior” in the form of repeated and hostile or unwanted conduct, verbal comments, actions or gestures, that affects an employee's dignity or psychological or physical integrity and that results in a harmful work environment for the employee. For greater certainty, psychological harassment includes such behavior in the form of such verbal comments, actions or gestures of a sexual nature.

A single serious incidence of such behavior that has a lasting harmful effect on an employee may also constitute psychological harassment.

### 1.5.2. Complaint Procedure

#### 1.5.2.1. All Canadian Employees

Any employee who believes that they have been harassed in any way, including sexual harassment, or who has been retaliated against for complaining of harassment, should immediately report the situation in accordance with the following procedure. Complaints regarding harassment in the workplace should be filed immediately and must be filed within two (2) years of the last incidence of offending behavior. All complaints will be promptly and thoroughly investigated as confidentially as possible.

1. Report the situation immediately to the Executive Director, Human Resources, their supervisor or a member of management, each of whom have been designated to receive such complaints.
2. If an employee makes a report to any of these members of management and the member either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee should report the situation to one of the other members of management designated in this policy to receive complaints, or to a member of the Board of Directors.
3. If the harassment situation is a crime, employees may file a complaint at a police station. For example, a person who touches you sexually without your consent can be charged with sexual assault.
4. The Corporation will conduct all investigations promptly and thoroughly in a discreet manner. The Corporation recognizes that every investigation requires a determination based on all the facts in the matter. We also recognize the serious impact a false accusation can have. The Corporation reserves the right to discipline those whose reports or complaints are frivolous or vexatious. We trust that all employees will act responsibly.
5. Adverse action will not be taken against an employee because they, in good faith, report an incident or participate in the investigation of a violation of this policy. The reporting employee and any employee participating in any investigation under this policy have the Corporation's assurance that no reprisals will be taken as a result of a harassment complaint. It is our policy to encourage discussion of the matter to help protect others from being subjected to similar inappropriate behavior.

#### 1.5.2.2. Quebec Employees

In addition to the various members provided for in paragraph 1 hereinabove, an employee may also report the situation to provincial organizations, such as the [Commission des normes, de l'équité, de la santé et de la sécurité du travail](#), within two (2) years of the last incidence of the offending behavior (in accordance with the [Act Respecting Labour Standards](#)), and the [Commission des droits de la personne et des droits de la jeunesse](#).

### 1.6. Work Permit for Non-Canadian Citizen or Non-Permanent Resident

In compliance with applicable federal and provincial legal requirements, our Corporation is committed to employing in Canada only individuals who are authorized to work lawfully in Canada.

Each new employee, as a condition of employment, must present documentation establishing identity and employment eligibility in accordance with the laws and regulations of the Government of Canada.

If an employee is authorized to work in Canada for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the Corporation.

### 1.7. New Employee Orientation

Upon joining our Corporation, you were given this copy of our Employee Handbook. After reading this Employee Handbook please sign the receipt page and return it to your supervisor. You will be asked to complete personnel, payroll and benefit forms (if applicable).

The current handbook can be found on the company SharePoint drive in the "Documents" folder under the "Admin" tab. If you have trouble locating it or would like a printed copy, please contact Human Resources. Your supervisor is responsible for the operations of your department. They are a good source of information about the Corporation and your job.

### 1.8. Talk to Us

The Corporation encourages you to bring your questions, suggestions and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations.

If you feel you have a problem, present the situation to your supervisor so that the problem can be settled by examination and discussion of the facts. We expect your supervisor to be able to satisfactorily resolve most matters.

If you still have questions after meeting with your supervisor or if you would like further clarification on the matter, request a meeting with the Executive Director. They will review the issues and meet with you to discuss possible solutions.



Your suggestions and comments on any subject are important to us and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

If at any time you do not feel comfortable speaking with your supervisor or the next level of management, discuss your concern with any other member of management with whom you feel comfortable.

## 2. Your Pay and Progress

### 2.1. Recording Your Time

Employees must accurately record their hours in WCI, Inc.'s time keeping software for cost accounting and utilization purpose. All employees are eligible for paid time off for holidays, vacation, sick leave or other paid time off as described in this handbook, and they shall request time off through WCI, Inc.'s timekeeping software. Unpaid time off as allowed under the provisions of this handbook shall also be recorded in the timekeeping software as well. As applicable, time keeping will be reviewed and approved by your supervisor and the payroll manager each pay period.

The workweek starts at 12:00 am on Sunday and ends on Saturday at 11:59 pm.

### 2.2. Payday

You will be paid semimonthly, normally on the 5<sup>th</sup> of the month and the 20<sup>th</sup> of the month for the periods that have ended on the last day of the month and the 15<sup>th</sup> of the month respectively.

When our payday is a holiday or during a weekend day, you will normally be paid on the last working day preceding the holiday or the weekend.

Please review your paycheck for errors. If you find a mistake, report it to Human Resources immediately. Human Resources will assist you in taking the steps necessary to correct the error.

### 2.3. Paycheck Deductions

#### 2.3.1. All Canadian Employees

The Corporation is required by provincial and federal law to make certain deductions from your paycheck each pay period.

All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Forms T-4 – Statement of Remuneration Paid (T-4 slip). Employees will be reimbursed in full for any inadvertent or improper deductions, as defined by law.

If questions or concerns about any pay deductions arise, employees may discuss and resolve them with Human Resources.

#### 2.3.2. Quebec Employees

In Quebec, such deductions include:

- Federal and provincial taxes;
- Employment insurance premiums;
- Canada Pension Plan;
- Québec Parental Insurance Plan.

## 2.4. Garnishment/Child Support

When an employee's wages are garnished by a court order, our Corporation is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. Our Corporation will, however, honor applicable federal and provincial guidelines that protect a certain amount of an employee's income from being subject to garnishment.

## 2.5. Direct Deposit

You have the option of receiving your pay in a payroll check or having your pay deposited into your bank account through our direct deposit program.

## 2.6. Pay Advances

Pay advances will not be granted to employees.

## 2.7. Overtime

There will be times when you will need to work overtime so that we may meet the needs of our clients. Although you will be given advance notice when feasible, this is not always possible. Employees must have all overtime approved in advance by their supervisor when it is reasonably anticipated.

In compliance with ES Legislation, except for the management personnel and employees who are exempt from payment of overtime, employees will be paid or compensated in equivalent leave at a rate of time and one-half their regular hourly rate for hours worked in excess of 40 hours in a week.

Only actual hours worked count toward computing weekly overtime.

If you have any questions concerning overtime pay, check with your supervisor or the Human Resources.

## 2.8. Pay for Reporting for Work if Not Required

The Corporation will make every effort to notify employees in advance when it is not necessary to report for work. These circumstances may include inclement weather, fire, flood, power outage, lack of work, etc. In the event you report for work without being notified in advance that your services are not needed, you will be compensated in accordance with ES Legislation.

## 2.9. Job Descriptions

The Corporation will create and maintain a job description for each position in the Corporation. The job description outlines the essential duties and responsibilities of the position. When the duties and/or responsibilities of a position change, the job description will be revised periodically to reflect those changes. If employees have any questions or wish to obtain a copy of their position's job description, please ask the Executive Director.

## 2.10. Performance Reviews

Employee performance is important to our Corporation. Once each year, your supervisor will review your job progress within our Corporation and help you create new job performance plans.

Our performance review program provides the basis for a better understanding between you, your supervisor, and the Corporation as a whole, with respect to your job performance, potential and development within the Corporation.

The Board of Directors shall also conduct an annual review of the Executive Director's performance.

## 3. Time Away From Work and Other Benefits

Our Corporation offers time away from work and other specific benefits available to certain categories of employees.

This Employee Handbook provides a general description of the current time away from work benefits maintained by the Corporation. Employees should refer to the actual plan documents if they have specific questions regarding the benefit plan. Those documents are controlling.

The Corporation reserves the right to modify its benefits at any time. We will keep employees informed of any changes.

### 3.1. Holidays

In respect with ES legislation of each province, and with the Act Respecting Labour Standards and the National Holiday Act for Québec Employees, our Corporation provides the following paid statutory holidays during the year:

- New Year's Day (January 1)
- Family Day (3<sup>rd</sup> Monday in February – Ontario and British-Columbia Only)
- Good Friday (Friday before Easter Sunday)
- Easter Monday (Monday after Easter Sunday – Quebec Only)
- Victoria Day / National Patriots Day (Monday preceding May 25)
- St. John the Baptist Day (June 24 – Quebec Only)
- Canada Day (July 1)
- Civic Holiday (Ontario Only) / British Columbia Day (1<sup>st</sup> Monday in August)
- Labour Day (1<sup>st</sup> Monday in September)
- National Day for Truth and Reconciliation (September 30 – British-Columbia Only)
- Thanksgiving Day (2<sup>nd</sup> Monday in October)
- Remembrance Day (November 11 – British-Columbia Only)
- Christmas (December 25)
- Boxing Day (December 26 – Ontario Only)

In addition, Quebec employees will receive one additional paid holiday from the following list of optional holidays. Employees must obtain supervisor approval as soon as possible for their requested optional holidays.

- Makar Sankranti / Pongal (January 14 or January 15 in leap years)
- Ugadi (1<sup>st</sup> day of the month of Chaitra in the Hindu calendar)
- Eid al-Fitr (1<sup>st</sup> day of the month of Shawwal in the Islamic calendar)
- Juneteenth Day (June 19)
- Eid al-Adha (Around the 10<sup>th</sup> to the 13<sup>th</sup> days of the Islamic month of Dhu al-Hijjah)

- Rosh Hashanah (begins on the first day of the seventh month in the Jewish calendar)
- Yom Kippur (10<sup>th</sup> day of the month of Tishri in the Jewish calendar)
- Dussehra (10<sup>th</sup> day of Ashvin month in the Hindu calendar)
- Diwali (15<sup>th</sup> day of the month of Kartika in the Hindu calendar)
- Christmas Eve (December 24)
- Day after Christmas (December 26)
- New Year's Eve (December 31)
- Day after New Year's Day (January 2)

If one of the above holidays falls on Saturday, it is normally observed on the preceding Friday. If a holiday falls on Sunday, it is normally observed on the following Monday.

All employees are eligible for paid holidays immediately upon hire. Employees with a regular workweek of less than 40 hours will be compensated for paid holidays. In compliance with ES Legislation, for each public holiday, WCI, Inc. will pay all employees an amount calculated in accordance with ES Legislation.

In Quebec, and in compliance with the Act Respecting Labour Standards, the amount of this indemnity equals to 1/20 of the wages earned during the four complete weeks of pay preceding the week of the holiday, excluding overtime.

In accordance with ES Legislation, if an employee is on vacation on one of the public holidays mentioned above, or if such a day does not coincide with their usual work schedule, they will be entitled to compensatory holiday pay or compensatory leave on a date to be agreed between the Corporation and the employee.

## 3.2. Vacation

### 3.2.1. All Canadian Employees

All full-time employees and part-time employees are eligible for paid vacation as follows.

**Table 1. Vacation Leave Accrual for Full-Time Employees**

Years of Experience with WCI, Inc.	Accrued Hours of Vacation per Month
Less than 3 years	10 hours
Between 3 and 6 years	12 hours
6 years or more	13.33 hours

Vacation leave accrual will be prorated for partial months worked.

Employees may not at the end of any pay period exceed a balance of vacation time of 160 hours. Once the maximum amount of accrued vacation time is reached (160 hours), the employee will only become eligible to resume accruing vacation time when the balance falls below the maximum. Upon termination, unused accrued vacation time will be paid at the final rate of pay.



Employees should submit vacation requests reasonably in advance in writing to their supervisor. When possible, vacation requests are granted, taking in to account operating requirements. Length of employment may determine priority in scheduling vacation times.

### **3.2.2. Quebec Employees**

For Quebec employees, the last paragraph of section 3.2.1 reads as follows:

With respect to the Act Respecting Labour Standards, employees are entitled to know the date of their annual leave (vacation leave) at least four weeks in advance. Thus, they should submit vacation requests reasonably in advance in writing to their supervisor. When possible, vacation requests are granted, taking in to account operating requirements. Length of employment may determine priority in scheduling vacation times.

### 3.3. Sick Days

#### 3.3.1. All Canadian Employees

All employees are eligible for paid sick days as follows:

Full-time employees will accrue (8) hours of sick leave each month. Sick leave accrual will be prorated for employees who work less than 40 hours per week (e.g., an employee who works 32 hours per week will accrue leave at the rates shown above times 0.8). Sick days under this corporate policy will be inclusive of any sick leave prescribed by ES Legislation. Sick days under this corporate policy will not accrue during statutory leave.

Employees may not at the end of any pay period exceed a balance of sick leave of 120 hours. Once the maximum sick leave balance is reached (120 hours), the employee will only become eligible to resume accruing sick leave when the balance falls below the maximum.

Part-time employees will accrue and use sick leave on a pro-rated basis equivalent to the sick leave benefit for full time employees who work 40 hours per week. For example, a part-time employee who works 20 hours per week will accrue sick leave at one half the rate described above. The maximum sick leave balance will be similarly prorated for part-time employees.

Sick leave accrual will not be paid out at the end of the calendar year, as it will be carried over to the following year. Sick leave accrual will not be paid upon termination. Sick leave use in excess of five (5) consecutive working days will require the approval of the Executive Director.

All employees may use up to one-half of their annual allotment of accrued and available sick leave for absences to fulfil obligations related to care, health or education of the employee's child or the child of the employee's registered domestic partner, or because of the state of health a relative or a person for whom the employee acts as a caregiver, as attested by a professional working in the health and social services sector and governed by the Professional Code. Such leave is subject to the same terms as the employee's use of sick leave benefits for the employee's own illness or injury.

In some cases, such as for family responsibilities, the leave may be divided into separate days and a day may also be divided if their supervisor consents thereto. When possible, the employee must take reasonable steps within his power to limit the leave and the duration of the leave.

#### 3.3.2. Quebec Employees

For Quebec employees, the second paragraph of section 3.3.1 reads as follows:

Full-time employees will accrue (8) hours of sick leave each month. Sick leave accrual will be prorated for employees who work less than 40 hours per week (e.g., an employee who works 32 hours per week will accrue leave at the rates shown above times 0.8).

### 3.4. Sick Leave Donation Policy

In the event of a serious injury or illness of a WCI, Inc. employee or the employee's immediate family member which requires the employee to take an extended leave, other WCI, Inc. employees may voluntarily donate accrued sick leave to the employee on the following terms:

#### 3.4.1. Eligibility Criteria and Procedural Guidelines for Receiving Leave:

1. The injury or illness must be serious and must be one that would require the employee to be off work for a period in excess of two (2) continuous weeks or to undergo recurring treatment that requires absences from work.
2. The employee must have exhausted or be likely to exhaust all of his or her own accrued sick leave during this upcoming leave period.
3. The request for donation must be submitted in writing to the Assistant Executive Director and is subject to the approval of the employee's Supervisor and the WCI, Inc.'s Executive Director, within 10 business days after the date of application reception. The request must be accompanied by a medical statement from the employee's attending physician which verifies the employee's need for an extended medical leave or treatment and the estimated length of time the employee will be unable to work.
  - a. The employee is eligible to receive up to 20 days of leave for which they would otherwise be without pay including holidays.
  - b. Eligibility for additional increments of 20 working days may be based on current medical certification of the continuing disability.
  - c. The maximum amount that may be transferred to an employee is limited to 60 days for which the employee would otherwise not be paid as stated above.
  - d. Insufficient donated sick time may justify denial of the request for a donation. Additional factors such as the individual's leave usage record may be considered before recommending approval of a leave transfer.
4. Upon approval, the Assistant Executive Director will provide notice to all employees of the request for sick leave donations. Employees wishing to donate leave must advise the Assistant Executive Director or his/her designee in writing of the number of hours to be donated.
5. There is no minimum period of employment for an employee receiving donated leave.
6. All donated hours will be paid at the rate of pay of the recipient until the earliest of the following events occurs:
  - a. all leave balances, including both donated and accrued leave, are exhausted; or
  - b. the employee returns to work at his/her normal work schedule or light duty assignments if available and approved by the Executive Director; or
  - c. the employee's employment terminates.
7. Sick leave may not be donated for injuries or illnesses that are being compensated under worker's compensation, Paid Family Leave benefits, State Disability

Insurance, or Unemployment Compensation Insurance. However, sick leave may be donated if you are in the unpaid waiting period to qualify for these benefits.

8. Except if your ES Legislation says otherwise, no additional vacation, sick leave, or holiday pay will accrue during a period of donated sick leave.
9. Benefits may continue to accrue during the period of leave in accordance with state and federal law.
10. Donated sick leave shall not be paid out upon termination of employment and shall have no cash value to the recipient.
11. Donated sick leave which has not been used by the recipient will be transferred to the WCI, Inc. Corporate Sick Leave Bank, maintained to accommodate any future eligible requests from a WCI, Inc. employee.

### **3.4.2. Eligibility Criteria and Procedural Guidelines for Donating Leave:**

1. To be eligible to donate leave, an employee must have accumulated at least 80 hours of sick leave. The donating employee may not donate more than a total of fifty percent (50%) of his or her accrued, but unused, sick leave and must maintain a minimum balance of 60 hours after donation. Donations must be in a minimum of four (4) hours of sick time.
2. Only sick leave may be donated. Vacation hours, holiday hours, and other accrued leave may not be donated.
3. Donations shall be treated on an hour-for-hour basis, regardless of the pay rates of the donor and recipient.
4. The date and time of donation reception will determine the order in which sick leave will be deducted from the donors' sick leave balances where there are multiple donors for a single individual.
5. Once approved, all sick leave donations are irrevocable. An employee receiving a sick leave donation may not repay or return the donation, even if it is ultimately not used for the illness or injury it was donated to benefit.
6. Sick leave donations will be kept strictly confidential. The employee receiving the contributions will only be told the total hours available. Each employee contributing hours will not be informed of other employees contributing hours nor the number of hours contributed by each employee.
7. Employees who voluntarily choose to donate time to a person who has requested a sick leave donation should consider the following:
  - a. Donate time in smaller quantities on a more frequent basis rather than in one large block;
  - b. Be compassionate towards your fellow employees but consider your personal needs as well. Please ensure you leave yourself adequate time in your sick leave balance to meet your personal needs;

- c. Recognize that not all sick leave donation situations will result in happy endings. Some employees may not feel their confidential donation was appreciated. Remember, your decision to donate is irrevocable. Make your decision wisely.
8. Sick leave may not be transferred retroactively if no one has agreed to donate leave to an employee who has exhausted all their sick leave bank entitlements and has been placed on an approved leave of absence without pay.
9. WCI, Inc. Corporate Sick Leave Balance shall be capped to a maximum of 60 days.

## 3.5. Statutory Leaves of Absence

### 3.5.1. All Canadian Employees

ES Legislation provides for various leaves of absence and whether those leaves are unpaid or otherwise.

Part XIV of Ontario's Employment Standards Act, 2000 provides for the following leaves, including the criteria for qualification to take leave:

- Pregnancy Leave
- Parental Leave
- Family Medical Leave
- Organ Donor Leave
- Family Caregiver Leave
- Critical Illness Leave
- Child Death leave
- Crime-related Child Disappearance Leave
- Domestic or Sexual Violence Leave
- Sick Leave
- Family Responsibility Leave
- Bereavement Leave
- Emergency Leave: Declared Emergencies and Infectious Disease Emergencies
- Reservist Leave

Part 6 of British Columbia's Employment Standards Act provides for the following leaves, including the criteria for qualification to take leave:

- Illness or Injury Leave
- Maternity Leave
- Parental Leave
- Family Responsibility Leave
- Compassionate Care Leave

- Critical Illness or Injury Leave
- COVID-19 Related Leave
- Leave for COVID-19 Vaccination
- Reservists' Leave
- Leave Respecting Disappearance of Child
- Leave Respecting Death of Child
- Leave Respecting Domestic or Sexual Violence
- Bereavement Leave
- Jury Duty

The Corporation encourages Quebec employees to see the Act Respecting Labour Standards or to consult the [CNESST website \(Leave Section\)](#) or ask human resources for the details and conditions of family, parental and health related leaves and absences provided by WCI, Inc. namely for:

- Serious illness or accident of a family member;
- Absences owing to sickness, an organ or tissue donation for transplant, an accident or a criminal offence;
- Absences owing to domestic violence or sexual violence;
- Becoming the victim of a violent or serious felony or felonious theft or embezzlement, for the purposes of attending legal proceedings related to the crime;
- Bereavement;
- Wedding or civil union;
- Birth or adoption;
- Maternity or paternity leave;
- Examination related to pregnancy;
- Parental leave.

In each case, the employee must advise their supervisor of his absence as soon as possible or within the delays specified by the ES Legislation.

The Corporation reserves the right to request written verification of an employee's qualification for the leave in and to request ongoing updates as to the expected date of return to work.

When statutory leave is unpaid, affected employees may elect to use accrued paid vacation and/or sick leave in lieu of unpaid leave.

Employees who are on an unpaid leave of absence can choose to participate in each type of benefit plan, if any, offered by the Corporation and can defer taking vacation until after a return from leave. Accrual of vacation time while on statutory leave will be determined in accordance with ES Legislation.



During statutory leaves, the employee may return to work intermittently or on a part-time basis if their supervisor consents to it. When an employee is able to return to work, they should give at least one week's advance written notice to their supervisor. Depending on the circumstances of a statutory leave, WCI, Inc. reserves the right to request a doctor's certificate stating that the affected employee is medically able to return to their normal duties.

WCI, Inc. will continue to provide retirement savings plan benefits for employees on authorized leave from work, subject to payment of the employee contribution required to activate the employer contribution.

After a statutory leave, WCI, Inc. will return an employee to the same or a similar position, with the same wages and benefits, they held prior to the leave. If the position previously held no longer exists when the employee returns to work, WCI, Inc. shall recognize all the rights and privileges to which the employee would have been entitled if they had been at work at the time the position ceased to exist.

An employee's continued absence from work beyond their statutory entitlement will be deemed a voluntary resignation from employment.

### **3.5.2. Quebec Employees**

For Quebec employees, paragraphs 6 to 12 of subsection 3.5.1 read as follows:

The Corporation reserves the right to request written verification of an employee's familial relationship, documentation to attest to a serious illness or accident or documented evidencing of the legal proceedings requiring the employee's absence within a reasonable time after leave is taken, and the Corporation may request documentation regarding the expected date of return to work.

When unpaid leave is provided by law owing to sickness, an accident, domestic violence or sexual violence, affected employees may elect to use accrued paid vacation and/or sick leave in lieu of unpaid leave.

With respect to family obligation absences, or owing to sickness, an organ or tissue donation for transplant, an accident, domestic violence or sexual violence of which the employee has been a victim, or if the employee suffers serious bodily injury resulting from a criminal offence, the first two days taken annually are paid. In such a case, and as provided by the Act, the employer is not required to pay more than two days' absences in the same year when the employee is absent from work for any of the reasons described in sections 79.1 and 79.7 of the Act Respecting Labour Standards. If the leave cannot be paid in the terms described above, the employee may replace additional required days off with hours of paid annual leave or bank illness.

Employees who are out on an unpaid leave of absence do not accrue vacation time, sick leave, or holiday pay while they are on their leave.

During the various periods of absence described, the employee may return to work intermittently or on a part-time basis if their supervisor consents to it. When an employee is able to return to work, he should give at least one week's advance written notice to their supervisor. Our Corporation reserves the right to request a doctor's certificate stating that the affected employee is medically able to return to his/her normal duties.

WCI, Inc. will continue to provide benefits for retirement plan for employees on authorized leave from work, subject to regular payment of the contributions payable under those plans, with the customary part paid by the employer.

After a long-term leave/absence<sup>2</sup>, WCI, Inc. will return an employee to the same or a similar position, with the same wages and benefits he/she held prior to the leave/absence, subject to our staffing and business requirements. If the position previously held no longer exists when the employee returns to work, WCI, Inc. shall recognize all the rights and privileges to which the employee would have been entitled if he/she had been at work at the time the position ceased to exist. However, nothing shall prevent WCI, Inc. from dismissing, suspending or transferring an employee if, in the circumstances, the consequences of the sickness, accident or criminal offence or the repetitive nature of the absences constitute good and sufficient cause.

An employee's continued absence from work beyond his/her disability (as determined by his/her physician) will be deemed a voluntary dismissal of his/her employment.

### 3.6. Jury Duty

Employees summoned for jury duty are granted leave in order to serve but are required to give reasonable advance notice to their supervisor that they will need time off to serve. Five (5) days of paid leave are provided for jury duty. Jury duty leave use will be prorated for employees with a regular work week of less than 40 hours. Any additional time off to serve on jury duty shall be unpaid.

We reserve the right to request proof of jury service issued by the Court upon return to work.

We expect employees to return to their job if they are excused from jury duty during their regular working hours.

### 3.7. Witness Leave

Employees are given the necessary time off without pay to attend or participate in a court proceeding in accordance with applicable federal or provincial law. We ask that employees notify their supervisor of the need to take witness leave as far in advance as is possible.

### 3.8. Voting Leave

#### 3.8.1. All Canadian Employees

Our Corporation believes that every employee should have the opportunity to vote in any provincial or federal election. Any employee whose work schedule does not provide him or her with three consecutive hours for federal or provincial elections (either between the opening of the polls and the beginning of their shift or between the end of their shift and

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<sup>2</sup> A long-term leave/absence is defined as a temporary or permanent absence of more than 26 weeks, caused by personal illness or personal accident, unrelated to work or work-related accident.

the close of the polls, will be allowed to take time off at the beginning or end of their workday or shift without a deduction in pay in order to vote. We reserve the right to select the hours of time off for voting.

Employees must notify their supervisor of the need for voting leave.

### **3.8.2. Quebec Employees**

For Quebec employees, the first paragraph of subsection 3.8.1 reads as follows:

Our Corporation believes that every employee should have the opportunity to vote in any provincial or federal election. Any employee whose work schedule does not provide him or her with three consecutive hours for federal elections (Canada Elections Act) or four consecutive hours, excluding meal time, for provincial elections (Québec Election Act and Election regulations), either between the opening of the polls and the beginning of his or her shift or between the end of his or her shift and the close of the polls, will be allowed to take time off at the beginning or end of his or her workday or shift without a deduction in pay in order to vote. We reserve the right to select the hours of time off for voting.

## **3.9. Health Insurance**

### **3.9.1. All Canadian Employees**

Employees may be eligible for coverage under the public health insurance plan of the province in which they work or reside, as applicable.

### **3.9.2. Quebec Employees**

Quebec employees of WCI, Inc. can obtain medical services free of charge under the Health Insurance Plan administered by the Régie de l'assurance maladie du Québec (RAMQ). Therefore, no additional medical, dental or vision care benefits are provided by WCI, Inc. for employees in Québec.

According to Québec law, WCI, Inc. employee who are not eligible for a private group insurance plan covering prescription drugs must register for the Public Prescription Drug Insurance Plan, administered by the RAMQ. Children of persons registered for the public plan are also covered by that plan.

Persons who have only the supplemental coverage offered by a private plan must also have the basic coverage provided by the public plan and must therefore pay the public plan premium.

Persons who are eligible for a private plan cannot be covered by the public plan. Private plans are available either through employment, through membership in a professional order or association, or through a person's spouse or parents. Those who are covered by a private plan are required to obtain coverage under it for their spouse and children, unless their spouse and children are already covered by another private plan. Furthermore, whomever is eligible for more than one private plan may choose the plan they consider the most advantageous.

### 3.10. Registered Retirement Savings Plan

WCI, Inc. offers a Registered Retirement Savings Plan (RRSP) for full-time employees upon hire. WCI, Inc. will match employee contributions at 100 % up to 5 % of the employee's gross salary received during the year.

Employees may be eligible to contribute additional unmatched amounts. Detailed information on the plan benefit will be provided to employees by Human Resources.

### 3.11. Employment Insurance

Upon separation from employment, employees may be entitled to federal Employment Insurance benefits.

### 3.12. Workers' Compensation for Injury on the Job

#### 3.12.1. All Canadian Employees

On-the-job injuries may be covered by the workplace safety insurance plan of the province in which they work. If employees are injured on the job, no matter how slightly, they must report the incident immediately to their supervisor even if the incident occurred while working from home. Failure to report an injury within a reasonable period of time could jeopardize an employee's claim. We ask for employees' assistance in alerting management to any condition that could lead to or contribute to an employee accident.

#### 3.12.2. Quebec Employees

For Quebec employees, subsection 3.12.1 reads as follows:

On-the-job injuries in Québec are covered by the Act Respecting Industrial Accidents and Occupational Diseases. Having entered into force in 1985, this Act introduces a remedial system for injuries or diseases caused by work. It provides for the payment of compensation and when necessary, the supply of health care and assistance with rehabilitation. If employees are injured on the job, no matter how slightly, they must report the incident immediately to their supervisor. Consistent with this Act, failure to report an injury within a reasonable period of time could jeopardize an employee's claim. We ask for employees' assistance in alerting management to any condition that could lead to or contribute to an employee accident.

### 3.13. Military Leave (Quebec only)

With respect to the Act Respecting Labour Standards, employees who are required to fulfill military obligations in any branch of the Canadian Armed Forces will be given the necessary time off and reinstated in accordance with federal and provincial law. The time off will be unpaid.

Accrued vacation may be used for this leave if the employee chooses. Military orders should be presented to their supervisor and arrangements for leave made as early as

possible before departure. Employees are required to give advance notice of their service obligations to the Corporation unless military necessity makes this impossible.

Employees must notify their supervisor of their intent to return to employment based on the requirements of the law. Employees' benefits may continue to accrue during the period of leave in accordance with provincial and federal law.

Additional information regarding military leaves may be obtained from Human Resources.

## 4. On the Job

### 4.1. Attendance and Punctuality

Attendance and punctuality are important factors for employees' success within our Corporation. We work as a team and this requires that each person be in the right place at the right time.

When employees are going to be late for work or absent, they must notify their supervisor as far in advance as it is possible under the circumstances, but before the start of their workday.

If employees are absent for three days without notifying the Corporation, it will be deemed a voluntary resignation from employment.

### 4.2. Business Hours

Because of the nature of our business, an employee's work schedule may vary depending on their job. Normal business hours are 8:00 am to 5:00 pm local time, Monday through Friday.

Granted on a merit basis by supervisors, the alternative 9/80 work schedule is also available for employees who are interested in it. A 9/80 work schedule is a two-week schedule that divides 80 working hours amongst 9 days, typically consisting of eight 9-hour days, one 8-hour day (1<sup>st</sup> Friday), and one day off (2<sup>nd</sup> Friday). Employees are expected to complete all work assignments within the compressed 9-day work period and as a result, shall be able to have a day off every other Friday without disrupting productivity or diminishing work performance. If an employee is unable to complete assigned work prior to their scheduled Friday off, they would be expected to use that time to complete their work. Employees are expected to remain available should there be no contingency or backup available on their assigned Friday off. If your scheduled Friday off falls on a holiday, this Friday off cannot be made up later, and the regular 8-hour days are applicable for that two-week period. If you take time away from work on a 9-hour day, this should be recorded as 9-hours off.

Employees should check with their supervisor or Human Resources if they have questions about their hours of work.

### 4.3. Mealtime

In compliance with the ES Legislation, employees who work five or more hours in a day are required to take a 30-minute unpaid meal period off from work. An employee who works over ten hours in a day is required to take off a second 30-minute unpaid meal period. Employees are relieved of their job responsibilities during their meal periods.

**On Duty Meal Period.** In a limited number of situations, certain designated employees may be required to work an on-duty meal period due to the nature of the employee's duties. Unless their supervisor directs employees to take an on-duty meal period due to the nature of their job duties and they agree to an on-duty meal period in writing, they will not be permitted to take an on-duty meal period. On duty meal periods will be paid.



## 4.4. Breaks

Employees will receive one, ten-minute paid break for every four hours worked.

## 4.5. Lactation Breaks

The Corporation will provide a reasonable amount of break time to accommodate a female employee's need to express breast milk for the employee's infant child. The break time should, if possible, be taken concurrently with other break periods already provided. The Corporation will also make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area, for the employee to express milk in private.

Employees should notify their supervisor or Human Resources to request time to express breast milk under this policy. The Corporation reserves the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations.

No provision of this policy applies or is enforced if it conflicts with or is superseded by any requirement or prohibition contained in a federal or provincial regulation. Anyone with knowledge of such a conflict or potential conflict should contact the Human Resources.

## 4.6. Standards of Conduct

Each employee has an obligation to observe and follow the Corporation's policies and to maintain proper standards of conduct at all times. If an employee's behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken.

Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or dismissal. The appropriate disciplinary action imposed will be determined by the Corporation. The Corporation does not guarantee that one form of action will necessarily precede another.

Cause for termination is determined under the ES Legislation in Ontario, where cause is defined as "willful misconduct, disobedience or willful neglect of duty that is not trivial and has not been condoned by the employer." Cause for termination in British Columbia is based on "just cause" under the common law, which means that the employee's conduct is of such a degree that it is no longer compatible with continued employment, and includes but is not limited to conduct involving dishonesty, theft, insubordination, ongoing absenteeism/lateness and uncondoned neglect of duty. Cause for termination in Quebec is based on "just and sufficient cause" under the Act Respecting Labour Standards, which means that the employee's conduct is of such a degree that the bond of trust between the employee and the employer is broken.

Among other things, the following may result in disciplinary action, up to and including dismissal for just cause: violation of the Corporation's policies or safety rules; insubordination; unauthorized or illegal possession, use or sale of alcohol or controlled substances on work premises or during working hours, while engaged in Corporation activities or in Corporation vehicles; unauthorized possession, use or sale of weapons,

firearms or explosives on work premises; theft or dishonesty; physical and psychological harassment; sexual harassment; disrespect toward fellow employees, visitors or other members of the public; performing outside work or use of Corporation property, equipment or facilities in connection with outside work while on Corporation time; and poor attendance or poor performance. These examples are not all inclusive. We emphasize that dismissal decisions will be based on an assessment of all relevant factors.

#### 4.7. Client and Public Relations

The Corporation's reputation is built on excellent service and quality work. To maintain this reputation requires the active participation of every employee.

The opinions and attitudes that clients have toward WCI, Inc. may be determined for a long period of time by the actions of one employee. It is sometimes easy to take a client for granted, but if we do, we run the risk of losing not only that client, but his or her associates, friends or family who may also be clients or prospective clients.

Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

#### 4.8. Solicitation and Distribution

In the interest of maintaining productivity and a proper business environment, employees may not distribute literature or other materials of any kind or solicit for any cause during the working time of any employee involved.

Employees may not distribute literature or other materials of any kind in working areas, at any time, whether or not the employees are on working time. Likewise, employees may not solicit for any cause during the working time of any employee involved. Non-working time includes, but is not limited to, a lunch or break.

Non-employees are prohibited from soliciting or distributing materials on Corporation premises at any time.

#### 4.9. Access to Personnel Files

Upon request, an employee may inspect his own personnel file. Inspections will be held on Corporation premises in the presence of a Corporation official. Contact Human Resources to arrange a time to view these records. An employee will be permitted to review and copy records related to their qualifications for employment, compensation and disciplinary action. No employee is permitted access to any letter related to a criminal investigation or any letter of reference maintained by the Corporation. If an employee disagrees with the accuracy of any statement in their personnel file and no correction can be agreed upon, they may submit an explanatory statement, which will be included in the file. An employee will be allowed to have a copy of any document they have signed relating to their employment. For more information, contact Human Resources.

## 4.10. Changes in Personal Data

To help employees and/or their family in matters of personal emergency, we need to maintain up-to-date information.

Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to Human Resources promptly or updated in the online payroll system as soon as possible.

Employees are responsible for keeping all their personal data up to date.

## 4.11. Care of Equipment

Employees are expected to demonstrate proper care when using the Corporation's property and equipment. No property may be removed from the premises without the proper authorization of management. If employees lose, break or damage any property, they must report it to their supervisor at once.

## 4.12. Acceptable Use of Electronic Communications

This policy contains guidelines for Electronic Communications created, sent, received, used, transmitted, or stored using Corporation communication systems or equipment and employee provided systems or equipment used either in the workplace, during working time or to accomplish work tasks. "Electronic Communications" include, among other things, communications and the devices used to send them, such as messages, images, data or any other information used in e-mail, instant messages, voice mail, fax machines, computers, personal digital assistants (including iPhone, tablets or similar devices), text messages, pagers, telephones, cellular and mobile phones including those with cameras, Intranet, Internet, back-up storage, information on a memory or flash key or card, jump or zip drives or any other type of internal or external removable storage drives. In the remainder of this policy, all of these communications and communication devices are collectively referred to as "Systems."

Employees may use our Systems to communicate internally with co-workers or externally with clients, suppliers, vendors, advisors, and other business acquaintances for business purposes.

In accordance with applicable federal and provincial laws and regulations, all electronic communications stored on WCI, Inc. systems belong to the Corporation and constitute records. Although an employee may have individual passwords to access our systems, the systems and electronic communications do not belong to the employee.

Monitoring of systems and electronic communications by WCI, Inc. is permissible if there is a valid reason for doing so. Any action taken by WCI, Inc. to monitor or control systems or communications must be reasonable and justified for ensuring the proper functioning of the Corporation. We may monitor emails if we have reasonable grounds to believe that the employee uses their email account improperly, unreasonably, or excessively for non-work related reasons.

Although incidental and occasional personal use of our Corporation's systems that does not interfere or conflict with productivity, affect our Corporation's business or violate our Corporation's policies is permitted, personal communications using Corporation systems may be monitored if the Corporation has a valid reason for doing so. WCI, Inc. may have a right to monitor or control electronic communications, but it must ensure that a reasonable expectation of privacy of the employee is respected. If we reimburse an employee for work use of a personal phone, we reserve the right to ask for copies of bills and call details. By accepting reimbursement, you agree to this condition.

Employees may not use Corporation systems in a manner that violates our policies including but not limited to A Harassment-Free Work Environment, Sexual Harassment, Equal Employment Opportunity, Protecting Corporation Information, and Solicitation and Distribution. Employees may not use our systems in any way that may be seen as insulting, disruptive, obscene, offensive, or harmful to morale. Examples of prohibited uses include, but are not limited to, sexually explicit drawings, messages, images, cartoons, or jokes; propositions or love letters; ethnic or racial slurs, threats, or derogatory comments; or any other message or image that may be in violation of Corporation policies.

In addition, employees may not use our systems:

- To download, save, send or access any discriminatory or obscene material;
- To download anything from the internet (including shareware or free software) without the advance written permission of your supervisor;
- To download, save, send or access any site or content that the Corporation might deem "adult entertainment;"
- To access any "blog" or otherwise post a personal opinion on the Internet;
- To solicit employees or others;
- To attempt to gain or to gain unauthorized or unlawful access to computers, equipment, networks, or systems of the Corporation or any other person or entity;
- In connection with any infringement of intellectual property rights, including but not limited to copyrights; and
- In connection with the violation or attempted violation of any law, including while driving as employees must obey all driving laws and regulations while at work.

An employee may not misrepresent, disguise or conceal their identity or another's identity in any way while using electronic communications; make changes to electronic communications without clearly indicating such changes; or use another person's account, mailbox, password, etc. without prior written approval of the account owner and without identifying the actual author.

Employees must always respect intellectual property rights such as copyrights and trademarks. Employees must not copy, use, or transfer proprietary materials or of the Corporation or others without appropriate authorization.

All systems passwords and encryption keys must be available and known to the Corporation. Employees may not install password protected or encryption programs without the written

permission of their supervisor or Human Resources. Employees may not use the passwords and encryption keys belonging to others.

Numerous provincial and federal laws apply to electronic communications. The Corporation will comply with applicable laws. Employees must also comply with applicable laws and should recognize that an employee could be personally liable and/or subject to fines and imprisonment for violation of applicable laws. Where appropriate, the Corporation may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. We will not, of course, retaliate against anyone who reports possible policy violations or assists with investigations.

In case of non-compliance with WCI, Inc. policies, the employee may be subject to disciplinary action, such as a verbal or a written warning, a reprimand, a suspension with or without pay or dismissal.

If you have questions about the acceptable use of our systems or the content of electronic communications, ask Human Resources for advance clarification.

#### 4.13. Social Media

The Corporation has in place policies governing the use of its own electronic communication systems, equipment, and resources that employees must follow. The Corporation may also have an interest in employees' electronic communications with co-workers, clients, vendors, suppliers, competitors, and the general public on their own time. Inappropriate communications, even if made on employees' own time using their own resources, may be grounds for discipline up to and including immediate termination. We encourage employees to use good judgment when communicating via blogs, online chat rooms, networking Internet sites, social internet sites, and other electronic and non-electronic forums (collectively "social media"). The following is a general and non-exhaustive list of guidelines employees should keep in mind:

1. Make it clear that the views expressed in social media are yours alone. Do not purport to represent the views of the Corporation in any fashion.
2. Do not disclose confidential or proprietary information regarding the Corporation, your co-workers or the Corporation's vendors and suppliers. Use of copyrighted or trademarked Corporation information, trade secrets, or other sensitive information may subject you to legal action. If you have any doubt about whether it is proper to disclose information, please discuss it with the Executive Director.
3. Do not use Corporation logos, trademarks, web addresses, email addresses or other symbols in social media. You may not use the Corporation name or other identifying information to endorse, promote, denigrate or otherwise comment on any product, opinion, cause or person.
4. Be respectful of the privacy and dignity of your co-workers. Do not use or post photos of co-workers without their express consent.
5. Harassing or discriminatory comments, particularly if made on the basis of protected characteristics (including race, ancestry, place of origin, colour, ethnic

origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability) may be deemed inappropriate even if the Corporation name is not mentioned. If social media communications in any way may adversely affect your relationships at work or violate Corporation policy, you may be subject to discipline up to and including immediate termination under various Corporation policies.

6. Ensure that engaging in social media does not interfere with your work commitments.
7. Social media postings and similar communications have the potential to reflect on both you and the Corporation. We hope that you will show respect for our employees, clients, affiliates and competitors.

#### 4.14. Policies and Procedures

Employees are required to follow all of the established policies and procedures of the Corporation, including, but not limited to the following policies that have been approved and adopted by the Board of Directors:

- Funds Management Policy
- Ethical Guidelines and Conflict of Interest Policy
- Retention of Business Records Policy
- Whistleblower Protection Policy
- Procurement Policy

In addition, employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times.

Whether or not their job responsibilities place them in direct client contact, employees represent the Corporation with their appearance as well as their actions.

The Corporation maintains a business casual environment. All employees should use discretion in wearing attire that is appropriate for the office and client interaction. Employees are asked to wear appropriately fitting clothing that does not expose the midriff.

#### 4.15. Protecting Corporation Information

Protecting the Corporation's information is the responsibility of every employee, and we all share a common interest in making sure information is not improperly or accidentally disclosed. Do not discuss the Corporation's confidential business or proprietary business matters, or share confidential, personal employee information with anyone who does not work for us such as friends, family members, members of the media, or other business entities. Employees may be required to sign a confidentiality agreement as a condition of their employment.

All telephone calls regarding a current or former employee's position/compensation with the Corporation must be forwarded to Human Resources.

The Corporation's address shall not be used for the receipt of personal mail.



## 4.16. Conflict of Interest/Code of Ethics

WCI, Inc.'s reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other employees. Therefore, employees must never use their positions with the Corporation, or any of its clients, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities. All employees are required to sign and adhere to the Corporation's "Ethical Guidelines and Conflict of Interest Policy."

The Corporation adheres to the highest legal and ethical standards applicable in our business. The Corporation's business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of utmost importance.

Employees of the Corporation shall conduct their personal affairs such that their duties and responsibilities to the Corporation are not jeopardized and/or legal questions do not arise with respect to their association or work with the Corporation.

## 4.17. If You Must Leave Us

Should you decide to leave your employment with us, we ask that you provide their supervisor or Human Resources with at least one month's advance written notice. Your thoughtfulness is appreciated and will be noted favorably should you ever wish to reapply for employment with the Corporation.

Employees, who are rehired following a break in service in excess of one year, other than an approved leave of absence, are considered new employees from the effective date of their reemployment for all purposes, including entitlements under ES legislation.

Additionally, all resigning employees will be asked to complete a brief exit interview prior to leaving. The exit interview is voluntary. All Corporation property, including this Employee Handbook, must be returned upon termination of employment.

Otherwise, the Corporation may take action to recoup any replacement costs and/or seek the return of Corporation property through appropriate legal recourse.

You should notify the Corporation if your address changes during the calendar year in which termination of employment occurs so that your tax information will be sent to the proper address.

## 5. Safety in the Workplace

### 5.1. Each Employee's Responsibility

Safety can only be achieved through teamwork. Each employee, supervisor and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify your supervisor or Human Resources of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform your supervisor immediately.
2. The use of alcoholic beverages, marijuana or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages, marijuana or illegal substances on the Corporation's property is forbidden.
3. Reporting to work under the influence of medication, alcohol, marijuana or illegal substances is prohibited.
4. Use, adjust and repair machines and equipment only if you are trained and qualified.
5. Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
6. Understand your job fully and follow instructions. If you are not sure of safe procedures, don't guess; just ask your supervisor or any member of the management team.
7. Know the locations, contents and use of first aid and firefighting equipment.
8. Comply with job safety and health standards applicable in the province in which you work. In Ontario, by way of example, that is the Occupational Health and Safety Act, and in B.C., that is the Occupational Health and Safety Regulation pursuant to the Workers Compensation Act and under the auspices of WorkSafeBC. In Quebec, that is the Act Respecting Occupational Health and Safety and the Act Respecting Industrial Accident and Occupational Diseases.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including dismissal.

### 5.2. Telework

The Corporation may allow employees to telework whether from home or from another location. All telework arrangements must be approved in advance by the Corporation. Permission to telework is at the Corporation's discretion and can be withdrawn at any time. A request to telework should be in writing and submitted to your supervisor. The Corporation may require employees who telecommute to report to work at the Corporation's offices as needed.

Employees who are permitted to telework must continue to abide by the Corporation's Employee Handbook, policies and procedures, including health and safety, standards of conduct, workplace harassment and violence, privacy, use of electronic communications, social media, protection of corporate information and confidentiality policies.

Employees who are permitted to telework must comply with the Corporation's hours of work (section 4.2.).

Any equipment supplied by the Corporation is to be used solely by employees and for business purposes only. Employees will be responsible for any intentional damage to the Corporation's property and for securing it from theft. Any equipment or confidential information used in the course of telework remains subject to the Corporation's information technology, confidentiality and communications systems policy and other relevant policies. If unauthorized access or disclosure occurs, the employee must inform the Corporation immediately.

When performing telework, employees have the same health and safety duties as always, subject to the Corporation's health and safety policy. In the event of a job-related injury, employees must report the incidents to their supervisor as soon as possible following procedures outline this handbook.

Any violation of the Corporation's policies may result in the termination of a telework arrangement and may also be grounds for disciplinary action, up to and including termination of employment.

The Corporation expressly reserves the right to change, modify or cancel the telework arrangements without notice.

### 5.3. Workplace Violence

Violence or threat of violence by an employee or anyone else against an employee, supervisor or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to Corporation property in the event someone, for whatever reason, may be unhappy with a Corporation decision or action by an employee or member of management.

If you receive or overhear any threatening communications from an employee or outside third party, report it to your supervisor or Human Resources at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or to a visitor on our premises, contact an emergency agency (such as 911) immediately. All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report incidents and participate in investigations of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

Violations of this policy, including your failure to report incidents or fully cooperate in Corporation investigations, may result in disciplinary action, up to and including dismissal.

## 5.4. Spousal, Family and Sexual Violence

The risk of spousal, family and sexual violence is present in all workplaces. Both employers and their employees have an obligation to protect the health and safety and physical and psychological well-being of their co-workers who are experiencing spousal, family or sexual violence. The workplace can play an important role for employees experiencing violence of any kind, and assisting employees to get the necessary help.

Spousal, family and sexual violence can manifest in different ways, namely:

- harassment by phone, email or text messages;
- frequent intrusions by the violent person into the victim's workplace;
- physical signs;
- significant changes in behavior;
- communication by the violent person with the victim's co-workers, employer, etc.;
- the victim may also be followed and harassed at or near their workplace.

Employees who are victims of spousal, family and sexual violence or stalking, and employees who are concerned about co-workers who might be victims are encouraged to provide a report to the Corporation. The Corporation has designated the Executive Director and the Assistant Executive Director as the persons to whom such reports should be made. The Corporation's designated employees shall provide community referrals and resources to employees in order to assist employees with their concerns or experiences regarding violence.

The Corporation recognizes and respects an employee's right to privacy and the need for confidentiality and autonomy. The Corporation shall maintain the confidentiality of an employee's disclosure regarding violence to the extent allowed by law, and unless to do so would result in physical harm to any person and/or jeopardize safety within the workplace.

## 5.5. Workplace Searches

To protect property and to ensure the safety of all employees, clients and the Corporation as a whole, WCI, Inc. reserves the right to conduct searches should it have reasonable grounds to do so, such as for security reasons and for stolen property. The right of the Corporation to protect its property will infringe as little as possible on employee rights. Personal searches apply to belongings and employees' workplaces. An inspection may be conducted at any time but will be conducted in a discreet manner. WCI, Inc. relies on the cooperation of all employees during an inspection or search.

In case of non-compliance, employees may be subject to disciplinary action, such as a verbal or written warning, a reprimand, a suspension with or without pay, and dismissal, if upon investigation they are found to be in violation of the Corporation's security procedures or any other Corporation rules and regulations.

## 5.6. In an Emergency

Your supervisor or any available member of the management team should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke.

Should an emergency result in the need to communicate information to employees outside of business hours, their supervisor or Human Resources will contact them. Therefore, it is important that employees keep their personal emergency contact information up to date. Notify Human Resources when this information changes.

When events warrant an evacuation of the building, employees should follow the instructions of the supervisor or any other member of management. Employees should leave the building in a quick and orderly manner.

Employees should assemble at a pre-determined location as communicated to them by the supervisor to await further instructions or information.

Employees should direct any questions they may have about the Corporation's emergency procedures to Human Resources.

## 5.7. Substance Abuse

The Corporation has vital interests in ensuring a safe, healthy and efficient working environment for our employees, their co-workers and the clients we serve. It is the policy of our Corporation to create an intoxicant-free workplace. The unlawful or improper presence or use of alcohol, marijuana, prescription drugs, over-the-counter medications and controlled substances ("intoxicants") in the workplace presents a danger to everyone. For these reasons, we have established as a condition of employment and continued employment with the Corporation the following substance abuse policy.

In order to facilitate the understanding of the Corporation's substance abuse policy, the term "impairment in the workplace" means the use of one or more intoxicants such that the employee:

- has a concentration of these substances in the body;
- is unable to operate safely and productively;
- is in a physical or mental state that poses a risk to the safety or well-being of himself/herself, other employees, the public or the safety of the company's property;

Any employee must:

- be able to perform their assigned functions in a safe and adequate manner at all time;
- notify their supervisor immediately if a co-worker appears to be impaired;
- report to their manager without delay the fact that they may be impaired.

The Corporation's substance abuse policy reads as follow:

Employees are prohibited from reporting to work under impairment or working while using intoxicants. With notice to and the approval of their supervisor, employees may be permitted to work if they can safely do so while taking prescription drugs or over-the-counter medications.

Allowable prescription drug use must only be pursuant to a doctor's orders and where the doctor has advised the employee that the drug does not adversely affect the employee's ability to safely perform his or her job duties. Only the person for whom a prescription drug is issued can bring that medication onto Corporation premises.

Employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of any intoxicant in the workplace including: on Corporation paid time, on Corporation premises, in Corporation vehicles, or while engaged in Corporation activities.

Employees cannot bring to or consume alcoholic beverages on Corporation premises.

Any employee whose off-duty abuse of any intoxicant results in excessive absenteeism, lateness, accidents, or impairment of his/her performance will be subject to disciplinary action. However, WCI, Inc. will ensure compliance with its obligations under applicable federal or provincial human rights legislation to provide reasonable accommodations. In Quebec, such obligations are provided in the Quebec Charter of Human Rights and Freedoms.

Your employment or continued employment with the Corporation is conditioned upon your full compliance with the foregoing substance abuse policy. Any violation of this policy may result in disciplinary action, up to and including dismissal.

The Corporation reserves the right to send home, in a safe manner, any employee with symptoms associated with the prohibitions mentioned above. In such case, the employee will not be allowed to start or complete his shift.

Furthermore, any employee with substance abuse and dependency issues, who violates this policy, may be permitted, at the Corporation's sole discretion, to participate in and successfully complete an appropriate treatment, counseling or rehabilitation program as recommended by a substance abuse professional as a condition of continued employment and in accordance with applicable federal or provincial laws. In all cases, the Corporation reserves the right to conduct substance testing as required.

Consistent with its fair employment policy, the Corporation maintains a policy of non-discrimination and reasonable accommodation with respect to persons with past substance abuse and dependency issues. We encourage employees to seek assistance before their intoxicant use renders them unable to perform their essential job functions or jeopardizes their health and safety or that of others. The Corporation will attempt to assist its employees through referrals for rehabilitation, appropriate leaves of absence, and other measures consistent with the Corporation's policies and applicable federal and provincial laws.

The Corporation further reserves the right to take any and all appropriate actions necessary to enforce this substance abuse policy. Inspection and searches may be

conducted if the employer has reasonable grounds for doing so, while respecting the right to privacy of the employee. The Corporation must have reasonable suspicion to believe that the employee has violated this substance abuse policy before requesting an inspection or search.

An employee, who has been prescribed medicinal marijuana by their doctor, must advise the Corporation of said prescription, as the use of marijuana in the workplace may impact their ability to safely perform their job duties.

If an employee needs to use marijuana for medicinal purpose, in the workplace or even at home, WCI, Inc. may require medical advice from an occupational or independent physician to assess if the immediate or residual impacts of marijuana use is compatible with the employee's tasks or if it presents any safety risks for any other WCI, Inc. employee. In such cases, the Corporation may consider reasonable accommodations short of undue hardship. However, WCI, Inc. has no obligation to create a new position to accommodate the employee.

If medical marijuana (excluding any smoking products which cannot be consumed on the premises or within 30 feet of the building premises) has been approved by the Corporation in the workplace, then the employee must carry their prescription and the legal purchase receipt for the same on their person at all times. In any other situation, the use of marijuana is strictly prohibited on Corporation property and may result in discipline, up to and including dismissal.

This policy represents management guidelines. For more information, please speak to Human Resources.



## 6. Receipt of Employee Handbook and Employment Statement

This is to acknowledge that a copy of this Employee Handbook has been provided to the employee and that it contains information about the employment policies and practices of the Corporation. I agree to read and comply with the instructions in this Employee Handbook. I understand that the policies outlined in this Employee Handbook may require changes from time to time. I understand that the Corporation retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the Corporation. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

I understand that the Corporation reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook will be in writing and will be signed by the Executive Director of the Corporation. I understand that no oral statements or representations can change the provisions of this Employee Handbook.

I understand that termination of employment will be solely governed by and carried out in accordance with the ES legislation. I further understand that I will have no additional entitlements upon termination other than those prescribed by the ES Legislation, and in particular will have no additional rights under the common law.

I understand that per Quebec law, if applicable, the Act Respecting Labour Standards and the Civil Code of Quebec provides that WCI, Inc. can only terminate an employee without cause where it provides the employee with "reasonable notice" or an equivalent "compensation indemnity" in lieu of notice for the termination of employment or for layoff period of longer than 6 months. This notification period will vary according to the employee length of uninterrupted service, except for an employee:

1. who has less than three months of uninterrupted service;
2. whose contract is for a fixed term or for a specific undertaking expires;
3. who has committed a serious fault;
4. for whom the end of the contract of employment or the layoff is a result of force majeure.

Thus, I understand that each new Quebec employee must go through a probationary period of 90 days before starting his permanent employment relationship with WCI, Inc. During this period, regardless of any provision in this Employee Handbook, either you or WCI, Inc. may terminate the employment relationship at any time, for any reason, with or without cause or notice.

I understand that no officer, employee or representative of the Corporation is authorized to enter into an agreement – expressed or implied – with anyone for employment for a specified period of time unless such an agreement is in a written contract approved by the Board of Directors and signed by the Chair or the Executive Director of the Corporation.

I understand that this Employee Handbook refers to current benefits maintained by the Corporation and that if I have question regarding the benefits offered by the Corporation, I must refer to the actual documents, which are controlling.

I also understand that if my written employment agreement is inconsistent with the Employee Handbook, the written employment agreement is controlling.

If I have questions regarding the content or interpretation of this Employee Handbook, I will ask my supervisor or a member of management.

NAME \_\_\_\_\_

DATE \_\_\_\_\_

EMPLOYEE SIGNATURE \_\_\_\_\_