

PERSONNEL POLICY

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AMENDMENTS AND REVISIONS

The following section outlines policies related to amendments and revisions to Ulnooweg's Personnel Policy.

AMENDMENTS AND REVISIONS

The Manager, People & Organizational Culture and the Chief Operating Officer will regularly review Ulnooweg's Personnel Policy to reaffirm its adequacy and conformance to current procedures. The maximum period between reviews is two (2) years.

Amendments to the policy manual are made as required to reflect the current practices of Ulnooweg. All Revisions are to be presented to the Board of Directors for approval and recording. Revisions to the Policy and Procedures are to be recorded by the table below.

Employees will be advised of any changes to these policies via memorandum.

The Chief Operating Officer or designate will be responsible to re-issue Ulnooweg's Personnel Policy in its entirety to all staff when seven (7) amendments have been made.

The reissued policy will be identified by revision date and each re-issue cancels and replaces all previous issues.

Revision No.	Date	Description of changes including the selection number	Approved by	Approval date
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Reviewed by: _____

Approved by: _____

PRINCIPLES & RESPONSIBILITIES

The following section outlines Ulnooweg's principles related to personnel.

PRINCIPLES

This policy is based on the following principles:

1. Consistent, fair, and equitable treatment shall be provided to all employees; and
2. A harmonious relationship between the Corporation and its employees is mutually beneficial.

To that end, Ulnooweg will provide a framework to encourage the development of an effective working relationship with its employees.

It is important to note that for policies not covered in this manual Ulnooweg will rely on the standards set by the provincial labor codes for the Atlantic Region. Ulnooweg will also comply with the Federal Occupational Health and Safety Act Regulations.

Ulnooweg's labour standards are targeted to the highest of the minimums of the four Atlantic provinces in which it operates.



RESPONSIBILITIES

Ulnooweg's personnel policy is approved by Board of Directors, the CEO, and COO, and is administered by the Manager, People & Organizational Culture in conjunction with the Senior Leadership. The administration of the policy falls to the Manager, People & Organizational Culture, in conjunction with Senior Leadership. Directors, managers, and supervisors are responsible to ensure employees conduct themselves in accordance with the approved personnel policy.

The CEO is responsible for corrective actions and dismissal of the COO.

Senior Leadership is responsible for:

- The discipline of the directors, managers, and supervisors
- The approval of dismissal of all non-managerial level employees
- The dismissal of all management level employees (in conjunction with the Manager, People & Organizational Culture).
- In the event that a director, manager or supervisor is unable to deal with an employee's conduct, behavior or performance, Senior Leadership, in conjunction with the People & Organizational Culture Manager will assume the responsibility for corrective action.

Directors, Managers and Supervisors are responsible for:

- Reporting directly to Senior Leadership
- Ensuring that employees reporting to them are following Ulnooweg's policy and adhering to performance expectations and standards.
- Developing and monitoring corrective action and performance plans for their employees.
- Providing employees with a fair and reasonable opportunity to correct and improve their performance through coaching, mentoring, and training.

The Manager, People and Organizational Culture is responsible for:

- Reporting directly to Senior Leadership
- Providing consultation, support to directors, managers, and supervisors and make recommendations to address serious disciplinary matters.
- Providing written reports to Senior Leadership with supporting documentation, legal reviews, and details to support dismissal recommendations.
- Being consulted prior to the hire or termination of any employee.

Employees are responsible for:

- Reporting to their direct report
- Ensuring they read and understand Ulnooweg's policy.
- Adhering to all aspects of Ulnooweg's policies and procedures as it relates to their position.

DEFINITIONS

The following section provides definitions for terms used throughout this document

DEFINITIONS

CORPORATION

Means Ulnooweg, including Ulnooweg Development Group Inc., Ulnooweg Education Centre, Ulnooweg Indigenous Communities Foundation, and Friends of Ulnooweg Indigenous Philanthropy.

SENIOR LEADERSHIP

Includes the Chief Executive Officer (CEO) and Chief Operations Officer (COO).

MANAGEMENT

Those within the organization with the responsibility to make decisions that affect personnel.

ABANDONMENT

Means an employee gives up completely their employment with the Corporation without notification for a period of 5 consecutive business days.

EMPLOYEE

Includes permanent, part-time, casual and contract employees employed by the Corporation, including those within their probationary period.

CONFLICT OF INTEREST

Means a conflict or the appearance of a conflict between the private interest and official responsibilities of an employee of the Corporation.

LEAVE OF ABSENCE

Means absence from duty with the Corporation's permission.

PROBATION

Means the trial period of determining appropriate fit. It is the first 3-months from the day, which an employee is first appointed, to the Corporation.

OVERTIME

Means work performed by a full-time employee in excess of or outside of his/her/their regularly scheduled hours of work.

GRIEVANCE

Means a complaint in writing that an employee submits to the People & Organizational Culture department to be processed through the Fair Treatment System.

BUSINESS INTEREST

Means ownership (i.e. sole proprietorship, partnership, co-operative or corporate share) and/or situations where financial or other benefits may result.

HUMAN RESOURCES INFORMATION SYSTEM (HRIS)

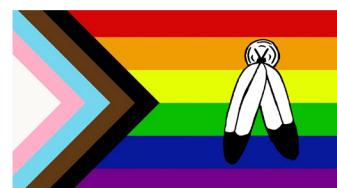
Means the software used by Ulnooweg to track and organize HR data. Currently Ulnooweg uses BambooHR.

DIVERSITY, EQUITY, INCLUSION AND BELONGING (DEIB)

The following section outlines policies related to the organizational culture of belonging.



DIVERSITY, EQUITY, INCLUSION, AND BELONGING (DEIB) IN THE WORKPLACE



Ulnooweg exists to advance the social and economic welfare of Indigenous individuals and communities by moving beyond conventional economic development practice, minimizing risk of assimilation and further inequalities. Our diversities allow Ulnooweg to advance beyond convention. Ulnooweg's dedication to promoting diversity, equity, inclusion, and belonging in the workplace is aligned and guided by our values. We celebrate and welcome the diversity of all employees, stakeholders, and external personnel.

Ulnooweg has adopted this policy as part of its commitment to foster an environment where everyone feels as though they belong and that their dignity, beliefs, and identity are respected. To achieve this, we strive to create a supportive work environment and a culture that welcomes everyone and encourages equitable opportunities for all candidates and employees. The company shall comply with all applicable legislation in pursuit of these endeavours.



DEFINITIONS

BELONGING

Feeling supported, valued, and accepted when presenting one's most authentic self.

DIGNITY

Being treated respectfully and ethically because of one's inherent worth.

DISCRIMINATION

Treating people unequally or making a distinction based on prohibited grounds outlined in human rights legislation that results in a burden, obligation, or disadvantage that is not imposed on others or that limits access to opportunities, benefits, and advantages available to other members of society.

DIVERSITY

The presence of a variety of unique qualities, identities, or experiences.

EQUITY

Access to opportunities that is fair and accounts for the different experiences people have based on factors that are protected by human rights legislation.

INCLUSION

Creating a culture that embraces, values, and respects diversity and supports all members through equitable practices.

MICROAGGRESSIONS

Commonplace direct or indirect slights, insults, generalizations, or insensitive actions made at the expense of equity-denied groups whether intentionally or unintentionally offensive.

PROHIBITED GROUNDS

The characteristics that an employer must not use as reasons to discriminate against a person or group under human rights legislation. Sometimes called protected characteristics.

UNCONSCIOUS BIAS

The inclinations or assumptions (such as stereotypes and prejudices) that a person may have about social and identity groups, or the persons who belong to these groups, that operate without our awareness.

ORGANIZATIONAL COMMITMENT

Ulnooweg is committed to observing and following relevant human rights, equity, and privacy legislation to prevent discrimination based on any prohibited grounds. The company is also committed to developing, learning, and following best practices to improve diversity, equity, inclusion, and belonging in every area of company operations.

Ulnooweg will strive to create a culturally competent workforce by:

- Providing adequate training about diversity, equity, inclusion, and belonging;
- Ensuring leadership teams are trained on unconscious bias regarding recruiting, performance management, and terminations;
- Encouraging positive attitudes towards cultural differences;
- Raising awareness of and eliminating unconscious biases and the harmful effects of prejudice, discrimination, and microaggressions; and
- Learning from persons with diverse backgrounds and experiences.

EQUITABLE OPPORTUNITY

Employees will not be negatively affected by any actions or decisions relating to hiring, compensation, promotion, benefits, job assignments, transfers, layoffs, return from layoffs, company-sponsored programs or events, or any other opportunities due to a protected characteristic that they may have.

Equitable development opportunities will be available to all employees and will have clear criteria for promotions. Personnel decisions will be made based on the qualifications and performance of employees and upon successful completion of the recruitment process. A protected characteristic will

not be used against a person in consideration for a promotion, and no opportunities will be unfairly withheld from any employee. The company will ensure that leadership teams are trained properly on unconscious bias, diversity, and inclusion, and how to evaluate and promote employees equitably.

ACCOMMODATION

In accordance with human rights legislation and Ulnooweg's policies, the company will provide accommodations for persons who require them. Anyone requiring accommodation should let the Manager, People & Organizational Culture know.

TRAINING

Ulnooweg may use various training initiatives to foster cultural competencies. Every employee will receive training about diversity, equity, inclusion, and belonging as part of their onboarding and whenever the company identifies a need for a refresher or new training on the subject. All training will be inclusive and will not be unfairly administered to or withheld from employees.

COMPLAINT PROCESS

If an employee feels that this policy has been breached, they may file a verbal or written complaint with the Manager, People & Organizational Culture. Attempts should be made to reach a resolution with the offending party before filing a formal complaint; however, if the employee does not feel comfortable approaching these persons about the matter, they may contact the Manager, People & Organizational directly. The complaint will be reviewed and addressed confidentially.

Occurrences of violence or harassment should be reported in accordance with the harassment policy.

ACCESSIBILITY AND ACCOMMODATION

The following section outlines policies informed by the Accessibility Act and Human Rights Act.



ACCESSIBILITY AND ACCOMMODATION

Ulnooweg is committed to providing a barrier-free environment to all employees and everyone who interacts with the organization. Ulnooweg works towards identifying and removing barriers in accordance with the provincial Accessibility Act and Human Rights Act.

Ulnooweg recognizes and abides by its duty under the Human Rights Act. As part of these duties, the company provides accommodation up to the point of undue hardship for needs arising from the prohibited grounds of discrimination under the Human Rights Act. This policy outlines the accommodation process and the responsibilities of different parties in that process.

DEFINITIONS

BARRIER

Anything that hinders or challenges the full and effective participation in society of persons with disabilities, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy, or a practice.

BONA FIDE OCCUPATIONAL REQUIREMENT (BFOR)

Job requirements that are adopted for a purpose or goal that is rationally connected to the functions of the position; adopted in good faith, in the belief that they are necessary to fulfil the purpose or goal; and are reasonably necessary to accomplish the purpose or goal.

DISABILITY

Any distinction, whether intentional or not, that is based on a prohibited ground and that imposes burdens, obligations, or disadvantages on an individual or a class of individuals not imposed upon others or that withholds or limits access to opportunities, benefits, or advantages available to other individuals or classes of individuals in society.

FAMILY STATUS

Being in a parent and child relationship.

MARITAL STATUS

The status of being married, single, widowed, divorced, or separated, and includes the status of living with a person in a conjugal relationship outside marriage.

PHYSICAL OR MENTAL DISABILITY: ACTUAL OR PERCEIVED

- Loss or abnormality of psychological, physiological, or anatomical structure or function;
- Restriction or lack of ability to perform an activity;
- Physical disability, infirmity, malformation, or disfigurement, including but not limited to epilepsy and any degree of paralysis, amputation, lack of physical coordination, deafness, hardness of hearing or hearing impediment, blindness or visual impediment, speech impairment or impediment, or reliance on a service dog as defined in the Service Dog Act, a guide dog, a wheelchair, or a remedial appliance or device;
- Learning disability or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- Condition of being mentally impaired;
- Mental disorder; or
- Dependence on drugs or alcohol.

SEX

Includes pregnancy, possibility of pregnancy and pregnancy related illness.

UNDUE HARSHSHIP

Occurs when providing an accommodation would cause significant, onerous conditions for the company. Considerations when determining whether the company has reached the point of undue hardship include cost considerations, outside sources of funding if any, and health and safety requirements.

GUIDELINES

Ulnooweg provides accommodation for individuals up to the point of undue hardship where processes or work must be modified or adjusted to address the needs of the individual based on a prohibited ground of discrimination under the Human Rights Act. The prohibited grounds of discrimination are:

- Age;
- Race;
- Colour;
- Religion;
- Creed;
- Sex;
- Sexual orientation;
- Gender identity;
- Gender expression;
- Physical or mental disability;
- Irrational fear of contracting an illness or disease;
- Ethnic, national, or aboriginal origin;
- Family status;
- Marital status;
- Source of income;
- Political belief, affiliation, or activity; and
- Association with another individual or group of individuals on the basis of a prohibited ground that applies to that individual or group.

DISCRIMINATION AND HARRASSMENT

Ulnooweg takes allegations of discrimination seriously, and it takes appropriate action to address them promptly. Individuals are not subject to reprisal for making complaints regarding their human rights.

The company does not condone or tolerate harassment in any form. If any employee has been subject to work-related harassment based on a prohibited ground of discrimination, including sexual harassment, this should be reported to the Manager, People & Organizational Culture. The matter is investigated in accordance with the Harassment Policy.

ACCOMMODATION

Accommodation is available from the beginning of the recruitment and selection process. Applicants are informed that accommodation is available upon request.

The accommodation process may begin in one of three ways:

- An employee or job applicant requests accommodation;
- The company becomes aware that an accommodation may be required; or
- An authorized third party requests accommodation on behalf of an employee or applicant.

Requests for accommodation should be submitted to the Manager, People & Organizational Culture. These requests do not need to be in writing and do not require the individual to identify or disclose personal details beyond what is necessary for the accommodation request. The company takes all requests for accommodation seriously and responds in a timely manner. Individuals who request accommodation are not subject to any reprisal or threat of reprisal for making such a request.

Where a supervisor or manager becomes aware that an accommodation may be required, the duty to inquire is engaged. A private meeting is held with

the employee to determine whether there are any unmet needs related to a prohibited ground and whether accommodations are necessary.

ACCOMMODATION PROCESS

Once the need for accommodation is identified, the Manager, People & Organizational Culture consults the employee or applicant to determine what type of accommodation is needed and develops an individual accommodation plan. Interim accommodation measures may be provided at the discretion of the company while formal accommodations are being developed and implemented.

Information beyond what was provided in the initial accommodation request may be required to determine appropriate accommodations; however, only information that is necessary to confirm and arrange the accommodation is requested. Employees are expected to cooperate in the accommodation process and provide any information required to support the accommodation request in a timely manner.

MEDICAL INFORMATION

Where accommodation is requested because of limitations to an employee's functional abilities, Ulnooweg may require employees to provide medical information to identify an appropriate accommodation. Employees are not required to disclose diagnostic information. Medical information required by the company is limited to details of how the employee's work-related functional abilities are affected by a medical condition. Medical information must be provided by the employee's qualified treating healthcare professional, such as a doctor or nurse practitioner.

Where a healthcare professional requires a fee for completing a functional abilities form or letter at the company's request, the fee must be communicated to and approved by the Manager, People & Organizational Culture before the form or letter is completed. Ulnooweg may require the employee to attend a medical examination by a different healthcare professional if the requested fee is excessive.

The company may request the employee undergo an evaluation by a medical or other expert, paid for by the company, to assist the company in determining whether accommodation can be provided. Employees are expected to participate in the evaluation where requested.

BFORs AND UNDUE HARSHIP

Ulnooweg cannot provide accommodation for bona fide occupational requirements (BFOR). If the company cannot accommodate an individual's needs without experiencing undue hardship or due to a BFOR, the company explains its reasoning to the individual in writing.

RECRUITMENT

The following section details policies related to the hiring of Ulnooweg personnel.

RECRUITMENT

HIRING & SELECTION

The Board of Directors has the responsibility to hire senior leadership positions. The Board of Directors authorize Senior Leadership to hire all other positions. The People & Organizational Culture department will lead recruitment efforts across all departments in collaboration with hiring managers.

Whenever it is possible to do so and it is in the best interest of the employer, appointments shall be made from within the Corporation by competition.

When appointments cannot be made from within the Corporation, the appointment shall be made from outside the Corporation by competition.

External applications will be accepted for job vacancies; however internal applicants will be given priority considerations provided they are equally or better qualified.

Indigenous applicants will be prioritized. Ulnooweg considers lived experience an asset qualification and encourages applicants to self-identify.

EQUAL OPPORTUNITY

Employment opportunities shall be open to all qualified applicants and employee selection shall be determined by the applicant's experience, aptitudes and abilities. In accordance with the Indigenous Employment Preference Policy of the Canadian Human Rights Commission, preference will be given to qualified Indigenous applicants.

Advancement is and shall be based on an individual's performance, ability, aptitude and potential for growth.

PROMOTIONS

As it is the corporation's responsibility to fill job openings with the best qualified people, employees are encouraged to obtain the necessary qualifications and continually develop their workplace skills in order to be eligible candidates.

Non-probationary employees requesting a promotion within the Corporation will be given preference over external applicants provided they are equally or better qualified.

Employees who wish to be promoted to another position must submit a written request to the hiring manager and the Manager, People & Organizational Culture.

The employee will be interviewed to review his/her/ their qualifications, determine the reason for the request and if the employee has the necessary skills.

If, following the interview the employee is selected for the new job they will only be promoted when convenient to the needs of the Corporation.

Promotions to new positions or departments will be considered permanent.

ONBOARDING

A formal orientation will take place for new employees upon commencement of employment. An informal orientation will be provided to employees transferring internally. The orientation process will include at a minimum:

- Introduction to general working conditions
- Review of duties and responsibilities
- Review of personnel policy
- Overview of payroll and other financial processes
- Review and signing of all required documentation.
- Employee Benefits Plan and eligibility requirements

An offer of employment shall be accompanied by a job description detailing the duties of the position.

New employees will be asked to sign an 'Oath of Confidentiality' after receiving a detailed explanation of the need for confidentiality and implications of not following Ulnooweg's policies in this matter.

A checklist for orientation will be provided by the People & Organizational Culture department, signed by the new employee, hiring manager, and retained on the personnel file.

JOB DESCRIPTIONS

All job descriptions will be maintained by the People & Organizational Culture department.

All job descriptions will be collaboratively reviewed with the manager responsible for the role, the incumbent, and the People & Organizational Culture department annually.

All employees will be provided with an up-to-date job description by the People & Organizational Culture department.

Job descriptions will include job title, department, reporting structure, duties and responsibilities, knowledge, skills, qualifications and date of revision.

All employees will be asked to sign and date a copy of their job description to indicate that they understand the duties and responsibilities of their position.

Employees who feel that their job description does not accurately reflect their duties should discuss the matter with their manager and People & Organizational Culture.

PROBATION PERIOD

All new Ulnooweg employees are subject to a probation period of 3-months. In certain exceptional circumstances the probation period may be extended a further 3-months. Probation periods may not be extended beyond 6 months.

All employees will be subject to a probationary period when starting a new position with the Corporation.

The purpose of the probation period is to ensure mutual satisfaction on the part of both the employee and Ulnooweg. Successful completion of the probationary period and a successful performance evaluation will be required before an employee is designated to be a permanent employee of Ulnooweg.

- Employees will be advised of their probation period in their offer of employment.
- During the probation period there will be an ongoing review of performance of the probationary employee by their direct manager.
- A formal performance evaluation will be conducted at 3-months of employment. The results of the evaluation will determine if the employee will assume permanent employment status, if the probation period will be extended or if the employee will be terminated.
- Employees required to serve an extended probation period will be advised in writing as to the length, the reasons and the conditions of the extension.
- A probationary employee who does not satisfactorily complete the probation period will be terminated.

EMPLOYEE PERSONNEL FILES

The following section details policies related personnel files.

EMPLOYEE PERSONNEL FILES

Ulnooweg maintains three employee files for each employee: a personnel file, a payroll file, and a medical file. All three files are stored separately and kept confidential using appropriate safeguards. Only authorized personnel have access to these files.

People & Organizational Culture will maintain a personnel file for each employee containing documents relevant to their employment. All employee personal information is confidential and access to this information will be strictly controlled in accordance with labour standards code and

Personnel files are confidential, and access will be limited to authorized personnel only.

Each employee will have a personnel file, which includes at a minimum, but not limited to:

- Employee resume
- Letter of offer
- Job description
- Oath of Confidentiality
- Personal contact information
- Emergency contact information
- Documents of earnings and deductions
- Benefit plan enrolment information
- Criminal Background check OR Vulnerable Sector Check
- Attendance records
- Leave requests
- Performance evaluations and related documents
- Calculation of vacation, sick and special leave credits

All employees are entitled to view their personnel file. Employees wishing to do so are required to submit a written request to review their file to the Manager, People & Organizational Culture. The Manager, People & Organizational Culture must be present when employees are reviewing their file.

RETENTION OF PERSONNEL RECORDS

Upon termination, employee personnel records will be retained for a period of three (3) years following the date of termination.



PAYROLL FILE

The Finance department shall maintain a payroll file for each employee.

- Vacation pays.
- CPP contributions.
- EI premiums.
- Income taxes that have been withheld.
- All information slips and returns filed.
- Pension records if applicable, including retirement dates, beneficiaries, payment dates, and details about transferring out of any plan.
- Compensation structure and details.
- Direct deposit or payee information.
- Tax forms.
- Records of taxable benefits.
- Records of contractual bonuses, incentives, or salary increases.
- Records of benefits accrued and taken (i.e., vacation days remaining).

MEDICAL FILE

Employee medical files are maintained in strict confidence. Documents stored in an employee's medical file include, but are not limited to:

- Medical documentation for any absences, such as doctor's notes.
- Short- and long-term disability information.
- Accident and incident report forms where the employee has been injured.
- Functional abilities forms.
- Accommodation documentation, including initial requests, medical documentation related to accommodation requests, individual accommodation plans, accommodation denial letters, and so on.
- Return-to-work plans, including documentation for any medical updates or accommodation dialogue during this period.
- Known allergen information and emergency procedures.
- Insurance claim forms from the relevant workers' compensation board.
- Records of exposure to hazardous substances and personal records of exposure

REMUNERATION

The following section details policies related to salary levels and benefits.

REMUNERATION

Ulnooweg will establish salary levels, which are fair and reasonable and take into consideration that are comparable to industry levels.

- Upon appointment to a new position an employees' salary level will be stated in the letter of offer.
- Upon acceptance of this offer, employees authorize deductions from their paychecks to cover their benefit portions and any outstanding personal expenses, payables or reimbursements owing to Ulnooweg.
- Employee's paychecks will include a wage advice sheet outlining pay and deductions for each pay period.
- Employee salary levels will be reviewed at the completion of their probationary period and during the annual performance review process.
- Employee salary levels will be established and approved by the hiring manager and the Manager, People & Organizational Culture.
- Salary increases based on performance reviews completed by managers will be approved by senior leadership in consultation with the Manager, People & Organizational Culture.

PAYMENT SCHEDULE

Employees shall be paid on a bi-weekly basis.

PAY ADVANCES

Pay advances will not normally be allowed except in situations approved by senior leadership in consultation with the Manager, People & Organizational Culture.

PERFORMANCE INCREMENTS

For purposes of such pay increases the performance of the employee shall be reviewed annually. The performance evaluation process occurs in the Spring of each year.

Any pay increments shall be based on the completed annual performance evaluation. It shall be recommended by the manager to senior leadership and the Manager of People & Organizational Culture. Any pay increments must be approved by the Board of Directors and are retroactive effective April 1st.

An employee holding a position for which there is a minimum and maximum rate of pay may be granted increases in pay until the employee reaches the maximum for the position. Such pay increases are dependent on satisfactory performance of the duties of the position by the employee and shall not be granted to the employee until a performance evaluation is completed and certifies that the employee is so performing the duties of their position.

PAY TRANSPARENCY

Ulnooweg is committed to advancing gender equality and improving opportunities for equity-deserving employees in the workplace. This policy has been adopted to ensure all hiring, promotion, employment status, and compensation practices are equitable and to encourage the removal of inequalities through increased pay transparency.

GUIDELINES

Ulnooweg, or a hiring agency acting on behalf of the company, will not ask any applicant for their compensation history during the recruitment process. However, the applicant may volunteer this information if they choose, which may be used to help determine appropriate compensation.

The company may use public information about compensation ranges of comparable positions to which an external applicant is applying. Considerations around geographical differences in pay, experience, education, qualifications, demand for talent, and cost of living may also be used to help determine compensation.

All job postings shall include information about the expected compensation rate or range for the advertised position.

Employees may ask the company about their compensation, disclose or discuss their compensation with others, submit a complaint about their compensation to the Manager, People & Organizational Culture, or request the company comply with this policy without fear of reprisal.

GROUP BENEFITS PLAN

Ulnooweg cost-shares with its employees a comprehensive benefits package designed to assist employees financially in the event of illness and injuries, which result in loss of income. Employees are advised and encouraged to carefully read all benefit plan brochures for detailed information on coverage.

- ◆ For new employees, group benefits commence 3-months after the start date of employment.
- ◆ All permanent employees who work at least 32-hours per week are required to participate in the group benefits plans.
- ◆ Employees may elect to add their eligible dependents who meet the terms and conditions of the benefits carrier.
- ◆ For information on extended health care benefits refer to the group information package available in BambooHR announcements.

HOURS OF WORK, OVERTIME & HOLIDAYS

The following section details policies related expectations surrounding working hours and breaks.

HOURS OF WORK

All full-time employees will normally work a **seven (7)** hour day.

Monday through Friday, for a total of **thirty-five (35)** hours per week.

Normal working hours are from **8:30 a.m. to 4:30 p.m.** with an **unpaid one-hour lunch** break and **two (2) 15-minute paid breaks.**

When necessary, the manager may authorize work hours other than those described above or in addition to the normal workday.

Employees may be authorized to work hours other than those of a normal working day. Employees who work part-time, flexible or compressed work weeks must have prior approval in writing from their manager before working hours other than those normally scheduled. Manager shall provide email approval to Manager, People and Organizational culture.

SUMMER HOURS POLICY

Ulnooweg strives to provide its employees with increased work-life balance during the summer months. With this in mind, the organization has created this policy to guide the administration of summer hours.

GUIDELINES

This policy ensures that employees can participate in the company's summer hours schedule. It is not mandatory for employees to follow the summer hours schedule.

Employees must continue to meet all obligations and expectations related to work performance and objectives during this period.

For the purposes of this policy, the summer period begins on the **Summer Solstice** and ends after the **Labour Day holiday**. All employees are eligible for summer hours.

SUMMER HOURS

During the summer period, Ulnooweg offices close at **1:00pm on Fridays** which lets employees leave work earlier.

DEPARTMENTAL NEEDS

Departments that must operate at full capacity during the summer period may require that employees work normal hours during this time.

An employee who is on vacation on the day that hours of work are reduced is considered to have taken a full day of their vacation entitlement.



OVERTIME

Full-time Employees will not ordinarily be requested or authorized to work overtime. However operational requirements may occasionally require employees to work additional hours beyond scheduled work. Part-time employees are not eligible for overtime hours.

- Authorization and approval from the manager are required prior to an employee working overtime hours.
- Management will not be paid overtime compensation but may be granted time off in lieu of overtime worked.
- All approved overtime shall be taken as time off in lieu and must be used within 30 business days of earning it.
- Overtime earned cannot be used to compensate for tardiness or absenteeism.

OVERTIME DUE TO TRAVEL

Employees required to travel outside of their regular working hours are eligible for equivalent time off in lieu. For safety reasons, Ulnooweg advises that travel be scheduled during normal working hours whenever possible. Overtime in lieu is granted exclusively for travel time that occurs outside of standard work hours.

REQUIRED OVERTIME

All overtime worked must be authorized in advance by the employer. All employees may be required to work some overtime as per operational requirements, but an employee may refuse to work requested overtime provided they provide refusal in writing.

Employees who are required to work overtime must be given reasonable advance notice of this requirement.

Overtime will not be paid unless the overtime is authorized by the manager and is authorized by senior leadership and People & Organizational Culture to be paid.

An employee who is required to work overtime shall be granted equivalent leave with pay at the overtime rate to be taken at a time mutually agreeable to the employer and employee, submitted and recorded in the HRIS.



STATUTORY HOLIDAYS

The following Indigenous and Statutory holidays are observed by Ulnooweg:

- | | |
|-----------------------------------|---|
| ◆ New Year's Day | ◆ Canada Day |
| ◆ NS Heritage Day | ◆ National Day for Truth and Reconciliation |
| ◆ Civic Holiday | ◆ Treaty Day |
| ◆ Good Friday | ◆ Labour Day |
| ◆ Easter Monday | ◆ Thanksgiving Day |
| ◆ National Indigenous Peoples Day | ◆ Remembrance Day |
| ◆ Victoria Day | ◆ Christmas Day |
| ◆ St. Anne's Day | ◆ Boxing Day |

At the discretion of senior leadership, other First Nation ceremonial days and additional days during Christmas season may also be observed.

- In order to be entitled to statutory holiday compensation (time and a half provided in lieu), an employee must work the normal work day immediately preceding and immediately following the holiday unless the employee is on an authorized leave of absence on one or both of those days.
- Should a Statutory holiday fall during a period of approved vacation leave, the statutory holiday shall not count as a day of leave.
- Should a Statutory holiday fall on a weekend, the Corporation will observe the holiday according to local practice.

WORKPLACE CLOSURE POLICY

The purpose of this policy is to outline closure procedures at Ulnooweg during severe or inclement weather to ensure the health and safety of employees and minimize disruptions to business operations.

GUIDELINES

In the event of severe or inclement weather, Ulnooweg may close the workplace and re-open when it is safe to do so. People & Organizational Culture makes the decision to close the workplace and communicates the decision to employees through BambooHR. Where possible, the company communicates the decision at least 2 hours before the start of the workday, or as soon as possible where advance notice is not feasible. If the company closes before the start of a workday, employees receive pay for their regular hours.

If the workplace shuts down after beginning the workday because of expected severe or inclement weather, People & Organizational Culture informs employees of the closure through BambooHR to allow employees sufficient time to safely travel home. If the company sends employees home after starting the workday, employees receive their regular pay for the hours worked.

During severe or inclement weather, Ulnooweg offers employees alternative work arrangements that consider employee safety, operational needs, and employee concerns. This may include alternative work locations, modified start and end times, and remote work options if available. Managers communicate directly with employees to arrange any alternative work arrangements.

Employees are to return to work the following day unless notified otherwise by the Manager, People and Organizational Culture due to continued severe or inclement weather. Ulnooweg encourages employees to use their own discretion when deciding whether it is safe to travel to work. Employees should report any absences from work in accordance with the attendance policy.

PRODUCTIVE WORKPLACE

This policy outlines the specifications and expectations for employees to work where they are most productive.



PRODUCTIVE WORKPLACE

Ulnooweg understands that the world of work has changed, and we want you to work where you are most productive. This policy outlines the specifications and expectations for employees to work where they are most productive.

Ulnooweg is committed to providing an environment where you are supported to do your best work, no matter where you are. This policy outlines the expectations and responsibilities for employees when requesting to work where they are most productive, whether that is fully onsite, in a hybrid environment, or fully remotely.

HYBRID, REMOTE OR IN OFFICE

Ulnooweg is committed to contributing to the good health and wellness of our employees. Part of our commitment is the recognition that a positive work-life balance is key to employee wellness.

In certain situations, Ulnooweg allows our employees to work from home so to still be productive in those times when external circumstances make coming into the office difficult. We rely and trust in our employees that they will not abuse this privilege.

This policy applies to all Ulnooweg employees who have the capability to work from home. **If you hold a position that requires you to be in the office to perform your duties, you are exempt from the terms of this policy** (refer to your job description). Ulnooweg reserve the right to administer this policy differently for specific employees based on specific circumstances related to the role and responsibilities as outlined in the job description.

SPECIAL CIRCUMSTANCES

Ulnooweg recognizes that specific and/or special circumstances may arise where physically being on-site may be difficult. And should the employee be able to work from home, the opportunity to do so exists.

Examples of specific and/or special circumstances that might necessitate the need to work from home (this list is not exhaustive, but rather meant to illustrate the type or nature of circumstances that would bring rise to an employee working from home with corporation approval):

- School closure, and no alternative care for child;
- Poor weather and you live out of town;
- Personal illness or emergency and you are still able to work effectively
- Family illness or emergency and you are still able to work effectively
- Medical condition (must be discussed with People & Organizational Culture for appropriate medical documentation required);
- Personal circumstance (must be discussed with People & Organizational Culture to determine appropriate documentation required);
- Circumstances out of your control.

Should a special circumstance arise that may make it permissible for an employee to work from home, they must be able to do so effectively. For example, should an employee be ill, it is the desire of Ulnooweg that the employee take the necessary time away from work to get back to good health. Ulnooweg provides paid sick days accordingly.

However, we do recognize that employees may be unwell and still be able to perform their duties at an effective level. We trust that our employees will use their best judgement, recognizing that working from home is a privilege that should not be abused.

Further, should an employee not have the tools, documents, etc. required to effectively work from home, the request to do so may not be granted.

SPECIAL CIRCUMSTANCE PROCEDURE

Employees must seek and secure approval from their direct supervisor to be authorized to work from home. Employees are also expected to notify their teams and coordinate with them if required.

Employees must notify the relevant Office Administrator and People & Organizational Culture that they are not coming into the office and have been approved to work from home. Notification should be via email.

TRACKING

Employees who have been approved to work from home must monitor their hours of work. Your supervisor, with the assistance of People & Organizational Culture if needed, will provide you with expectations to be fulfilled and monitor your work accordingly.

FORMAL ARRANGEMENTS

Ulnooweg may provide an employee the option to either work from home full-time or work in a hybrid model, both from home and the worksite. The terms and expectations set out in this policy apply. The opportunity provided by the employer is temporary and will be reviewed on a regular basis; at the annual performance review at a minimum. In no way does a full-time working from home or hybrid schedule form a basis, expectation, or condition under the employee's employment agreement. The employer reserves the right to amend your schedule, place of work and/or require you to return to work in office full time at any time and reason at the sole discretion of the employer.

HYBRID SCHEDULES

Employees who request a hybrid work model must establish a set monthly schedule with their manager that identifies remote days, onsite days, and communication expectations while working outside of the office.

DESIGNATED WORKSPACE: HEALTH, SAFETY, AND LIABILITY

Employees working a hybrid or fully remote model must designate a spot in their home as their workspace. This space must be private to ensure the confidentiality of work being completed. The designated workspace must also be safe and ergonomically suitable, allowing the employee to complete their duties to expectation and in accordance with safe work practices and applicable legislation.

Given the private and residential nature of working from home, Ulnooweg has limited access to or control over the employee's place of work. As such, employees must continually take all reasonable and necessary precautions to safeguard their remote workspace, ensuring at all times that it is fit for this purpose and compliant with health and safety requirements.

It remains the employee's obligation throughout any remote work arrangement to identify any potential hazards and remove them from their workspace.

If the employee does not have or cannot create a suitable and safe workspace, the organization may adjust the work model and require the employee to resume work onsite.

COMPANY-ISSUED DEVICES

Employees who work under this policy acknowledge and agree that despite the flexible nature of their work arrangements, they do not have any expectation to privacy in relation to company-issued devices issued to them for working remotely, including computers, tablets, and phones, notwithstanding the fact that these may be used in the employee's residence.

Company-issued devices, along with their contents (including files, data, accounts, e-mails, messages, file systems, and storage media that may be contained therein, whether in virtual or physical form) remain the property of the corporation at all times and may be subject to inspection or repossession at any time. The employee acknowledges that they are not entitled to retain possession of or deny access to any company-issued equipment due to the employee having loaded personal information thereon. Conduct of this nature constitutes a breach of this policy and may result in disciplinary action, termination for cause, and police intervention in circumstances that involve theft of employer property.

Company-issued devices are intended to conduct business on behalf of the corporation and must be used in accordance with applicable policies as outlined in this document, the IT Policy and the Communication Policy.

Employees agree to return, in good working order and in a timely fashion, all company-owned devices and peripherals used for working remotely upon request of the company and upon termination of employment.

SOFTWARE

The organization provides employees with software, such as Microsoft Office, and other relevant software for conducting business on behalf of the company.

Employees are expected to comply with the licensing agreements for use of all software owned by the company and must take all reasonable precautions to avoid contaminating these systems with malicious content, including viruses, malware, and spyware.

ABUSE OF POLICY

Ulnooweg places a great deal of trust in our employees. It is our hope and expectation that no employee would abuse the privilege to work from home. Working from home is meant to assist our employees in cases where circumstances make it so you cannot easily make it in to work. Working from home is not meant to be a simple convenience.

In cases where it has been determined that an employee has either abused and/or excessively used the ability to work from home, without acceptable reason or cause, Ulnooweg reserves the right to deny any employee the ability to work from home.

LEAVE

The following section details policies related to leaves available to employees who need to be away from the workplace.

LEAVE GUIDELINES

Ulnooweg has adopted this policy to ensure that its employees receive authorized time off per applicable legislation, at a minimum, without fear of a negative impact on their employment status or opportunities with the corporation. Ulnooweg is committed to providing work-life balance for its employees and understands that situations can and will arise that call for immediate, emergency leave.

This policy covers instances where employees may need to take a planned or unplanned leave of absence in order to attend to situations that directly affect them, their families, or dependents. All leave must be requested and documented through BambooHR.

VACATION LEAVE

Ulnooweg's vacation leave entitlements for employees are based on length of service as described in this policy or as agreed upon hiring as documented in the employment letter of offer.

Ulnooweg has the option to establish vacation entitlements for new employees, which exceed the above guidelines, where deemed necessary for recruitment and retention. Vacation entitlements will be stated in the offer of employment and calculations will be maintained in the HRIS platform.

ACCUMULATION OF VACATION LEAVE

For each full/partial month of a fiscal year in which an employee works, the employee shall earn Vacation Leave at the following rates:

- 1.25 days (10 hours/month) each month (for a total of fifteen (15) days per year).
- 1.67 days (13.33 hours/month) each month (for a total of twenty (20) days per year) commencing in the month after completion of ten years of service.
- 2.08 days (16.66 hours/month) days each month (for a total of twenty (25) days per year) commencing in the month after completion of twenty years of service.

GRANTING OF VACATION LEAVE

All vacation requests shall be submitted through Ulnooweg's HRIS platform.

The employer shall reply to the request for vacation leave submitted by the employee as soon as possible after the request has been received.

In granting vacation leave with pay to an employee, the employer shall make every reasonable effort:

- Not to recall an employee to duty during vacation leave;
- To grant the employee vacation leave during the fiscal year in which it is earned at a specified time agreed upon between the manager and the employee.

Where the employer has proposed to change, reduce or deny the vacation leave requested by the employee, the employer shall provide the employee with the reason(s) in writing for such change, reduction or denial of vacation leave. Where two employees have expressed a preference for the same period of vacation leave, length of service within the Corporation will prevail.

CARRY-OVER PROVISIONS

Employees are not permitted to carry over more than 5 days of vacation leave credits that can be earned in one fiscal year. Carried over vacation must be used by March 31st of the next fiscal year.

Note: *Reimbursement of used vacation time to Ulnooweg will be expected for employees who resign from Ulnooweg Development Group who have used more vacation time than earned.*

LEAVE WHEN EMPLOYMENT TERMINATES

Where an employee dies, retires, or otherwise terminates their employment the employee or their estate shall, in lieu of earned but unused vacation leave, be paid on the employee's entitlement.

Unless otherwise exempted, former employees who return to paid work at Ulnooweg are considered to have broken their previous employment tenure and are not entitled to a continuation of their previous accumulated weeks of vacation and related benefits.

PART-TIME AND CASUAL EMPLOYEES

Vacation entitlements will be calculated at a rate of 4% per pay.

BEREAVEMENT LEAVE

Employees are entitled to take an unpaid leave for up to five working days in a row in the event of the death of their:

Spouse, Parent, Guardian, Child, Ward, Grandparent, Grandchild, Sibling, Parent-in-law, Child-in-law; or Sibling-in-law.

Employees must provide Ulnooweg with as much notice as possible if they must take a bereavement leave.

COMPASSIONATE CARE LEAVE

Employees are entitled to an unpaid 28-week leave if they must care for a seriously ill family member who has a serious medical condition with a significant risk of death within 26 weeks, as certified by a legally qualified medical practitioner. Employees must be employed with the corporation for a minimum of three months to be eligible for compassionate care leave.

Employees must provide the corporation with as much notice as possible before taking the leave. The corporation may ask the employee to provide the medical certificate in support.

The leave may be broken up into separate periods of at least one-week increments.

The leave must be taken during the period that begins on the first day of the week the certificate is issued or, where the leave begins before the certificate is issued, the first day of the week any leave was taken. Leave ends on the last day of the week when the family member dies, or 52 weeks following the first week any leave is taken. If the employee ceases to provide care or support to the critically ill family member during a week of leave, the employee's entitlement to the leave continues until the end of the week. The week counts as an entire week of leave even if the corporation agrees the employee can return to work.

CRITICALLY ILL CHILD CARE LEAVE

Employees who have been continuously employed with the corporation for at least three months are entitled to an unpaid leave of absence of up to 37 weeks to provide care or support to a critically ill child who is their family member as defined in the regulations. The corporation may ask the employee to provide a certificate from a medical practitioner indicating that the child is critically ill and requires their care and support for a specified period of time. Where possible, employees must provide written notice of their intent to take the leave, including the weeks when leave will be taken. The leave may be broken up into separate periods of at least one-week increments.

The leave of absence must be taken during a 52-week period beginning on the day the child became critically ill, and ending after either the full 37 weeks of leave have been taken, the number of weeks specified in the medical certificate have been taken, or the end of the week of the child's death. The same entitlements and 37-week limit apply when more than one child who is a family member of an employee is critically ill. However, if more than one child is critically ill, leave does not end with the death of the first child.

If the employee ceases to provide care or support to the critically ill child during a week of leave, the employee's entitlement to the leave continues until the end of the week. The employee may return to work during the week if the corporation agrees; however, the week counts as an entire week of leave regardless.

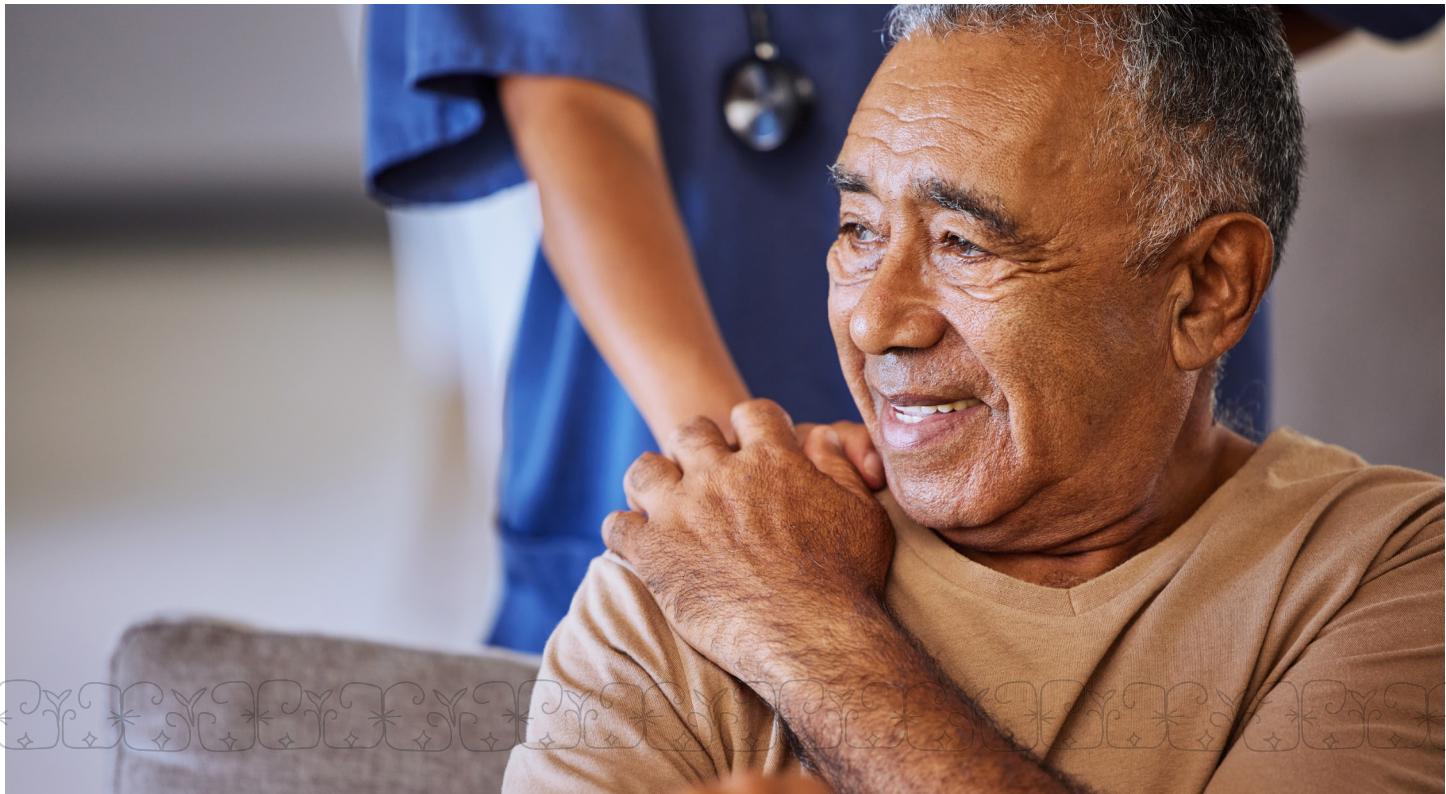
CRITICALLY ILL ADULT CARE LEAVE

An employee who has been employed with the corporation for at least three months is entitled to an unpaid leave of absence of up to 16 weeks to provide care or support to a critically ill adult family member, where a legally qualified medical practitioner has issued a certificate indicating that a family member is critically ill and requires the care or support of the employee and specifies the period during which the adult requires care. The corporation may request a copy of the medical certificate.

The leave of absence must be taken during a 52-week period beginning on the day the adult became critically ill, and ending after either the full 16 weeks of leave have been taken, the number of weeks specified in the medical certificate have been taken, or the end of the week of the adult's death. The same entitlements and 16-week limit apply when more than one adult who is a family member is critically ill; however, in that case, leave does not end with the death of the first adult.

Employees must provide the corporation with as much notice as possible before taking the leave, as well as a written plan that indicates the weeks when the employee will take the leave. The leave may be broken up into separate periods of at least one-week increments.

If the employee ceases to provide care or support to the critically ill adult during a week of leave, the employee's entitlement to the leave continues until the end of the week. The employee may return to work during the week if the corporation agrees; however, the week counts as an entire week of leave regardless.



SPECIAL LEAVE

Ulnooweg recognizes the need to grant leave with pay to employees on those exceptional occasions where vacation leave or any other types of leave may not be appropriate. Special leave allows employees to cope with unexpected or exceptional circumstances and emergencies.

To cover these circumstances, permanent full-time employees will be entitled to a maximum of ten (10) special leave days per year.

Special leave credits are non-accumulating.

GRANTING SPECIAL LEAVE

Special leave with pay for a period of up to five (5) consecutive working days shall be granted per leave up to 10 (ten) days in total per year. Special Leave is authorized at the managers discretion in consultation with the Manager, People & Organizational Culture.

APPOINTMENT LEAVE

Employees may be granted casual leave with pay to a maximum of two (2) consecutive hours for the following purposes:

- Medical, dental and legal appointments for personal or immediate family members only.
- Other casual leave for purposes of a special or unusual nature approved by your manager.

COURT LEAVE

Employees can take an unpaid leave if they must serve on a jury or if a court requires them to appear as a witness. Employees must provide the corporation with as much notice as possible that they will be taking a court leave. Court leave lasts as long as the employee is required to fulfil their duties to the court. Employees may request use of their special leave credits.

SICK LEAVE

All Employees are entitled to receive up to three (3) days of unpaid sick leave each calendar year. Employees may use this leave to care for an ill parent, child, or family member.

MEDICAL CERTIFICATION

The corporation may request a medical certificate when an employee:

- Absent due to sickness or injury for more than five consecutive working days or;
- Employee has had at least two non-consecutive absences of five or fewer working days due to sickness or injury in the past 12 months.

Should an employee's absence due to illness exhaust available sick leave credits the employee shall be referred to EI.

Employees are required to exhaust sick leave credits and EI benefits prior to applying to Ulnooweg's long-term disability.

ACCUMULATION OF SICK LEAVE CREDITS

Employees earn paid sick leave credits on the basis of continued employment with the Corporation.

An employee shall earn sick leave credits at the rate of 1.25 days (10 hours) for each calendar month worked, up to a maximum of eighteen (18) weeks.

ADVANCE OF CREDITS

In circumstances where sick leave would be authorized but the employee has insufficient or no sick leave credits, at the discretion of the employer, an advance to a maximum of five (5) days may be granted and shall be charged against the future credits as earned.

CARRY OVER OF CREDITS

Earned sick leave credits can be carried over but not in excess of the maximum accumulation of eighteen (18) weeks.

Earned sick leave credits will not to be paid out.

PREGNANCY LEAVE, LEAVE FOR END OF PREGNANCY, AND PARENTAL LEAVE

Upon written request, unpaid maternity, parental, and/or adoptive parent leave shall be granted to Ulnooweg employees.

Ulnooweg shall follow and comply with all regulations for Pregnancy Leave, Leave for End of Pregnancy, and Parental Leave as provided by labour standards.

An employee who becomes pregnant or adopts a child shall:

Notify the employer of the pregnancy or pending adoption at least four (4) weeks prior to the expected date of commencement from maternity, parental, and/or adoptive parent leave. If this date must be revised, the employee shall give the employer notice of the change at least 4 weeks prior to the earlier of the revised date for commencement of leave or the original date for commencement of leave; and

Be granted leave of absence without pay, commencing up to a period allowed as per the Employment Insurance Act.

At the request of the employee, the employer may vary the above times provided that the employee submits the written approval of a qualified medical practitioner.

Before returning to work the employee must provide the Corporation with at least four (4) weeks' notice of the intended date to return. Upon return to work, the employee shall resume work in the same position held prior to the leave with no loss of seniority or benefits accrued prior to the commencement of the leave.

SUPPLEMENTAL PARENTAL BENEFITS

Upon commencement of EI maternity and/or parental benefits the employer shall supplement Employment Insurance Benefits by remunerating the employee thirty-five (35%) percent of their insurable earnings for the maximum weeks approved by Service Canada.

Employees may opt out of the group benefits plan prior to commencement of leave by providing it in writing, in which case Ulnooweg shall suspend group benefits.

If the employee opts to continue their group benefits, Ulnooweg will continue to pay the employer's share of group benefits provided the employee is willing to pay the employee's share of the plan. If the employee is not willing to pay the required contributions during leave, Ulnooweg is not obligated to and will not pay the employer's portion.

EDUCATIONAL LEAVE

In keeping with our commitment to support staff in their efforts to further their education in areas related to the vision and mission of Ulnooweg, an educational leave policy is in place.

Ulnooweg Development Group may provide educational assistance for a course, certificate, or license at an accredited institution if the education presents a perceived benefit to the corporation. The education must relate either to the employee's current job duties to provide them with new knowledge or skills that will increase their job performance or to their career development and improve advancement opportunities with the corporation.

To request education assistance under this policy, the employee must first request and receive written confirmation from the employee's manager that the requested initiative relates to the employee's job duties or career advancement.

EDUCATIONAL LEAVE OF ABSENCE

Ulnooweg may approve an unpaid leave of absence to help an employee pursue an approved educational initiative, for up to 12 months. Ulnooweg may approve an employee's request to renew this leave if it is determined that the renewal is beneficial to the corporation. All leaves require approval from the manager and People & Organizational Culture.

WORK SCHEDULE ADJUSTMENT

Employees must pursue obligations relating to the educational initiative outside their normal working hours unless specifically approved by their manager and the Manager, People & Organizational Culture.

If the manager and the Manager, People & Organizational Culture, approve a change in work schedule, they must work with the employee to plan a new work schedule that will help the employee fulfil both their work and educational initiative obligations and consider whether a reduction in working hours is necessary. Any reduction in work hours may adversely affect an employee's health insurance coverage or other benefits.

Once the manager, the Manager, People & Organizational Culture, and the employee determine a new work schedule where applicable and the duration the revised work schedule will be in effect, the employee must follow the work schedule and make no further adjustments without the approval of the manager and the Manager, People & Organizational Culture.

STUDY/EXAMINATION LEAVE:

Employees enrolled in educational initiatives may be granted one (1) day paid leave during the term of the course to attend classes or prepare for exams. Any time required beyond this one (1) day leave will be charged to annual vacation leave.

VOLUNTEER LEAVE

Ulnooweg encourages employees to be active members of the community in a variety of ways. This policy outlines the guidelines for taking paid time off to volunteer and for volunteering program requirements.

Ulnooweg employees serve on Boards, Commissions and Community groups either on their own behalf or on behalf of the Corporation. (See Conflict of Interest and Code of Ethics below for more guidelines). Employees are encouraged to lend their voluntary support to programs that enrich the quality of life and opportunities for our communities. Therefore, permanent full-time employees will be entitled to a **maximum of five (5) paid volunteer leave days per year.**

GRANTING OF VOLUNTEER LEAVE

Employees must provide a written request to their manager, at least four weeks in advance of the date the volunteer leave is intended to begin or as much notice as possible.

The request shall include details of the leave including dates requested, initiative or organization volunteering for and evidence of the scheduled volunteer shift from the host.

VERIFICATION

Employees must provide documentation signed by the organizer or another authority of the volunteer initiative confirming the employee's attendance and participation in the initiative. Documentation must include a description of the event as well as the date, duration of participation, and the initiative authority's name, signature, and contact information.

Employees may be required to provide a report to their manager upon return from Volunteer Leave.

Volunteer leave credits are non-accumulating.



RESERVIST LEAVE

An employee who is a member of the reserves, has been employed with Ulnooweg for at least three months, and is required for service by the Canadian Forces is entitled to job-protected leave. Service for which leave is permitted includes the period of deployment, pre-deployment, or post-deployment for a Canadian Forces operation inside or outside Canada, required training (including military skills training), and time in relation to an operation, activity, or training, including travel time to and from an employee's residence and time for treatment, recovery, or rehabilitation for health problems resulting from an operation, activity, or training.

Employees are entitled to take an **unpaid job-protected leave of up to 24 months within any 60-month period for the purpose of service**. Entitlement limits do not apply to those on a leave of absence as result of a national emergency.

Employees must provide written notice at least four weeks in advance of the date the intended leave begins and expected return to work date, or as much notice as possible. If less than four weeks' notice is provided, it must be in writing. If the leave period or length changes, employees must provide at least four weeks' notice of the new leave dates, or as much notice as reasonably possible.

Employees may be required to provide Ulnooweg with a certificate from an official with the reserves confirming the employee's membership, that they are required for service, and, if possible, the expected dates for the period of service.

Employees who take reservist leave must return to work no later than four weeks after their period of service ends or, in the case of training, the next regularly scheduled working day following the training period.

EMERGENCY LEAVE

Employees are entitled to emergency leave if they cannot perform their duties because:

- A government agency has declared an emergency under the Nova Scotia Emergency Management Act or Health Protection Act, or under the federal Emergencies Act;
- A medical officer of health has issued a directive or order telling the employee to stay off work because they have a contagious disease;
- A declaration, direction, order, or other prescribed circumstance directly applies to an employee's family member for whom the employee is the only person who can reasonably provide care, and that care prevents the employee from performing their work duties; or
- The government defines some other situation as an emergency by making regulations under the Labour Standards Code.
- The length of the leave extends for as long as the employee cannot perform their work duties because of the emergency or order, or until the day the emergency or order is terminated. Employees must provide as much notice as possible of their intention to take emergency leave. The corporation may request evidence that the employee is entitled to the leave, in which case the employee must provide that evidence within a reasonable timeframe.

Emergency leave may be retroactive in circumstances where an emergency or order is declared to be retroactive by the government.

CITIZENSHIP CEREMONY LEAVE

Employees are entitled to take an unpaid leave of absence of up to one day to attend their citizenship ceremony. Employees must provide the corporation with fourteen (14) days' notice of their plan to take the leave, or as much notice as possible.

The corporation may request the employee to provide evidence that they are attending their citizenship ceremony on a specific day (for example, the ceremony invitation sent by Citizenship and Immigration Canada).

VOTING TIME OFF

Employees are entitled to this leave if their schedule does not allow for three consecutive hours to vote during voting hours.

Employees who do not have three consecutive hours free from work on election day may submit a request to their manager to allow for such time for voting.

Time off work for voting is scheduled at the discretion of the corporation. Where the three consecutive hours are taken for voting, employees are paid the same amount they would have earned had they worked during that time.

- ◆ Band Elections and/or By-elections, Tribal Council, Treaty area or AFN Elections
- ◆ General and By-elections for the Federal and Provincial Governments
- ◆ Municipal Elections

TRADITIONAL PRACTICE AND CEREMONIAL LEAVE

Employees who are employed with three consecutive months of service shall be entitled to unpaid leave of absence of up to five (5) days per year to engage in traditional practices and ceremony.



CRIME-RELATED CHILD DEATH OR DISAPPEARANCE LEAVE

This leave is available to all employees who have been continuously employed with the corporation for at least three months and who are a parent, as defined in the regulation, to a minor child who has disappeared or died as the probable result of a crime. A parent includes the spouse of a parent of a child; a person with whom the child was placed for the purposes of adoption; the guardian or foster parent of a child; or a person who has the care, custody, or control of a child pursuant to the Children and Family Services Act. An employee is ineligible for this leave if they are charged with the crime.

As soon as possible, employees must provide written notice of their intent to take the leave, including a written plan setting out the weeks when leave will be taken. If it is not possible to give notice, the employee may notify the corporation after beginning leave. The corporation (choose: may require OR requires) the employee to provide reasonable evidence of their need for this leave.

Employees can take up to 52 consecutive weeks of unpaid leave if their child has disappeared, with leave eligibility occurring between the week the child disappears and the last day of the fifty-third week after the first week. Employees can take up to 104 consecutive weeks of leave if their child has died. In both instances, leave must be taken in one period.

If a missing child is found alive during the 52-week leave period, the employee can continue the leave for another 14 days. If a missing child is found dead while an employee is on leave related to the child's disappearance, the leave ends immediately and the employee can start 104 weeks of leave related to the death of the child. Where the death or disappearance no longer seems to be the result of a crime, the employee can continue the leave for another 14 days.

LEAVE FOR VICTIMS OF DOMESTIC VIOLENCE

Domestic violence is an act of abuse that can be physical, sexual, emotional, or psychological and includes coercion, stalking, harassment, financial control, or threats of such abuse.

Employees who have been employed with Ulnooweg for at least three months are entitled to a job-protected leave if they or their child experiences domestic violence.

The leave applies to situations of abuse involving the following relationships:

An employee is abused by their current or former intimate partner; their child; a person under 18 years of age who lives with them; or an adult who lives with them and is related to them by blood, marriage, adoption, or foster care.

An employee's child, who is under 18 years of age, is abused by the child's current or former intimate partner or a person who lives with the child.

This leave allows employees to take up to ten (10) intermittent or consecutive days per calendar year, as well as up to 16 consecutive weeks per calendar year. Domestic violence leave can be used by an employee to seek medical attention for themselves or their child; obtain services for themselves or their child from a victim services organization, seek psychological or other professional counselling; relocate temporarily or permanently; or seek legal or law enforcement assistance. Up to three (3) days of the leave are paid. The employee must notify the corporation in writing which days they wish to be paid; otherwise, the first three days of the leave will be paid. The employee is paid at their regular wage

for all hours they would have worked that day had the leave not been taken.

An employee must provide the corporation with written notice of their intention to take a domestic violence leave as soon as possible, including the expected start and end dates of the leave. If the employee must begin leave before giving notice, they must inform the corporation as soon as possible. Employees may be required to provide reasonable evidence of their entitlement to this leave, including a completed form from the Labour Standards Division.

If the employee takes the longer leave period and wishes to end the leave early, they must provide the corporation with at least 14 days' written notice, or as much notice as reasonably possible. Any partial day taken for domestic violence leave counts as a full day.

Employees must attempt to schedule domestic violence-related appointments during non-working hours if possible.

PROFESSIONAL DEVELOPMENT

The following section details policies staff development, training and education including tuition, other costs, and return-service commitments.

DEVELOPMENT, TRAINING AND EDUCATION

Ulnooweg wishes to encourage and assist employees to upgrade their skills, knowledge and abilities through education or cultural training, so they are better equipped to carry out functions and duties pertaining to their work.

An employee requesting development or training should first discuss the matter with their manager and provide a written request to the Manager, People & Organizational Culture.

If financial assistance is requested the written application should clearly state what benefits the Corporation is likely to receive following completion of the training, the name and location of the training institute/conference, etc., course content, length of course and the type of financial assistance requested. Eligible education program or training must be directly related to the employee's job functions.

However, employee driven educational or cultural training that are not directly applicable to the employee's current job functions will be given consideration under the Education Leave provisions aforementioned.

If the corporation recommended and approved that an employee enroll in educational or cultural training, the employee may request to receive a portion or all of the fees associated such as, materials or textbook costs.

RETURN SERVICE COMMITMENT

Ulnooweg employees who receive financial assistance for development, training, and/or educational or cultural programming that has exceeded thirteen (13) weeks are required to fulfill an employment commitment upon completing their training. Return service commitments will be to Ulnooweg and not to any particular position.

- The length of return service commitment required will be set by Manager, People & Organizational Culture.
- Procedures regarding failure to fulfill Return Service Commitment vary according to the circumstances.

RESIGNATION

An employee who resigns before completing the return service commitment shall be required to pay back the assistance granted to the employee pro-rated on the basis of the length of the return service commitment.

HEALTH

Should an employee resign or retire due to ill health during a period of educational leave or the period designated as fulfilling the requirement of the returned service commitment, the employee will not be required to repay the financial assistance granted to them, provided a physician's statement in writing is supplied to the Corporation.

PERFORMANCE REVIEWS

The following section details policies related to an evaluation and recognition of employees' contributions to Ulnooweg.

To promote an environment that recognizes individual contributions to the growth and success of Ulnooweg and to promote commitment to high levels of performance, all employees will participate in an annual performance review process.

All managers are expected to provide frequent and ongoing feedback to employees regarding their work performance.

If an employee requires careful direction or a performance issue has been identified, managers shall conduct more frequent formal and written evaluations in consultation with the Manager, People & Organizational Culture.

To remain an employee of Ulnooweg, employees are expected to meet the requirements of their position and show a willingness to improve where appropriate.

PERFORMANCE REVIEWS

Annual performance reviews are an opportunity for the employee and their immediate manager to evaluate job performance against established goals, objectives and expectations.

The evaluation process will identify the employee's strengths, achievements, goals and developmental objectives. Where necessary, the process shall develop and provide an action plan for improved performance.

The formal review of an employee's performance shall also incorporate an opportunity for the employee to review their goals and objectives and that every effort be made to develop the career potential of each individual through training and development.

Formal and written performance reviews will be conducted:

- ◆ By the immediate manager in consultation with the Manager, People & Organizational Culture.
- ◆ Prior to the end of the probation period
- ◆ Annually for all non-probationary employees.
 - In the Spring for UEC and UDG
 - In the Fall for UICF
- ◆ Within 3 months after an employee's performance has been found to be unsatisfactory and requires an action plan to address their performance.

Performance reviews will be signed and dated by the employee and the manager and kept on the personnel file.

The employee's signature on the performance review form only confirms that the performance review has taken place and does not indicate that the employee agrees with the overall performance assessment.

- ◆ Employees must have satisfactory performance reviews to be eligible for performance-based pay increases.
- ◆ All performance-based pay increases will be recommended by the manager to senior leadership and the Manager, People & Organizational Culture.
- ◆ All performance-based pay increases will be recommended to the board and must be approved by the board.

When an employee's performance has been found to be unsatisfactory, they will be counseled and coached in those areas requiring improvement.

In these cases, immediate managers, will create action plans for employees in consultation with the Manager, People & Organizational Culture.

The immediate manager and the Manager, People & Organizational Culture, will closely monitor performance and another formal performance review will be conducted within three (3) months.

If performance has reached a satisfactory level, the employee may be eligible for a pay increase. Should performance remain below expectations, a decision will be made on the likelihood of the employee meeting expectations in the future.

Employees who fail to improve performance following a corrective action plan may be dismissed.



FAIR TREATMENT SYSTEM AND RESOLUTION OF DIFFERENCES

The following section details policies related to ensuring all employees are treated fairly and equitably.

FAIR TREATMENT SYSTEM AND RESOLUTION OF DIFFERENCES

Ulnooweg's commitment is to ensure that all employees are treated fairly and equitably. As our work environment is one that respects individual differences and is free from discrimination and harassment, it is hoped that usual channels of communications between employees, managers, and senior leadership will be sufficient to resolve any job-related differences, which may arise. Should these channels prove unsatisfactory, Ulnooweg's Fair Treatment System is available to employees who believe they have been treated unfairly. Ulnooweg will strive to ensure that concerns are addressed promptly, fairly, and completely.

An employee or group of employees may initiate a complaint where they feel they have been unfairly treated or that the Corporation's personnel policy has not been properly followed.

All complaints will be formally acknowledged within five (5) business days of the complaint being received.

Ulnooweg will ensure fair and just treatment for employees and provide a documented record of the following:

- Unacceptable behavior or incompetent action
- Proposed remedies to action situations on behalf of the employee and Ulnooweg
- Opportunity provided to the employee to respond and explain any contributing factors such as misunderstandings, errors or provocation at each stage of the process.
- Provide confirmation the employee was aware of situation and given reasonable opportunity to remedy situation

STEP ONE

Employees must first fully discuss job related concerns with their immediate manager within a reasonable amount of time of the incident prompting their concern.

The immediate manager shall:

- Make every effort to resolve the matter in a mutually satisfactory manner;
- Prepare a permanent written record detailing the employee's concerns to be signed and dated by both the employee and the manager.

If the matter is not resolved, the employee may proceed to Step Two (2) of the Fair Treatment System.

STEP TWO

If a satisfactory solution to the grievance is not achieved at step one, an employee may appeal in writing to the second level.

The written record of grievance is directed to the Manager, People & Organizational Culture and Senior Leadership.

The Manager, People & Organizational Culture will reply in writing to an employee's grievance within 14 business days unless there are extenuating circumstances (e.g., illness, complex grievance) that warrants additional time to review and address.

STEP THREE - APPEAL PROCESS

If a satisfactory solution to the grievance is not achieved at the second level, an employee may appeal in writing to the third and final level, the Chair of the Board. The Chair will then review the appeal with the Board of Directors within a reasonable amount of time. Within thirty days the employee shall receive in writing as to the outcome of the appeal.

The decision of the Board of Directors is final and will be communicated in writing.

PROGRESSIVE DISCIPLINARY ACTION

Ulnooweg will provide a plan of positive action for both managers and employees when performance or conduct does not meet the expected standard or established policies.

The Corporation recognizes that on occasion, it will be necessary to counsel an employee whose performance does not meet the standard expected of all employees.

The Manager, People & Organizational Culture has the prerogative to enter the disciplinary procedure depending upon the severity of the conduct being addressed at whatever step is deemed appropriate. This may include employee misconduct, breach of Ulnooweg policies, non-performance, neglect of duties, or refusal to perform duties.

The progressive disciplinary process is meant to ensure fair and just treatment for all employees and will provide a documented record of any unacceptable behavior or incompetent action and actions to remedy situations on the part of the employee and the Corporation. The process will also ensure confirmation that the employee is given ample opportunity to remedy the situation.

This policy does not restrict the freedoms of employees but rather is in consideration of the overall safety and protection of Ulnooweg's employees, property, and business practices.

Employees will be given the opportunity to formally respond and explain contributing factors at each stage of the progressive disciplinary process.

The following are specific steps, which shall be followed by the immediate manager in consultation with the Manager, People and Organizational Culture for offences.

STAGE 1: VERBAL DISCUSSION

Stage one will consist of a formal discussion between the employee, their immediate supervisor, and the Manager, People & Organizational Culture, to discuss the unacceptable behaviour or performance. This discussion will be documented and acknowledged by signature of all parties. If the employee refuses to provide signature acknowledging the discussion, it will be noted and kept by the Manager, People & Organizational Culture.

During the discussion, the unacceptable behaviour or performance will be reviewed and action(s) to rectify the situation will be discussed. Any challenges to improve the situation will also be identified and addressed.

The employee will be advised that the discussion constitutes the first stage of the progressive disciplinary process. The documented verbal discussion will be kept by the Manager, People & Organizational Culture in a separate file and not placed in the employee's personnel file unless the second stage is triggered by further non-compliance.

First offence, if not serious enough to warrant immediate suspension or discharge, should be dealt with on a verbal basis between the employer and employee. The problem will be discussed with the employee noting the possible penalty involved with repeated offences including a written report of the discussion to be attached to the personnel file.

STAGE 2: WRITTEN WARNING

At this stage a formal written statement will be issued by the Manager, People & Organizational Culture to the employee referencing the initial discussion, detailing the situation, action to date and expectations to rectify the situation. The written warning will advise the employee that if the situation is not remedied further infractions will result and may include suspension for at least one week without pay.

The written warning will be hand delivered to the employee providing an opportunity for further discussion. In the event that it is not possible to hand deliver the written warning, the written statement will be sent by registered mail to the employee.

The employee will be asked to acknowledge receipt of the letter by signature. If the employee refuses to do so, the refusal will be noted and placed in the employee's personnel file including a copy of the written warning and the record of the initial discussion.

Second offence should be dealt with by means of a written reprimand issued by the employer. This should contain reference to the first offence and inform the employee of the more serious penalties contemplated for the further disregarding of employment policies. This written reprimand shall be attached to the employee's personnel file.

STAGE 3: SUSPENSION

This stage will result in a written notice of suspension without pay for a period of at least one week being issued to the employee. The suspension will not be substituted with the use of overtime, vacation pay or any other available leaves to the employee.

The written notice of suspension will be hand delivered to the employee providing an opportunity for further discussion with the direct manager and the Manager, People & Organizational Culture. In the event that it is not possible to hand deliver the written warning, the written statement will be sent registered mail to the employee.

Once again, this notice will identify the unacceptable behaviour, performance, expectations, and action(s) to be taken to remedy the situation. The written notice of suspension will be placed in the employee's personnel file.

Third offence, if not so serious to warrant immediate suspension or discharge, should at least result in an employee's suspension without pay for a period of time deemed sufficient by the immediate manager and the Manager, People & Organizational Culture. This will also be attached to the employee's personnel file. A written warning shall be provided stating that further offences could result in dismissal.

STAGE 4: SECOND WRITTEN NOTICE OF SUSPENSION

A second written notice of suspension without pay for a period of at least two weeks or longer (to be determined by the supervisor and the Manager, People and Organizational Culture) will be issued and hand delivered to the employee. In the event that it is not possible to hand deliver the written warning, the written statement will be sent registered mail to the employee. The suspension will not be substituted with the use of overtime, vacation pay or any other available to the employee.

Once again, this notice will identify the unacceptable behavior, performance, expectations, and action(s) to be taken to remedy the situation. The written notice of suspension will be placed in the employee's personnel file.

STAGE 5: TERMINATION

If the employee continues to exhibit the unacceptable behaviour a notice of termination will be issued to the employee. All notice of terminations will require the approval of the COO and will be issued by the Manager, People & Organizational Culture.

Any further offences could be considered as just cause for dismissal of the employee.

The resulting penalty (reprimand, suspension or termination) will be based upon the seriousness of the offence and will be at the discretion of the employer; however, all disciplinary action should be progressive and allow the employee the opportunity to correct their behavior and performance.

The Manager, People & Organizational Culture has the authority to apply this, and all other disciplinary measures as required.

APPEALS PROCESS

In the event that an employee feels that they have been wrongfully accused or disciplined they can refer to the appeals process within the Fair Treatment System.

EMPLOYEE DISMISSELS

Ulnooweg is committed to assisting employees to improve their performance and conduct but if either performance or conduct remains unsatisfactory as in situations outlined below, then termination of employment may be necessary.

The Manager, People & Organizational Culture under the direction of the COO has the authority to apply this, and all other disciplinary measures as required.

If the dismissal is for reasons other than the below, a minimum of two (2) weeks written notice of such termination is required, or two (2) weeks' pay in lieu of notice.

Termination may occur in a variety of circumstances including but not limited to:

- Violation of Ulnooweg policies of Confidentiality, Conflict of Interest and Code of Ethics or Harassment may be cause for immediate dismissal.
- Cases of proven dishonesty, such as fraud, embezzlement, or other illegal actions may be cause for immediate dismissal.
- Employees who have used Ulnooweg's money, materials or their position with the Corporation for personal benefit will be immediately dismissed.
- The employer can dismiss an employee for willful misconduct, such as damage to Ulnooweg property or equipment, disobedience of instructions or directions or neglect of duty without prior notice.
- Repeated violations of Ulnooweg's policies are cause for dismissal.
- Unsuccessful completion of a new employee's probationary period.
- Failure to comply with the Progressive Disciplinary Policy.
- Harassment/violence towards another employee/in the workplace. Criminal conviction that has direct impact on employee's ability perform their duties or has the potential to harm the reputation of the Corporation.

ATTENDANCE AND UNEXCUSED ABSENCES

The following section details policies related to employees not showing up to work when expected.

ATTENDANCE AND UNEXCUSED ABSENCES

Employees are expected to report to work on time for all scheduled days of work.

Unexcused absences occur when employees are absent on a scheduled workday without prior approval, when employees have not properly advised their direct manager of the reason for their absence or when employees leave the workplace during work hours without prior approval.

Employees who will be absent from work for any reason are required to provide their direct manager with as much advance notice as possible. Proper notification of an absence includes directly contacting their manager or designate 30 minutes before the start of their work day and offering an explanation for the absence.

Employees are obliged to let their direct supervisor know when they may be late for work or unable to report for work at an expected time.

Except in emergency situations, having a co-worker, friend or relative report in on your behalf is not considered proper notification.

With the exception of sick leave, employees must request in writing and receive prior approval from their immediate manager before taking any leave of absence from duty such as vacation, use of lieu time, special leave or other leave for which pay may be allowed.

If an employee has repeated or frequent incidents of arriving to the workplace late or leaving early, and noted as such by their **direct supervisor**, the direct supervisor will meet with the employee to discuss, identifying any mitigating factors and may result in a verbal warning.

If the employee continues to arrive late and/or leave early, their direct supervisor will follow the Progressive Disciplinary Policy in consultation with the Manager, People & Organizational Culture.

An employee whose unauthorized absence exceeds five (5) consecutive workdays may, upon written notice from People & Organizational Culture be considered to have abandoned their position and will no longer be considered an employee of Ulnooweg.

OATH OF CONFIDENTIALITY

The following section provides details regarding the oath of confidentiality.



OATH OF CONFIDENTIALITY

All Ulnooweg Employees, Directors, Officers, and Committee Members are required to sign and observe an oath of confidentiality annually.

- All employees must take an oath of confidentiality at the start of employment with the Corporation to ensure all correspondence, conversations and decisions regarding client financing and operations, investment proposals and other matters as identified by the Corporation are to be treated with the strictest of confidence and are not to be divulged.
- All directors, officers, and committee members will be required to take an oath of confidentiality annually thereby agreeing not to divulge information regarding the business affairs of the Corporation, its clients or that contained in personnel records without the express consent of the Board of Directors.
- All employees, Directors and Committee Members should be aware that any breach of this oath could result in immediate dismissal or removal.
- This policy does not prevent the disclosure of transactions of borrowers to people acting in a confidential or professional relationship to the Corporation, including its solicitor, its auditor, a credit bureau, or another financial institution.
- The Corporation shall not disclose any transaction or information received on behalf of a borrower or any information of a personal nature regarding employees, directors and committee members unless permission has otherwise been granted in writing.
- Employees, directors and committee members may disclose information that is considered to be general knowledge about the Corporation.

CONFLICT OF INTEREST AND CODE OF ETHICS

The following section details the Conflict-of-Interest Policy and the Code of Ethics.

CONFLICT OF INTEREST AND CODE OF ETHICS

Ulnooweg expects Employees, Directors, Officers, and Committee Members to arrange and conduct their private affairs so as to avoid actual, potential or perceived conflict of interest between their personal interests and those of Ulnooweg.

Ulnooweg desires to be consistent, fair and equitable in the administration of its programs and services.

To that end, the Corporation will provide conflict of interest and code of ethics guidelines to identify potential problem areas and the appropriate action(s) to be taken.

A conflict of interest arises when an employee takes or appears to take undue advantage of their position with Ulnooweg to derive benefit for themselves, their immediate relatives, dependents, or for any corporate entities with which they may be associated.

The following guidelines apply to Ulnooweg employees, its Board of Directors and members of its committees. These groups shall:

- Not place themselves in situations where they could or would be under an obligation to any person who might benefit from special considerations or have monetary interests, which could conflict in any manner with the discharge of their duties as an employee of Ulnooweg.
- Not place themselves in positions where they could be seen to derive direct or indirect benefits or interests from Ulnooweg contracts over which they can influence decisions.
- Not hold any outside office or employment that could place on them demands which are inconsistent with their official duties in an objective, effective, efficient and economical manner.
- Not give preferential treatment to relatives, dependents, friends or to organizations in which they have an interest financial or otherwise.
- Actively discourage personal benefits of all kinds, including gifts or anything of monetary value. Explain that alternative options are available to donate to Ulnooweg's registered charities (UEC or UICF) through the Canada Helps portal.

DECLARATION OF BUSINESS OF INTERESTS

Upon accepting a position, employees must disclose business interests. It is the responsibility of the individual to report any change of status and to report any potential conflict of interest situation as it arises in writing to their direct supervisor and Manager of People & Organizational Culture.

DECLARATION OF CONFLICT OF INTEREST

Ulnooweg employees and directors/members of committees have the responsibility to declare a conflict of interest in writing to direct supervisor and Manager of People & Organizational Culture.

RESTRICTION ON OUTSIDE EMPLOYMENT:

Employees are permitted to participate in any business or employment outside their regularly scheduled hours, unless when such business or employment is:

1. A conflict of duties may develop between an employee's regular work and their outside interest; and
2. Certain knowledge and information available through the employee's work with the Corporation place the individual in a position where they can exploit the knowledge or information for personal gain.

Employees engaging in any business or employment outside of their regular work hours must notify their direct supervisor and the Manager of People & Organizational Culture in writing, including details about the nature of the outside work.

If the Corporation wishes to prohibit an employee from engaging in other business or employment outside their regularly scheduled hours, the employee will receive written notification along with the rationale for the decision.

IMPLICATIONS OF BREACH OF CONFLICT OF INTEREST AND CODE OF ETHICS GUIDELINES:

All employees, Directors and Committee Members should be aware that any breach of these guidelines could result in disciplinary action which may result in immediate dismissal.

COMMUNITY PARTICIPATION AND INVOLVEMENT

The following section details policies related to community participation and involvement.

COMMUNITY PARTICIPATION AND INVOLVEMENT

This policy is in effect to ensure that employee participation does not interfere with the employee's ability to carry out their regular workplace duties.

For the purposes of this policy the term board(s) will refer to all boards, commissions, committees, etc:

- ◆ In cases where employees serve on boards, commissions or community groups, that also serve the Corporations' interests, the employee would be granted leave with pay to attend board meetings. Should the employee receive any compensation for this attendance, this compensation must be remitted to the Corporation if the employee received regular wages while attending the meeting. The employee has the right to take a leave without pay, use vacation leave, or lieu time to attend board or group meetings, in which cases the employee would retain all compensation paid.
- ◆ Ulnooweg does not discourage employees from serving on boards, except where such participation may cause an adverse effect upon the employee's ability to complete their work. In such cases, the employer may restrict the employee's attendance at board meetings (that is, during normal working hours). In extreme circumstances the employer reserves the right to require the employee to withdraw from serving on the board that is causing concern.
- ◆ This policy in no way restricts the employee's involvement in boards, commissions, committees, etc. during non-working hours where the employee is acting on their own behalf and not representing the Corporation.
- ◆ For the purposes of this policy the word Compensation does not mean direct payment or reimbursement for meal and accommodation expenses, other travel expenses and costs, incidentals or other out of pocket expenses that an employee may incur to attend meetings.
- ◆ Employees who serve on boards, commissions, committees, etc. on behalf of the Corporation and do not receive compensation for their services or honoraria will be granted leave with pay to attend meetings. This leave will not be deducted from any other leave entitlements.
- ◆ Employees who serve on boards, commissions, committees, etc. on their own behalf and who are required to attend meetings during normal working hours are required to take leave without pay or vacation leave or lieu time or volunteer leave (minimum 3-hours or more) while attending meetings.
- ◆ In cases where employees serve on boards on their own behalf, granting time off from work to attend board meetings whether paid or unpaid shall be at the discretion of the Corporation.

COMMUNITY ELECTIONS

This policy is in regards to employees who are accepted nomination to hold a position with Chief and Council. This is to ensure that employees participation does not interfere with the ability to carry out their regular workplace duties.

- ◆ Employees are expected to be politically neutral in the performance of their duties. Ulnooweg's Employees must carry out Ulnooweg's decisions loyally, irrespective of the Employee's power, personal, or political opinions.
- ◆ If an Employee is nominated and accepts the nomination for a position of Chief, that Employee shall be required to take a leave of absence from the day an Employee accepts the nomination to the day of the election. This leave must be taken as leave without pay for one election term. The employee must contact Manager, P&OC at least 4 weeks before the end of the term with a return to work request or resignation.
- ◆ An Employee who is not elected Chief will be entitled to return to the same or similar employment effective the day after the election.
- ◆ If an Employee is elected as Councillor and chooses to accept that position, the Employee will be required to inform Ulnooweg in writing upon successful election. The employee must disclose all mandatory Council meetings and additional portfolio committees or subcommittees that will require their presence to their manager and P&OC.
- ◆ If an Employee is elected as Councillor and chooses to accept that position, the Employee will be required to adjust their work, to 90%, which shall become effective on the day the Employee takes office.
- ◆ Any activities requiring attendance outside of this schedule, will be reviewed with your manager guided by the Conflict of Interest and Code of Ethics policy.
- ◆ Employees who are required to attend council meetings during normal working hours, are required to request leave without pay, vacation leave, lieu time or volunteer leave (minimum 3-hours or more) while attending meetings.
- ◆ If an Employee is elected as Councillor and chooses to accept that position, the Employee shall avoid any lead portfolio position that would cause direct or indirect conflict of interest with Ulnooweg's programs and services.

HEALTH AND SAFETY

The following section details policies related to health and safety.

HEALTH AND SAFETY

Ulnooweg places the health, safety, and well-being of all employees and volunteers as its highest priority. We understand the organization holds the highest responsibility for the safety of the workplace and will take all steps needed to provide a healthy and safe working environment.

Ulnooweg acknowledges it has a statutory duty to take all reasonable precautions to protect employees, contractors, volunteers, visitors, and all other individuals onsite. Protecting employees from injury or occupational disease due to accidents or incidents is a continuing objective. We make every effort to provide a safe and healthy work environment for all staff. We believe all accidents are preventable and that active participation at all levels helps ensure accidents are avoided. Employees at all levels must refrain from any actions or activities that could jeopardize the health and safety of others and must work to reduce the risk of injury.

We are committed to promoting a safe and healthy workplace for all. In pursuit of our commitment, we develop, implement, and enforce policies and procedures that promote and provide a healthier, safer work environment. We understand the importance of safety to the wellbeing and productivity of our employees, and we strive to safeguard the workplace from injury and malfeasance through negligence.

This policy outlines the responsibilities of all parties to maintain a safe and healthy work environment. Ulnooweg complies with all applicable workplace health and safety legislation.

WORK SAFETY



SAFETY FIRST



PROTECTION



REGULATIONS



HAZARDS



HEALTH



INSURANCE

COMMUNICATION

Ulnooweg encourages open communication on health and safety issues. Open communication is essential to providing an accident-free and productive work environment.

- Employees who voice or identify a health and safety concern are not subject to reprisal or retaliation.
- Health and safety comments are reviewed by the Manager, People & Organizational Culture, who initiates an investigation into each reported or potential hazard.
- Employees should inform their manager and the Manager, People & Organizational Culture, of any matter they perceive to be an actual or potential workplace hazard.
- Communication can be written or verbal and may be anonymous if so desired.

RESPONSIBILITIES

Ulnooweg must take every reasonable precaution to ensure:

- The health and safety of everyone in the workplace;
- Safe equipment and materials are provided and maintained, and ensure they are properly equipped with necessary safety devices;
- Information, instruction, training, and supervision are provided that are necessary to ensure employee health and safety;
- Supervisors are competent and are familiar with all real and potential hazards they may encounter in the workplace;
- Employees are aware and informed of all real and potential hazards they may encounter in the workplace;
- Employees are familiar with all implemented safeguards they may encounter in the workplace, all equipment they may have to operate, and all personal protective equipment (PPE) they may be required to wear; and
- No employee is exposed to health and safety hazards as a result of participating in the workplace.

PEOPLE & ORGANIZATIONAL CULTURE RESPONSIBILITIES

- Implements and maintains a health and safety policy and health and safety committee, in line with legislative requirements;
- Cooperates with the joint occupational health and safety committee and consults with them on health and safety matters;
- Cooperates with any other party performing legislative duties related to health and safety matters;
- Ensures the joint occupational health and safety committee is provided legislatively required training;
- Complies with the Occupational Health and Safety Act and ensures everyone in the workplace complies with the act;
- Responds to health and safety recommendations received from the joint occupational health and safety committee within 21 days;
- Notifies the joint occupational health and safety committee of any reports related to inspections and health and safety monitoring and testing and makes those reports available to all employees;
- Posts and maintains the name of any joint occupational health and safety committee members and posts any related meeting minutes as soon as possible; and
- Meets all other legislated health and safety posting requirements.

JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE RESPONSIBILITIES

In accordance with the Occupational Health and Safety Act, the joint occupational health and safety committee will be given specific duties in respect of the workplace and will:

- Be involved in health and safety matters in the workplace on behalf of employees.
- Work with the company to identify health and safety hazards in the workplace and recommend corrective actions.
- Collaborate with the company to ensure the workplace is compliant with health and safety requirements.
- Receive, investigate, and resolve issues related to health and safety in the workplace in cooperation with the company.
- Participate in inspections, inquiries, and investigations concerning employee's health and safety.
- Recommend appropriate protective devices, equipment, and clothing that is best suited to the needs of employees in the workplace.
- Advise the company regarding programs or policies required by the Occupational Health and Safety Act.
- Make recommendations to the company and employees to improve health and safety in the workplace.
- Fulfill any other duties related to health and safety in the workplace agreed upon with the company, assigned by the executive director of occupational health and safety, or outlined in the regulations.

COMMITTEE COMPOSITION AND MEETINGS

The joint occupational health and safety committee members will consist of a minimum of **6 members and a maximum of 13**. Half of the committee members will be selected by the employees they represent; the other half may be selected by the company. The committee will establish their own rules for procedure. There will be two co-chairs, one selected by the employee representatives and one selected by company representatives, who will hold the position for one year. The committee will establish a procedure for selecting the chair, or alternatively, the committee may establish a different arrangement for chairing the committee in their rules.

SUPERVISORS ARE RESPONSIBLE FOR:

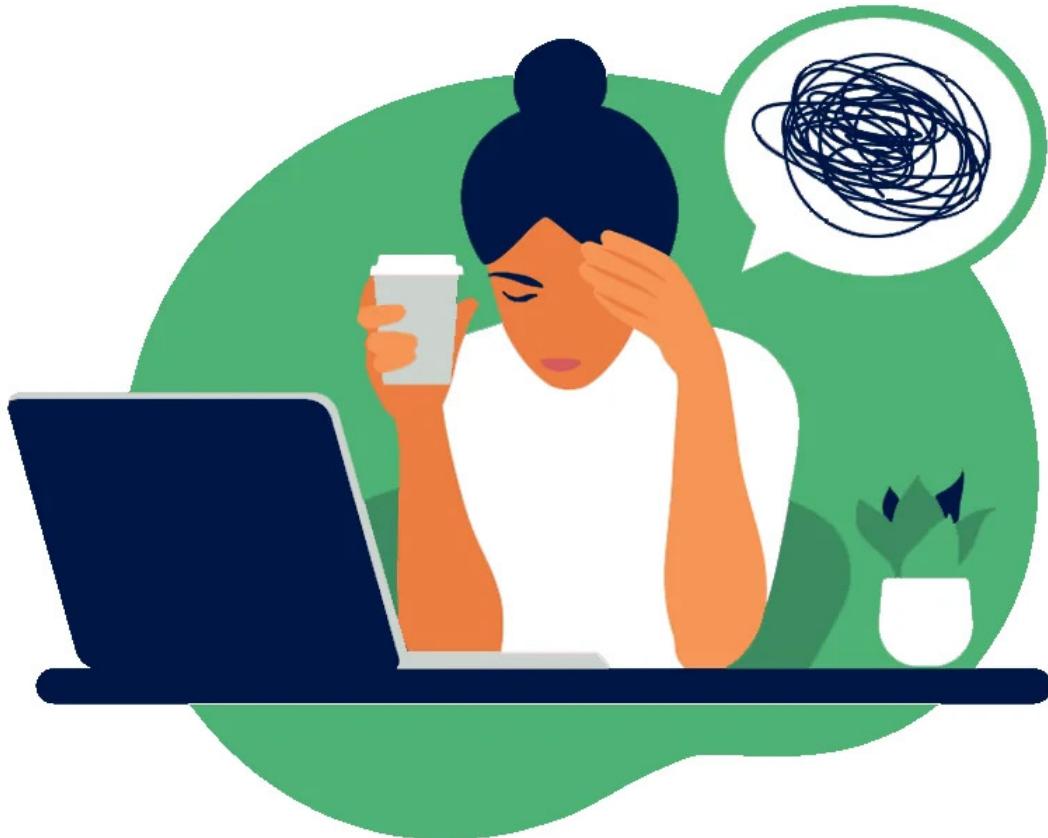
- Competently supervising work to ensure the health and safety of all employees they supervise;
- Being familiar with all applicable health and safety legislation;
- Understanding all real and potential hazards in the workplace and advising workers on how to work safely;
- Ensuring workers under their supervision comply with the act;
- Ensuring workers under their supervision wear all required PPE; and
- Working to enable the company to fulfil all responsibilities related to health and safety.

WHILE AT WORK, ALL EMPLOYEES MUST:

- Make every reasonable precaution to protect themselves and everyone in and around the workplace;
- Cooperate with Ulnooweg and their co-workers in promoting workplace health and safety;
- Use and wear all required PPE whenever required to do so;
- Consult and cooperate with the joint occupational health and safety committee
- Cooperate with any other party performing legislative duties related to health and safety matters;
- Comply with the act;
- Immediately report to a supervisor whenever there is a belief that any aspect of the workplace is or may be dangerous to employee health and safety; and
- When reported health and safety concerns are not remedied, report the issue to the joint occupational health and safety committee and to the Safety Branch if the issue continues.

MENTAL HEALTH AND ADDICTION

The following section details policies related to mental health and substance use.



WORKPLACE MENTAL HEALTH AND ADDICTION

The intent of Ulnooweg's Workplace Mental Health and Addiction Policy is to provide a working environment for all employees that fosters openness and belonging. This policy is intended to ensure that Ulnooweg's practices and the practices of all our employees are free from direct and indirect discrimination as well as any form of harassment. This policy has been created to promote and sustain the emotional well-being of employees in the workplace. Ulnooweg is vitally interested in the ongoing health and safety of our staff, which includes their mental health and any addictions.

Ulnooweg is committed to building and preserving an open, inclusive, and healthy working environment for its employees based on mutual respect. Ulnooweg does not condone or tolerate acts of discrimination or harassment in the workplace against or by any employee.

GUIDELINES

Ulnooweg recognizes that stress and a deterioration of mental health and wellness can be triggered by excess pressures at work or domestic situations at home which can result in lowered work performance and the decline of an individual's physical and mental condition.

Ulnooweg understands that providing a safe and healthy work environment for its employees no longer means the simple prevention and protection from physical injury in the workplace; the emotional and mental well-being of our employees must be protected and supported as well. As an organization, we are committed to working towards providing a healthy workplace that places a high value on both the physical and mental well-being of our valued employees.

Ulnooweg understands that mental health and addiction issues fall under the category of disability and will support the accommodation of employees and job applicants who require workplace accommodation under this or any of the grounds described in the *Human Rights Code*. We will work to achieve a workplace free of barriers by providing accommodation for the needs of those individuals covered by the Code, up to the point where it causes undue hardship for Ulnooweg Development Group. Every effort will be made such that the impact of accommodation will not discriminate against another group protected by the *Human Rights Code*.

EMPLOYEE DISCLOSURE

Employees who disclose the presence of a mental health or addiction issue will in no way face reprisal or reprimand and will be accommodated and supported appropriately and according to the organization's accommodation procedures.

Employees are not obligated to disclose the presence of a mental illness to management, although disclosure is encouraged as the presence of mental illness often manifests in lowered employee productivity and performance and therefore may be misinterpreted as solely a performance issue requiring disciplinary action.

Where an employee feels that their current workload and demands are too great, the employee is encouraged to speak to their manager and P&OC so that the issue may be addressed expediently, and the necessary accommodation may be made.

CONFIDENTIALITY

Ulnooweg fully respects each employee's right to privacy and will keep confidential all matters discussed unless otherwise obligated by existing legislation.

While Ulnooweg encourages the employee disclosure of mental health issues in order to ensure employee workplace safety and productivity, the privacy rights of those individuals who decline to disclose situations of mental health issues will be respected.

SUBSTANCE USE IN THE WORKPLACE

Ulnooweg is committed to providing a safe and healthy workplace. This policy has been adopted to communicate expectations and guidelines regarding substance use and work.

Substance use is a workplace health and safety hazard where it affects or could affect an employee's ability to perform their job duties safely and productively. Substance use can result in physical or mental impairment, which increase the risk of workplace incidents and accidents.

Employees are expected to report to work fit to work and remain fit to work for the duration of their shift.

If an employee should show up for work in an intoxicated state, (whether from drugs or alcohol), the employee will immediately be sent home for the day without pay. The immediate manager is responsible for reporting the incident to People & Organizational Culture and the COO.

Following being sent home, if an employee does not show up for the next working day, they will be deemed to be absent without authorization. The position and employment will be treated as a voluntary resignation if the employee has not reported to work by day 5.

EMPLOYEE RESPONSIBILITIES

Employees who use legitimate prescription medication, including medical cannabis, or over-the-counter medication are expected to consult with a healthcare professional to determine whether the medication can cause impairment and affect their ability to work safely. Any concerns regarding impairment should be reported to the Manager, People & Organizational Culture as soon as reasonably possible so that reasonable accommodations can be arranged.

EMPLOYEES MUST:

- Abide by this policy;
- Arrive to work fit for duty, and remain so for the duration of their shift;
- Decline a request to come into work if they are unfit to do so;
- Report any person in the workplace they reasonably suspect they are unfit to work;
- Report any concerns regarding impairment related to the legitimate use of prescription medication or over-the-counter medication;
- Communicate the need for accommodation, where required.

ADDICTIONS ACCOMMODATION AND SUPPORT

Ulnooweg accommodates employees experiencing substance use concerns in accordance with the Occupational Health and Safety Act. Employees are required to disclose the need for accommodation to People & Organizational Culture.

Where a need for accommodation is not disclosed by an employee but the corporation suspects that one is required, arrangements will be made to speak with the employee privately to inquire about their situation. The corporation may request medical documentation from a medical professional.

The corporation supports employees in addressing their substance use concerns and encourages them to seek appropriate treatment.

Employees who disclose substance use concerns will not be discriminated against or subject to reprisals. All information related to the disclosure will be kept confidential and will only be shared with others where necessary for accommodation in accordance with the Personal Health Information Act.

An addiction of any kind that interferes with the well-being and performance of an employee is treated as an illness and therefore is something that is not the fault of the employee.

ADDICTIONS SUPPORT PROCESS

Employees experiencing addiction will be referred to our employee assistance program and an assessment and/or treatment plan and placed on an unpaid leave of absence. Refusal to participate in an assessment and/or treatment plan would result in termination.

Upon completion of the treatment program, follow up evaluations are required to determine effectiveness of treatment plan and whether or not the employee is ready to return to work.

This may result in recommendation for further treatment during which time the employee will continue to be placed on an unpaid leave of absence.

When substance use is the reason for an employee's absence, no sick pay will be allowed, nor will hours missed be paid, when leaving work early or arriving late to work due to substance use.

HARASSMENT POLICY

The following section details Ulnooweg's various harassment policies.



HARASSMENT POLICY

Ulnooweg is committed to providing a working environment that is supportive of all staff and free from all forms of harassment. All employees are required to respect and be aware of the individual rights of their co-workers.

Personal Harassment includes aggressive or threatening behavior, which creates an environment not conducive to work. It includes, but is not limited to, discrimination or harassment on the basis of sex, race, color, religion, political belief, marital status, physical or mental disability, dependence on alcohol or drugs, pardoned conviction, age or sexual orientation.

Sexual Harassment is unwanted sexual attention, sexual solicitation, or any other sexually oriented remarks or behavior which has the effect of interfering with an individual's work or creates an environment not conducive to work.

DEFINITIONS

PERSONAL HARASSMENT

Personal harassment is defined as to engage in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome. Personal Harassment does not include any actions taken in good faith.

SEXUAL HARASSMENT

Sexual Harassment by anyone whether in the office, at work assignments outside the office, at office sponsored social functions, or elsewhere will not be tolerated. It is also illegal under human rights legislation. This policy applies to all Staff, Board and Committee members, as well as to consultants, vendors, clients and others who come in contact with the corporation.

Reprisals against those who file complaints under this policy will not be tolerated. Violators of this policy will be subject to discipline, including possible discharge.

For the purposes of this policy, sexual harassment is defined as any type of sexually oriented conduct that ought reasonably to be known to be unwelcome and inappropriate. Sexual harassment includes but is not limited to sexual advances, request for sexual favors, and verbal or physical contact of a sexual nature when:

1. Submission of such conduct is either implied or stated to be a term or condition of employment, or a factor in the evaluation of a staff member's performance, promotability or any other component of employment; or
2. Such conduct creates a hostile, offensive or intimidating environment.

Continued or repeated sexual jokes, language, epithets, flirtation, leering, unnecessary touching or closeness, the display in the workplace of sexually suggestive objectives, pictures, posters or cartoons, and inquiries about sexual conduct, relationships or orientation are all examples of conduct that may constitute harassment.

PROCEDURE FOR ADDRESSING HARASSMENT

Any staff member who feels harassed by a Board member, manager, co-worker, subordinate, consultant, vendor, client, or other person should take the following actions:

1. Keep a log of the specifics of actions found objectionable. Record dates, times and witnesses. Keep copies of any notes or materials.
2. Tell the offending individual(s) to stop the harassment, stating clearly the specific behavior found objectionable. Have a witness present if possible. Also note the time and date of the discussion and write a summary of what was said and how the offender responded. If uncomfortable with a discussion, provide objections to the offending individual(s) in writing and keep a copy. A staff member who does not feel comfortable confronting the offending individual(s) in person or in writing may proceed directly to step (3) but should still keep a log of occurrences.
3. If Step 2, does not resolve the circumstance, immediately advise the Manager, People & Organizational Culture (P&OC).
4. If Step 3, does not resolve the circumstance, the manager of P&OC will advise the COO.

All complaints will be formally acknowledged within five (5) business days of the complaint being received.

An investigation of the complaint will be conducted, and a decision taken on the penalty if any to be imposed.

COMPLAINT PROCEDURE

When an employee advises the People & Organizational Culture that they have a complaint regarding the activities or conduct of another employee, the following steps will be taken to pursue a formal resolution to an unacceptable work situation:

- a) Within seven working days of receiving this information, the Manager, People & Organizational Culture will contact the complainant to discuss the complaint. The complainant will be requested to provide details of the complaint to the Manager, People & Organizational Culture, in writing. They will then have seven days to respond to the written complaint.
- b) If the complainant has difficulty preparing a written statement, they may request to make a verbal statement after which the Manager, People & Organizational Culture will provide a written copy of this statement and request the complainant to review and provide any additional comments or

- corrections to the statement and request the complainant to date and sign the statement.
- c) Once a signed statement of the complaint is prepared, the Manager, People & Organizational Culture will provide a copy of this statement to the employee who is the subject of the complaint and request their comments.
 - d) The Manager, People & Organizational Culture will be responsible for conducting the investigation.
 - e) The Board will be responsible to appoint an independent third party to investigate any written complaint against the CEO or COO. Investigation by the third party will include review of relevant documentation concerning the complaint.
 - f) Investigations of harassment will be completed in a timely manner and generally within sixty (60) days or less unless there are extenuating circumstances (e.g., illness, complex investigation) that warrants a longer investigation.
 - g) The Manager, People & Organizational Culture, or the investigative lead, will take the necessary steps to address the situation. They will recommend and implement appropriate actions to resolve the issue and will ensure all parties involved are informed accordingly.
 - h) Regardless of what disciplinary action may be imposed, Ulnooweg will make every effort to ensure that victims of harassment are protected from any and all forms of retaliation.
 - i) When a complaint is lodged involving individuals in a reporting relationship, Ulnooweg will make every effort to separate them hierarchically during the investigation.

The complaint and all the details of the resulting investigation will be treated as confidential to the extent practical and appropriate. The corporation will also attempt to protect the integrity of any individual(s) who may have been wrongfully accused of harassment. Any Board/Committee member alleged to be involved in the harassment will be excluded from the investigation and the decision-making process on the penalty to be imposed. Both the complainant and the alleged harasser will be told of the disposition of the complaint.

HARASSMENT BY CONSULTANTS, VENDORS AND CLIENTS

Corporation policy prohibits harassment from any source. The above procedure will also be followed in cases of alleged harassment by clients. If investigation substantiates the complaint, Senior Leadership and the Board of Directors will take prompt remedial action. Possible remedial steps range from letters of objection to the accused to refusal to continue the business relationship. Individuals filing complaints against consultants, vendors or clients should be aware of the limits on the corporation's ability to control the unwanted behavior.

HARASSMENT PREVENTION

In addition to a written policy prohibiting harassment and taking all harassment complaints seriously, Ulnooweg will undertake the following steps:

1. Incorporate the harassment policy into new employee orientation.
2. Establish an effective corporation complaint procedure that encourages employees to come forward with allegation of harassment.

3. Quickly investigate all complaints pursuant to a well-planned investigative procedure.
4. Take swift action to eliminate harassment when it is identified, in such a manner that both complainant and the respondent are treated fairly.
5. Be vigilant in its efforts to prevent harassment from occurring.
6. Communicate the policy to all employees on a regular basis.

UNJUST COMPLAINTS

Nothing in this policy condones making an unjust complaint. A complaint is considered unjust when it constitutes a false charge that is made with malicious or vexatious intent. An unjust complaint may result in termination of employment of the complainant, or they may be dealt with under the Fair Treatment process.

RIGHTS AND RESPONSIBILITIES IN THE COMPLAINT PROCESS

The Complainant has the right:

- a) To file a complaint and to obtain a review of the complaint without fear of embarrassment or reprisals.
- b) To be accompanied by a person of their choice during interviews related to their complaint.
- c) To ensure that a written complaint is not placed on their departmental personnel file unless the complaint is justified.
- d) To obtain information about the review of their complaint, subject to the Access to Information Act and the Privacy Act.

- e) Subject to the provisions of the Privacy Act, to be informed of the corrective action including disciplinary measures implemented as a result of a legitimate complaint; and to receive fair treatment.

Respondents have the right:

- a) To be informed that a complaint has been filed;
- b) To be provided with a written statement of the allegations and be given the opportunity to respond to them;
- c) To be accompanied by a person of their choice during interviews related to the complaint;
- d) To receive fair treatment; and
- e) To receive information related to the review, subject to the Access to Information Act and Privacy Act.

Complainants have the responsibility:

- a) to make their complaint within a reasonable time to the Manager, People & Organizational Culture and the COO.
- b) to seek immediate assistance from their supervisor, the Manager, People & Organizational Culture or COO and to obtain advice or an appropriate course of action; and
- c) to cooperate with those responsible for reviewing the complaint.

Respondents have the responsibility:

- a) to cooperate with the person or persons responsible for reviewing the complaints; and
- b) to seek assistance from their supervisor, the Manager, People & Organizational Culture or the COO, and to obtain advice on an appropriate course of action.

DISCIPLINARY ACTION

Examples of appropriate disciplinary action may include but are not limited to any or all of the following:

- a) a requirement that harassers make a private apology to the victim(s) depending on the situation;
- b) a requirement that the harasser(s) make a commitment to cease the offensive behavior;
- c) a requirement that the harasser(s) study Ulnooweg's policy on harassment and demonstrate that they understand what it means;
- d) A requirement that the harassers(s) attend training sessions on harassment that may be available or as arranged by Ulnooweg;
- e) in the event of a repeat offense, Ulnooweg may suspend the harasser from their duties with or without pay to attend appropriate counseling sessions;
- f) in certain cases, the employee will be terminated;
- g) in circumstances where the behavior falls within the Criminal Code, Ulnooweg will contact the police;
- h) a requirement to attend counseling as identified by an independent psychological assessment. In this instance, Ulnooweg would bear the cost of the initial assessment if required.

LEGAL EXPENSES

Ulnooweg will not pay legal expenses of either party involved in a harassment complaint.

CONFIDENTIALITY OF COMPLAINTS

Ulnooweg will make every effort to ensure confidentiality of complaints within the boundaries of the investigation.

Any written comments related to the complaint will be excluded from the complainant's personnel file and stored in a separate and secure place.

Access to documentation relating to a harassment complaint may be obtained in accordance with the provisions of the Access to Information Act and Privacy Act.

Any written complaint or written comments related to the fact that an employee has lodged a complaint will be excluded from the harasser's personnel file unless and until such time as the complaint is determined to be founded and disciplinary action is taken.

A complaint filed which has been officially closed shall be destroyed five years from the date of the file closure. If the complaint is found to be unjust the file shall be closed and destroyed within fourteen (14) days.

ENVIRONMENTAL SENSITIVITIES AND WORKPLACE CONDUCT

The following section details policies related to scent-free environments in the workplace

SCENT-FREE WORKPLACE

Ulnooweg has adopted this policy to address health concerns related to the use of scented products in the workplace. To protect the health of employees and visitors, the company has established a scent free work environment.

GUIDELINES

Ulnooweg takes all reasonable measures to protect the health and safety of employees and visitors and is committed to eliminating scented products from the workplace. Scented products may adversely affect individuals' health, including but not limited to those with allergies, asthma, and other respiratory conditions. In recognition of this, the company has designated the workplace as a scent-free space. The company displays scent-free workplace signs throughout the workplace and notifies the public of this policy by informing guests and clients when booking appointments and posting signs at entrances.

Employees who are adversely affected by scents and require an accommodation are encouraged to disclose this to People & Organizational Culture. The company accommodates employees with fragrance sensitivities in accordance with the Occupational Health & Safety Act.

RESPONSIBILITIES

Ulnooweg is committed to eliminating scented products from the workplace. Scent-free products are used throughout the workplace, including hand soaps, cleaning supplies, air fresheners and deodorizers, and garbage bags. Safety data sheets and ingredient lists are reviewed before introducing new products in the workplace to ensure that the products are scent-free.

If any workplace activity requires the use of scented products, such as construction or painting, the company notifies employees. Where necessary, the company accommodates employees with scent sensitivities. Related concerns should be communicated to People & Organizational Culture as soon as possible. Arrangements are made as necessary to accommodate employees who have fragrance sensitivities.

EMPLOYEES

Employee cooperation is required to achieve a scent free work environment. Wherever possible, employees and visitors are encouraged to use unscented or fragrance-free products. This includes but is not limited to cosmetics, fragrances, hair sprays, deodorants, shampoos, conditions, lotions, body wash, laundry detergents, and fabric softeners.

MUTUAL RESPECT

Ulnooweg is committed to cultivating a welcoming work environment that is agreeable to all. The company has adopted this policy to outline disrespectful behaviours employees should avoid and respectful behaviours employees should use to foster a culture of mutual respect.

Behaviours that exceed disrespect (such as discrimination, abuse of authority, bullying, violence, harassment, and poisoned work environments) are covered in policies dedicated to addressing these issues, such as our workplace violence and harassment policy.

PERSONAL INFORMATION

As part of the company's commitment to fostering mutual respect at work, the company respects all employees' privacy. To show respect towards others' privacy, employees should not ask questions about or pry into another employee's personal concerns, beliefs, or situations. Employees should exercise mindfulness if they are unsure whether the request for personal information is appropriate or necessary

LANGUAGE

Ulnooweg strictly forbids the use of profane language whether verbal or written, as it is unprofessional and may be offensive to employees, clients or customers, guests or visitors. Employees should never use profane language while at the workplace or during work hours, including while on breaks or over lunch periods.

GOSSIP

The company prohibits the spread of gossip, whether verbal or written. While gossip is not always intended to be malicious, it is not a productive form of communication and may adversely and irreparably damage the professional reputation of an employee or Ulnooweg. In some cases, gossip may constitute harassment or verbal assault.

Employees should avoid:

- Mentioning or insinuating another person's name in discussions when that person is not present unless it specifically relates to work matters or compliments their work;
- Enabling others to spread gossip, even when not directly contributing to the gossip; and
- Participating in any form of gossip.

To avoid gossip, employees should strive to be transparent about company policies, promotions, changes, and other news when possible

REPORTING AND DISCIPLINARY ACTION

Mutual respect at work is an essential element in the company's pursuit of providing a safe work environment for employees. All employees who witness or are affected by disrespectful behaviour at work, including but not limited to the disrespectful behaviours addressed in this policy, should first seek to politely approach the individual and discuss how their disrespect is negatively affecting them in order to find a resolution. If it is impossible or unsafe to confront the individual, or if the problem persists after discussion, employees should report the issue to the Manager, People & Organizational Culture. In cases where the Manager, People & Organizational Culture is the cause for complaint, employees should report the issue to a member of the senior leadership team.

Employees displaying disrespectful behaviours at work may be subject to progressive disciplinary action up to and including termination.



SHARED SPACES

Ulnooweg is committed to providing efficient and effective workspaces for all staff members. Due to the structure and arrangement of the shared workspace, certain etiquette and conduct must be adhered to while working in the shared environment.

The following guidelines have been developed in an effort to provide guidance to employees and to aid in maintaining the effectiveness of working in a shared environment.

NOISE

Employees are requested to keep noise levels to a minimum so as to not interfere with the productivity of co-workers. Keeping noise to a minimum requires that employees:

Refrain from listening to music on the radio or on their computer. (Employees are permitted to utilize earbuds if they wish to listen to music while working.)

Talk softly when having a conversation as louder talking can disrupt or interrupt fellow co-workers from performing their jobs.

Employees are requested to turn down their cell phone notifications or keep them on vibrate while working in their individual workspaces so as to not disturb others around them.

PRIVACY/CONFIDENTIALITY

Employee and client's right to privacy and confidentiality should constantly be upheld. In upholding an individual's right to confidentiality and privacy, employees should remember:

Private conversations or the discussion of confidential information should be kept to a minimum in the shared work environment. Whenever possible, employees are requested to utilize one of Ulnooweg's meeting rooms when conversations of this nature occur.

Keep all documents containing confidential and/or private information filed away when not in use or when not at your desk.

Should you happen to overhear a private or confidential conversation keep any information or details overheard in confidence. Do not repeat any information overheard unless you have been given explicit permission to do so.

WORKSPACE

Employees working in a shared environment are required to always keep their workspaces neat and tidy as cleanliness shows respect for yourself and the individuals you work with.

Employees should:

Keep clutter to a minimum, this means ensuring all papers, documents and other files are not left lying around in stacks either on the floor or on the desk/work area.

Ensure garbage is not left lying on the desk or in your work area. Utilize the appropriate garbage and recycling receptacles for any refuse.

Employees are permitted to tastefully decorate their work area. Please make certain all photos and decorations are tasteful and not offensive to others.

PET FRIENDLY WORKPLACE

The following section details policies related to pets in the workspace.



PET FRIENDLY WORKPLACE

Ulnooweg believes that pets may contribute to a positive influence on the workplace and therefore may allow employees to bring their pets into the workplace. This policy outlines the employee expectations and guidelines that will be required in order for employees to bring their pets to the workplace.

Ulnooweg reserves the right to reject a request for permission to bring to the workplace any pet that is an exotic or wild animal, including but not limited to birds, chinchillas, ferrets, fish (in tanks 20 gallons or more), iguanas, monkeys, pot-bellied pigs, rabbits, raccoons, rodents of any kind, skunks, snakes or reptiles of any kind, tarantulas, scorpions or spiders of any kind, or weasels.

SERVICE ANIMALS

This Policy does not apply to assistance animals or service animals duly certified and trained service, guide, signal, and emotional support animals that may be required by an employee with a disability to service a need related to that disability.

Assistance and service animals are not “pets” and Ulnooweg will make all reasonable accommodations for employees who need them up to the point of undue hardship.

Service animals are permitted in the workplace in accordance with the Nova Scotia’s Service Dog Act.

EXPECTATIONS

Employees are responsible for their pet at all times while their pet is present in the workplace and must ensure the following expectations are met:

- Their pet is under their supervision and control.
- Clean up after their pet.
- Ensure their pet is not a source of distraction to their owner or other employees.
- Distractions may include excessive noise such as barking, whining, crying, or sounds from toys.
- Owners must address any distractions promptly.
- If the pet proves to be a distraction, Ulnooweg may revoke the approval to bring the pet to work.
- Provide for the physical and psychological wellbeing of their animal while in the workplace.
- Take all reasonable measures to limit scents associated with their pet, including food, treats, or waste.
- Their pet must be kept in an appropriate animal carrier or leashed when traveling through the workplace.
- When in the workplace, pets may be isolated in an employee's office space, cubicle, or work area.
- Their pet is not blocking walkways, doors, or emergency exits. When housed in an office, the door to the office must be closed at all times.
- Perform an inspection of their workspace and ensure that any hazards to the pet's health are removed.
- They do not bring their pets to work if the pet is sick or recovering from an illness.
- Their pet doesn't endanger themselves or others.
- There is no damage to Ulnooweg or employee property.
- Their pet does not fight with other office pets.
- They do not take excessive work time to look after their pets. This include times that the employee has a busy work schedule and is unable able to properly supervise them, the employee will be expected to leave their pet at home.

If any of the expectations are not met, it will be at the discretion of the employee's direct report and the Manager, People & Organizational Culture to determine the seriousness of the pet's action and may result in the employee being prohibited from bringing their pet to the office. The employee will be responsible for any expenses and cleaning resulting from their pet's actions or behaviour.

HEALTH AND SAFETY

Pets are not allowed in:

- Meeting rooms;
- Kitchens or areas where food is served or exposed;
- Lunch rooms;
- Bathrooms; or
- other areas designated as pet free

The Manager, People & Organizational Culture may instruct the employee to restrict their pets in certain instances such as when guests are visiting and are not comfortable being around pets or have allergies.

Any pet that exhibits aggressive behaviour towards people or other animals must be immediately removed from the workplace. Aggression includes growling, hissing, snarling, snapping, or biting. Employees must report any injuries that arise from a pet in the workplace to the Manager, People & Organizational Culture immediately.

Ulnooweg Development Group is not responsible for any injury or illness that pets may incur while in the workplace. Owners may be liable for their pet's actions, including damage to property or injury.

APPROVAL PROCESS

Employees wishing to bring a pet to the workplace will be required to obtain written permission from their immediate supervisor and the Manager, People & Organizational Culture, whose decision to accept or reject the request will be final.

Employees seeking accommodations for assistance or service animals should direct their request directly to People & Organizational Culture.

Employees must have owned their pet for at least (3) months before requesting to bring them into the workplace.

Any employee interested in bringing their pet to work must submit a written request by email to People & Organizational Culture.

Employees are not permitted to bring their pet into the workplace until they have received approval.

Once approved, pets must complete a trial period of (10) workdays before being approved to accompany the employee to work on an ongoing basis.

Approval to bring a pet into the workplace may be revoked at any time at the discretion of the company.

Once employees receive approval, pets are permitted in the workplace on designated days.



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