



LANDWORKS

STAFF POLICY MANUAL

ISSUED: JANUARY 2020

Purpose: to present the company's procedures regarding human resource management.

Scope: to ensure all employees are aware of our procedures and are informed.

Objective: to eliminate misunderstanding between management and employees.

Roles & Responsibilities:

Management: Ensure these policies are legal and fair.

Employees: Read and understand this policy, abide by its guidance.

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Section 1: Introduction

§1.0 FORWARD

This policy manual is intended to answer questions, clarify answers, and give definition to specific areas regarding the day-to-day operations of Landworks. It is designed to be a positive tool and aid you in your job with the company. The policies presented in this manual shall be in effect until changed by the owners of the company. If it is necessary to make changes, employees will be notified, in writing, of those changes and their effective date. Any policy, procedure, or questions not covered in this manual will be considered and a decision rendered by the owners.

§1.1 EQUAL OPPORTUNITY

Applicants will be hired based on experience, training, personal background, and the potential for growth to accomplish taking on board the best possible staff for the continued success of the company. There shall be no discrimination based on religion, age, sex, race, or national origin. It is the intent of the management that equal opportunity will be provided in all promotions, wages, benefits, and other privileges, terms and conditions of employment.

§1.2 MISSION STATEMENT

The staff of Landworks constantly strives to provide our customers with the best quality services and products at competitive prices, while maintaining a consistently higher level of customer service than any of our competitors. This is accomplished through providing a level of quality and service second to none, passing on the benefits and savings to the customer. The management of Landworks strives to provide our staff with opportunities to forge a career with excellent earning potential.

§1.3 PRIVACY POLICY

Confidential personal information such as address, phone numbers, social insurance number and bank account information (all required for payroll purposes), will be used solely for its intended purpose and will not be disclosed outside the company. It is important to update the office when changes in contact information takes effect, primarily for T4 income tax forms are mailed out the following year.

§1.4 NOTICE POLICY

It is the intention of Landworks to keep its employees informed as to general company policies, procedures, and other pertinent information by posting notices on a bulletin board located on the wall near the time clock. Non-business notices may be posted or distributed also.

SECTION 2: JOB PERFORMANCE EXPECTATIONS

§2.0 YOUR RELATIONSHIP WITH CUSTOMERS AND CO-WORKERS

Landworks operates on the basis that every individual deserves to be treated with respect, courtesy and consideration. Therefore, we expect you to treat customers and fellow employees accordingly. You should be aware of, and sensitive to any behaviors that are offensive to others. If you observe, or are subjected to unprofessional conduct, you are responsible for reporting it to your supervisor, or to the owners of the company. This includes but is not limited to discretion with language and maintaining a working area clear from debris hazards and personal garbage.

§2.1 SEASONAL EMPLOYMENT

Our typical works season is between March and December weather permitting. It is understood that short notice may be given based on project load and sudden changes in the weather. It is assumed that employees are aware that landscaping/commercial construction is not always year-round.

§2.2 INTRODUCTORY PERIOD

Employees are hired for an introductory period. During this time, ninety (90) days, the company has the right to decide whether an employment relationship should be established with new employees. In addition:

- 1) The new hire decides whether he or she is ready and able to make the necessary commitment to our organization.
- 2) The supervisor decides whether the employee's skills, productivity, quality of work, attendance, and personal conduct meet the company's requirements.

A provisional evaluation of the new employee may occur at thirty or forty-five days of employment. At the end of ninety (90) days, a final evaluation of performance may occur, ending the introductory status. If one does not occur the employee rolls into seasonal mode.

None of the above is intended to be construed as an employment contract. Management reserves the right to terminate any employee at any time with or without cause.

§2.3 WORK SCHEDULE

Landworks works many different projects in different locations (out of town), with unique work schedules and unique situations tailored to the needs of our clients and our estimates. Employees during the season (March-Mid December) can expect to be on schedule for Monday to Friday, 6:30 a.m. - 5:30 p.m. (typical, but may be subject to change), and must be available for every other Saturday, to the discretion of the supervisor of each

project. It is our intent to notify employees of an upcoming Saturday shift by Tuesday prior, at the latest. Unless otherwise noted, Saturdays will also be a full day of work.

All employees who are on schedule and do not show up for work without notifying their supervisor will be disciplined using the three-strike policy (except for personal emergency leave days). Unless an employee is contacted by the supervisor, the employee may not excuse themselves from work for any reason (except for personal emergency leave). The most common case is an employee deciding that the weather is not good for working.

Weather rescheduling/ cancelling of shifts will only be decided by the supervisor. Employees will not receive reimbursement for cancellation of shifts due to weather. However, employees must show up regardless of the weather unless they have been contacted by their supervisor and will receive 3 hours of pay for doing so if they work for less than 3 hours. Under no circumstances, will employees be allowed to make this call on their own. Employees will receive strikes for this behavior.

Landworks reserves the right to adjust schedules on a per project basis, and will ensure all employees are aware of the schedule during the mobilization period of the project.

§2.4 LUNCH/ BREAK PERIODS

Employees are required under law to take a lunch break which is unpaid. Days that over 5 hours require a 1/2 hour lunch break. The meal period shall be unpaid and the employees will eat without performing work. Meal breaks are generally to be taken during the middle of your scheduled shift. The timing of this break will be coordinated with your coworkers so that workflow is not compromised. You must report on your timesheet extended lunches or appointments so that proper calculations can be made to reflect additional time off.

Because of the physical nature of our work, Landworks allows employees to have two (2) breaks during a regular workday for fifteen (15) minutes each. **Employees are to remain at the work site while taking these paid breaks, regardless of situation, unless supervisor has okayed the leave, which then would not be a paid break.** No one will be permitted to leave early due to missing a break period. Also, break periods are on paid time, therefore, if an employee skips break, they will not be reimbursed for that time (i.e. adding time to the timesheet to accommodate).

Section 3: Pre-Employment and Pay

§3.0 PRE-EMPLOYMENT POLICIES

All persons seeking employment must submit a resume. These documents will be reviewed with previous references and employment dates checked. **Applicants must provide a copy of his/her driver's license if the position requires the use of a company vehicle.**

§3.1 PAYROLL

Prior to placement on payroll, each employee must complete a TD-1 form as required by the federal/provincial governments, submit a void cheque or direct deposit slip from their bank for the purpose of direct deposit and have signed all acknowledgement forms after reviewing both safety and staff policy manuals. Your pay will include your wages for the previous two weeks pay period (paid the following Friday) minus the following deductions:

1. Federal/Provincial Income Tax - deducted at specified rates.
2. CPP - deductions for future retirement pension plan earnings.
3. EI - Deducted at a specified rate.
4. Vacation Pay **added** to earnings at a rate of 4%. Employees with Landworks > 5 years will receive 6% vacation pay rate.
5. Benefits deduction - A Health Spending account is available for all employees who have reached their 3-month waiting period with Landworks. Employees and Landworks cover for **half** of the expense of the health spending account.
6. Any other reimbursements for money owing to Landworks.

It is the responsibility of the employee [or ex-employee] to notify the office manager of an address or telephone number change. This is important for yearend tax forms being mailed out the year following your seasonal employment with Landworks. T4s (record of revenue earned) will be mailed out prior to February 28th.

§3.2 TIME

All employees are required to be ready to begin work ten (10) minutes prior to the starting time for their scheduled work period. You are responsible for ensuring that you arrive at work on time as per scheduled. Tardiness will be noted and is strike-worthy.

Employees who are required to start work from the shop, will be paid from the time they arrive at the shop at the directed start time and “clock-in”. Employees who are required to return to the shop at the end of the day must “clock-out” at the jobsite, EXCEPT FOR THE DRIVERS OF HEAVY TRUCKS. Employees who are required to go directly to the jobsite, or carpool, will not be paid for the drive time and rather, be compensated as per sub-section 3.5 of this policy. Note: Employees required to drive to site, will only be paid from the directed start time. Employees who choose to arrive early, will not be paid for arriving early to the job site unless directed to do so.

§3.3 OVERTIME POLICY

Due to the seasonal nature of our work, extended hours may be necessarily required, and **overtime is not paid**. In the **Horticultural, agricultural & landscape gardener employment category, overtime and statutory holidays are not paid**. In the case that an employee works over 55 hours in civil works (Road Construction), overtime rules apply as per Ministry of Labour requirements.

§3.4 PAY PERIODS

All employees are paid bi-weekly. The issued payroll will include two (2) work weeks, ending midnight Saturday of the preceding week. Direct deposit pay for the two weeks work will be made on Friday of the week following the end of the pay period.

§3.5 REIMBURSEMENT OF EXPENSES AND PER DIEM

Commute and Travel

Landworks will pay employees 30 cents per kilometer for commute or travel (both ways), after 60 kilometers has been travelled. It is Landworks expectation that employees be willing and able to drive or ride 60 kilometers each way as a normal commute or trip.

Travel Calculator Formula

(Distance from Office Address to Project Address – 60) x 2 x 0.30=**Daily Travel Rate**

This is to assist in estimating with projects and ensuring the bid is accurate. The **Daily Travel Rate** will be determined upon submitting all bids and will be available to employees upon request. Example:

(Distance from Office Address to Project Address – 60) x 2 x 0.30=**Daily Travel Rate**

= (150-60) x 2 x 0.30

= (90) x 2 x 0.30

= **\$54.00**

Employees who are driving company vehicles (except for **Heavy Trucks** which are '1 ton' or heavier), driving their personal vehicles, or riding in either company vehicles, heavy trucks, or personal vehicles will be paid the same amount.

Employees who are driving **Heavy Trucks** which are '1 ton' or heavier, or towing a trailer, will be paid for the entire drive time, at their hourly rate.

Employees can arrange carpools, pickup locations, shared driving responsibilities, and any other arrangements which are at minimum legal (i.e. an employee who is not a company-cleared driver shall not drive company

vehicles). Management will not be responsible for mediating agreements between employees. Landworks will make every reasonable arrangement to provide company vehicles for employees to get to the project in.

Expenses, Per Diem

All projects bid, which the distance exceeds 125 km according to the **Travel Calculator**, will include hotel (company provided) and per diem (\$35.00 per day). It is the employee's choice to stay in a hotel. If the employee declines to stay in the hotel, the employee will only be paid according to the **Travel Calculator** and will not be paid per diem or the value of the hotel.

If the project distance exceeds 225 km, it will be mandatory that employees stay in a hotel.

Landworks will not compensate employees for any traffic or parking tickets, which were due to negligent or irresponsible behavior.

§3.6 ABSENCES

Landworks relies on you to report to work as scheduled on a dependable and consistent basis. Among other conditions of employment, Landworks requires you to conscientiously fulfill the specified number of hours for your position. On occasion, unforeseen circumstances may arise during which you are unable to report to work at your regularly scheduled starting time. Should this occur:

- 1) You are to personally notify your supervisor. Failure to do so will automatically result in a strike. **A TEXT MESSAGE JUST PRIOR TO WORK STARTING IS UNACCEPTABLE AS NOTIFICATION.** The employee must call their supervisor to let them know they need the personal emergency day. If the employee does not notify the company (supervisor, office) within 1 hour of the shift starting, it will be considered for strike. According to the new laws in Ontario (January 2018) we find this to be a reasonable expectation.
- 2) If you are absent for a period of more than three (3) days, without calling to discuss your circumstances, it will be assumed that you do not intend to return to work and have voluntarily resigned and will be fired accordingly.

§3.7 LEAVES OF ABSENCE

Please refer to Ontario's Ministry of Labour's legislation with regards to the following leaves of absence:

- Child Death Leave
- Crime-Related Child Disappearance Leave
- Critical Illness Leave
- Sick Leave
- Domestic or Sexual Violence Leave
- Family Caregiver Leave
- Family Responsibility Leave
- Organ Donor Leave

- Pregnancy Leave/Parental Leave
- Reservist Leave

§3.8 BEREAVEMENT LEAVE

In the event of a death occurring in the immediate family of an employee who has worked at least two consecutive weeks for Landworks, a leave of absence shall be granted **without pay** for **two (2) days** to the employee. Any additional time required, is to be scheduled with your supervisor, unpaid. The following is included in "immediate family."

- The employee's spouse (which includes a same-sex spouse);
- A parent, step-parent, foster parent, child, step-child, foster child, grandparent, step-grandparent, grandchild or step-grandchild of the employee or the employee's spouse (which includes a same-sex spouse);
- The spouse (which includes a same sex spouse) of the employee's child;
- The employee's brother or sister; and
- Any relative of the employee not listed above who is dependent on the employee for care or assistance.

The company, as a general policy provides a condolence card when a death occurs to customers', vendors' and employees' immediate family. If you are aware of a situation that you feel the company might provide a card, please notify your supervisor.

§3.9 JURY DUTY

The company recognizes that it is every citizen's duty to serve on a court jury. Each employee who is called for service on a Jury shall, after providing management a certificate showing evidence of his/her notice of required attendance, shall be excused from work without pay.

§3.10 VACATIONS

Vacation pay is paid out to all employees when it is earned. Therefore 4% will automatically be added to your regular wages before government deductions. The vacation rate for employees with Landworks > 5 years is 6%. In the event you require or wish to take time off, it is essential you notify your supervisor to approve the time off. Since we are a seasonal business, it is helpful to refrain from taking prolonged periods of time off during the summer season as you are part of a team that counts on your participation. Please remember that since your vacation paid is paid immediately, your time off will be unpaid.

Unless otherwise authorized, vacation periods may not exceed one week. Because of unusually busy periods, vacation blackout periods may be imposed by the owners. During slow periods, such as between Christmas and New Year's Day, company wide shut down may be imposed.

§3.11 HOLIDAYS

Due to governing laws of Ontario, Landworks reserves the right to operate on statutory holidays. At present, our administration office is not open on holidays, but employees may be required to work on those days. Employees who work on statutory holidays will be paid the standard hourly rate as per the horticultural, agricultural and landscape gardener category. In the case that an employee works in civil works (Road Construction), holiday pay rules apply as per Ministry of Labour requirements.

§3.12 EMPLOYEE PERFORMANCE EVALUATIONS

Management of Landworks will conduct an evaluation of every full-time year-round employee. An employee will be given notice of the time and place of the performance evaluation.

Seasonal workers returning for a new year will generally have their review prior to returning to work, or during the first ninety days of the new calendar year during the off-peak season.

The evaluation will outline both positive and any negative events from the previous season and will establish goals for the upcoming season as targets for improvement.

It should be noted that this is not necessarily a compensation review, however, the results of an employee's evaluations will be considered at an appropriate time for a compensation review.

§3.13 IN-SERVICE MEETINGS/ TRAINING

To ensure that all employees are up-to-date on all current corporate policy, customer service ideas, new products and services, new and approved safety methods, etc., all employees are required to attend all orientation and training meetings. Your immediate supervisor is responsible for instruction and training of all new employees. Training needs, for individual employees, will depend on their background, education, experience and level of skill.

§3.14 EXTERNAL TRAINING/ PROFESSIONAL MEETINGS/ SEMINARS

Employees are encouraged to maintain memberships or affiliation with professional organizations, and to attend classes, training seminars, etc., to advance in professional and/or technical knowledge in their field. These courses can include First Aid. If an employee desires to take advantage of these opportunities, authorization and arrangements should be made with the company via request to your supervisor who will then submit the request to the owners.

§3.15 CONFLICT RESOLUTION

To provide you with a prompt and fair means of resolving personal complaints regarding work or working relationships, a formal complaint procedure has been established. This procedure guarantees courteous and fair treatment, and there shall be no reprisals against you for voicing your concerns. Normally, complaints are

resolved by discussions with your immediate supervisor. If the problem cannot be resolved, it should be brought to the attention of the owner of the company to whom your supervisor reports, who will schedule a meeting with you. The company reserves the right of final decision in these matters.

Section 4: Disciplinary Procedures

§4.0 General

To maintain effective working relationships with others, you are expected to follow acceptable social behavior, as well as the established policies of this manual. Good working relationships are normally maintained by mutual co-operation and self-disciplinary action to correct problem behavior or performance. On-the-job conduct of employees is a major factor effecting the health and growth of any organization. Safety, productivity, and human relationships are at stake. Poor disciplinary procedures can undermine the morale of the entire work force of a company.

As a strict general policy, the following may result in disciplinary action:

- 1) Willful violation of any company rule; any deliberate action that is extreme in nature and is obviously detrimental to Landworks' efforts to operate profitably.
- 2) Willful violation of safety rules or failure to observe safety rules or company safety practices; tampering with company equipment.
- 3) Negligence or any careless action that endangers the life or safety of another person.
- 4) Being intoxicated or under the influence of controlled substances while at work; use or possession or sale of controlled substance drugs in any quantity while on company or client premises, except medications prescribed by a medical doctor which do not impair work performance.
- 5) Possession of firearms, weapons or explosives on company or customer property.
- 6) Engaging in criminal conduct or acts of violence or making threats of violence toward anyone on company/client premises or when representing the company; fighting or horseplay or provoking a fight on company/client property, or negligent damage to property.
- 7) Insubordination or refusing to obey instructions properly issued by your supervisor pertaining to your work; refusal to help out on a special assignment.
- 8) Threatening, intimidating, or coercing fellow employees on or off the premises - at any time, for any purpose.
- 10) Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of company property, or the property of fellow employees, customers, suppliers, or company visitors.

- 11) Theft of company property or that of fellow employees; unauthorized possession or removal of any company property from the premises without prior permission from management; unauthorized use of company equipment or property for personal reasons; using company property for personal profit.
- 12) Malicious gossip and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with another employee on the job; willfully restricting work output or encouraging others to do so.
- 13) Dishonesty; willful falsification or misrepresentation of your work records; altering company records or other company documents.
- 14) Immoral conduct or indecency on company property.
- 15) Discourteous treatment of customers.
- 16) Unsatisfactory or careless work; failure to meet work output or quality standards as explained to you by your supervisor; mistakes due to carelessness or failure to get necessary instructions.
- 17) Any act of harassment, sexual, racial or other; telling sexist or racial jokes; making racial or ethnic slurs.
- 18) Sleeping on the job; loitering or loafing during working hours.
- 19) Excessive absence or tardiness; irregular attendance.
- 20) Obscene or abusive language toward any supervisor, employee or customer; exhibiting indifference or rude behavior to a customer or fellow employee; any disorderly antagonistic conduct on company or customer premises.
- 21) Failure to report an accident or injury.
- 22) Interfering with others on the job, such as excessive conversation, horseplay, etc.
- 23) Stopping work before the supervisor has deemed the day is over.
- 24) Failure to begin work promptly at the designated starting time.
- 25) Leaving the premises (office, job site) during working hours (coffee breaks), without reason or permission.

§4.1 TERMINATION OF EMPLOYMENT

If discipline becomes necessary, the three-strike rule will be used. A warning report will be completed by the supervisor and the employee in question will sign the warning report. Warning reports will be kept in the

employee's file. Three warning reports constitutes a termination of employment with Landworks for the employee in question.

§4.2 RELEASE WITHOUT NOTICE

A release without notice may be given for serious reasons, some of which include the following:

- 1) Habitual tardiness and/or absences.
- 2) Falsification of documents, expense reports, service records, or any other company or customer records.
- 3) Possession or being under the influence of alcohol or illegal drugs, or the possession of drugs other than those prescribed by a medical physician during working hours.
- 4) Refusing to properly obey a work order (insubordination).
- 5) Deliberate destruction or damage to equipment or property of the company, a customer, or fellow worker.
- 6) Unauthorized removal of property from the company, a customer, or fellow worker.
- 7) Any form of immoral or indecent conduct while performing work for the company.
- 8) Any conduct which reflects adversely on the company, its owners, employees, or its customers.
- 9) Unauthorized use of company property.
- 10) Possession of firearms or dangerous weapons during working hours.

§4.3 EXIT INTERVIEWS

Employees leaving the company's employment, voluntarily or dismissed with or without cause, shall have the opportunity for an exit interview with one of the owners (the one to whom the employee reports) of the company. This will be to discuss the reason for your departure and determine what assistance the company may be to you in the future. The owners of the company deem all our employees as valued and important contributors to the company's operations and if you are leaving we would appreciate the opportunity to clarify the situation.

Section 5: General Policy

§5.0 CONFLICT OF INTEREST

As a full time, employee of Landworks, your primary responsibility is to this company. Since we serve the public, it is essential that employees treat information about customers, our internal operations, and internal records with absolute confidentiality. Additionally, employees' personal relationships should in no way compete with or compromise, the company's interests. The following guidelines, when strictly adhered to, will help you avoid situations where a conflict of interest could occur:

- 1) Do not accept gifts or other favors of value [Christmas time and other gifts must be reported to Management if over \$25.00], which are offered as a result of carrying out your duties for the company.
- 2) Do not divulge internal information, statistics, records, or operating methods to anyone outside the company.
- 3) Cooperate with management in resolving any possible conflict situations involving yourself or your family.
- 4) An employee is not to say or imply to a customer that "Business is POOR/LOUSY/ ROTTEN/BAD/SLOW/etc." or anything of the like or has a negative connotation. In addition, employees should put a positive business and personal attitude forward.

By observing these guidelines, you will protect yourself and the company from difficulties and/or legal repercussions, which naturally result from a conflict of interest.

§5.1 CONFIDENTIALITY

Every employee should consider all company business in a confidential nature and treat it accordingly. This includes your rate of pay and evaluation score.

§5.2 GARNISHMENTS

The company keeps its finances in good order and expects all of its employees to do likewise. Through a court order, an employee may receive a garnishment against his/her wages. Continuous or numerous garnishments are not acceptable due to the additional paperwork required.

§5.3 COMPANY PROPERTY

Every employee will be working with company equipment, using materials/supplies, and handling company property. The best rule to follow is to use/care for company property with the same respect you would want shown for your personal property. Here are a few guidelines to follow:

1) Equipment: Equipment is costly and is designed for a certain purpose. It should not be used for a job it is not designed to handle or perform. All equipment should be restored to good clean operating condition when you are finished using it. Return movable equipment to the proper storage areas.

It is the company's policy not to loan out tools or equipment without expressed prior written approval by the owners. Any borrowed tools/equipment must be signed out at the end of the workday and returned to the shop by 6:00 AM the following day so they are available for company use.

2) Supplies: Supplies used in the office, and job supplies are certainly necessary. However, they add to the cost of doing business. Therefore, they should be used wisely and not wasted. Office supplies, when needed, may be reordered by authorized personnel.

3) Other Equipment: May include things such as tools, etc., are company property, and must be taken care of. If any company property assigned/loaned to you is lost, stolen, or damaged through abuse you will be responsible for replacing it with similar quality items. The company property must be signed out/in and you are requested to report any necessary repairs.

§5.4 USE OF VEHICLES

An employee who may be assigned a company vehicle is expected to operate that vehicle in accordance with the company policy. In general, always drive with care (safely), obey the law, and follow common driving courtesies. Regulations pertaining to the transportation of dangerous goods must be adhered to. Any employee who improperly operates, damages, or otherwise misuses any such vehicle will be subject to disciplinary action or possible discharge.

§5.5 HOUSEKEEPING AND CLEAN UP

House Keeping is everyone's responsibility. **Clean Up Your Own Mess!** You are expected to keep your work area clean and free of obstructions. Clean your work area immediately after completing a task. Everyone is expected to leave his/her work area clean at the end of the shift, especially trucks and customer properties.

Should you be staying in a rental property or motel, it is your responsibility to keep the sleeping quarters clean. Should any expenses be incurred it is the employee's responsibility to pay given the expense non-work related.

§5.6 CELL PHONES

Personal calls are not allowed at work. If it is necessary to make or receive personal calls at work, you must do so during meal or break periods.

Personal phones must be kept in your lunch bag on vibrate, silent or off during working hours. No devices can be a source of distraction while you are working. During your morning break, lunch break and afternoon break are appropriate times for phone usage.

Exceptions to the rule may warrant the use of a cell phone but must be cleared prior to starting work with your supervisor. If a medical emergency exists that requires incoming calls, it must be approved in advance.

Three strike policy will be used to enforce this rule.

§5.7 PERSONAL BUSINESS

Personal business will not be conducted on company time. If, due to unusual circumstances, personal business must be conducted during your regular hours, you may request time off (2 weeks) in advance, on a no pay basis.

§5.8 MOONLIGHTING

Moonlighting is a term used when an employee has another job in addition to his job with this company. Before accepting a part time job, you must first inform your supervisor of your intention to do so. Moonlighting of any type related to the work being performed for Landworks is not allowed.

Should any moonlighting activities outside of your regular employment with Landworks conflict with the best interests of the company or affect your performance of duties with the company, you will be required to choose between the two activities.

§5.9 DRESS CODE & PERSONAL APPEARANCE

All employees are expected to wear uniforms (pants, t-shirt or long sleeve) along with clothing appropriate to their jobs and the work they are performing (including safety equipment). Office employees are expected to dress in a business-like fashion. All employees are expected to maintain a neat and clean appearance and practice proper hygiene. Remember you are the company's *Ambassador* when dealing with customers, and it is imperative that your appearance and conduct reflect Landworks appropriately.

§5.10 UNIFORMS

To formalize the work wear for Landworks employees as well as incorporate safety wear, 2 safety shirts, a raincoat and a hoodie with the company logo has been set as the daily suggested uniform. If your employment is terminated prior to the probationary 3-month period with Landworks, you will be charged \$30 on your last pay to cover your cost of the uniform.

It is acceptable to wear clothing that is not an official Landworks uniform or bearing the logo, however it is not acceptable to wear clothing that bears the logo of a competitor's firm. This includes PPE as well. Employees must also never wear torn or excessively damaged clothing, pajama type clothing, sleeveless or tank top style shirts, or ever be shirtless at work.

§5.11 PERSONAL PROTECTIVE EQUIPMENT

It is mandatory that all employees provide and wear their own steel toe footwear during the business day regardless of their activities (office administration exempt). Safety t-shirts are paid by the company in order to

make visibility easier for others including machine operators. Hearing protection, safety glasses and gloves are provided and are stored both in the shop and in safety kits within the crew vehicles. Hard hats are required on all sites and are provided by Landworks.

§5.12 SMOKING, VAPING

Please refer to the Safety Policy Manual for information on smoking/vaping rules.

§5.13 SOLICITATION

Landworks' first priority is to serve our customers efficiently and safely, requiring absolute concentration of every employee. To this end, and to protect company employees and customers from annoyance, unnecessary expense, work disruption and potential safety hazards, solicitation and other distractions are strongly discouraged.

Employees are not permitted to solicit for any purposes other than company business during working hours or while on company business. This includes solicitation for memberships, subscriptions, gifts for any public or private enterprise, or circulation of any petition, notice or other printed material without prior approval from the owners.

§5.14 USE OF DRUGS OR ALCOHOL

Please refer to the Safety Policy Manual for information on drug and alcohol policy.

§5.15 REFUSAL OF WORK

Employees are not allowed to refuse work tasks, or refuse a work situation except in the following cases:

- A) The work is unsafe as per law.
- B) The employee will not be fairly compensated as per this policy.
- C) The task is a contravention of specific, written pre-employment job description agreement (s).

Employees who refuse work simply for preference of certain tasks over other tasks, or for prideful, unreasonable, or negligent attitudes will be given strikes or terminated at the discretion management. Employees are expected to be task and team oriented and is a requirement of employment.

Section 6: Benefits

§6.0 HEALTH INSURANCE

After three months of probationary employment, all employees will be eligible for benefits with a health spending account of \$1000/year per family and \$750/year for a single employee. Any medical bills from a registered practitioner can be entered on-line, including health and dental. Your plan also includes \$10,000 critical illness insurance.

§6.1 EMPLOYEE PURCHASES

The company allows the employee purchase of materials/products, tools, etc. at the invoiced price plus 10% to cover the paperwork and handling. Payment for purchases will be made through payroll deductions and must be fully paid for within 30 days of purchase. These purchases are for your own consumption only, and are not to be used for friends, relatives, resale, monetary gain, or business purposes. Violation of this policy/statement may lead to disciplinary action and/or curtailment of this benefit.

§6.2 CANADA PENSION PLAN

As your employer, the company makes contributions, on your behalf, to the Federal required programs. While required by law, this program and others are a very real part of your benefits program.

§6.3 EMPLOYMENT INSURANCE

EI is weekly income protection provided by the government. Employees may be eligible for Employment Insurance benefits upon termination of service with the company, depending on the law and circumstances connected with your specific termination. After leaving company employment, the terminating employee can file an Employment Insurance claim with the Employment Insurance office, which will explain the rights, benefits, and eligibility determination process provided by law. This benefit is paid jointly by the employee and by the company on each pay.

§6.4 WORKPLACE SAFETY AND INSURANCE BOARD

These are benefits paid to you for injuries that occur while at work. WSIB premiums are paid for by the company. Accidents must be reported immediately, or the accident may not be considered, and benefits will not be paid. This provides replacement income, temporary disability, permanent partial/total disability, and medical expenses. Report all accidents to your supervisor right away.

§6.5 EMPLOYER HEALTH TAX

Health tax premiums are paid directly by Landworks. However, built into your income taxes are contributions made towards your income level of OHIP premiums. This does not show separately on your paycheque.

Section 7: In Case of Emergency

In most emergencies, common sense usually dictates the course of action to be taken in accident situations (especially those involving personal injury). In any emergency, it is your duty to stick with the problem until it is solved, or until you are relieved by a competent person.

§7.0 FOR MEDICAL EMERGENCIES

1. Summon necessary medical assistance.
2. Locate someone qualified to administer first aid, if needed.
3. Wait for help to arrive.
4. Report injuries to your supervisor immediately, even though medical attention may not be required.

§7.1 ON-THE-JOB INJURIES

An employee injured on the job must report the injury immediately to the supervisor. A WSIB e-form by the employer must be submitted within 72 hours after a reported injury.

Failure to report an injury, whether medical attention is required at the time or not, may result in the loss of any Workplace Safety and Insurance Benefits. Near miss incidents also need to be documented.

If an injured employee is unable to return to regularly assigned work but is able to perform lighter duties then arrangements will be made by the supervisor to assign tasks suitable for the injured employee. A functional abilities form will have to be completed by a medical professional on behalf of the injured employee for return to work with modifications. If a functional abilities form is not available at the time, the supervisor will request that the injured employee sign a form that reasonable modified duties were presented by the employer and accepted by the employee.

Compensation for job related, missed time injuries, will be directed through the Workplace Safety and Insurance Board. Landworks office staff will co-ordinate an employee's return to work and will assist the employee with correspondence related to a workplace injury.

§8.0 COVID-19

See next page re: COVID plan for Landworks requiring signatures from employee and witness.

IMPORTANT: Please read, sign and return the following form before your first day of work.

2020 EMPLOYEE ACKNOWLEDGEMENT – STAFF POLICY MANUAL

I hereby acknowledge receipt of Landworks' 2020 Staff Policy Manual.

I understand that the contents are for information and guidance and do not constitute a contract.

I further understand that all and/or any of the contents are subject to change at any time.

I have read the staff policy manual, I understand it, and all questions I had were answered.

Signed: _____

Print Name: _____

Date: _____

To be signed by employee –The original of this Acknowledgement Page is to be kept in the employee's personal file.

2020 PRESIDENT, AND VICE-PRESIDENT ACKNOWLEDGEMENT – STAFF POLICY MANUAL

Signed: *N. Yokich*

Print Name: Ned Yokich, President

Date: January 1, 2020

Signed: *P. Demrovsky*

Print Name: Peter Demrovsky, Vice President

Date: January 1, 2020