

To all Staff,

New Alliance is committed to protecting all of its resources from accidental loss. Our commitment is to the safety and well-being of our employees, our clients and the public.

New Alliance is vitally interested in the health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective. Management will make every effort to provide a safe, healthy work environment. All supervisors and workers must be dedicated to the continuing standard of reducing risk of injury.

As the employer we are ultimately responsible for worker health and safety. As the officer I shall ensure that every reasonable precaution will be taken for the protection of workers.

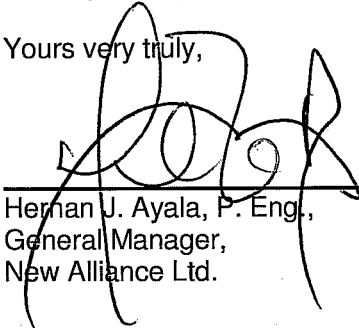
Management will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible to ensure that machinery and equipment are safe and that workers work in compliance with established safe work practices and standards. Workers must receive adequate training in their specific work tasks to protect the workers' health and safety.

Every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices and standards established by New Alliance.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization, from Senior Management to the workers.

Thank you for your cooperation,

Yours very truly,



Hernan J. Ayala, P. Eng.,
General Manager,
New Alliance Ltd.

Jan 1, 2015
Date Approved

To all Staff,

Management of New Alliance is committed to providing a work environment in which all individuals are treated with respect and dignity.

Workplace harassment will not be tolerated from any person in the workplace. At no time will any employee harass any other employee, a client, or any member of the public. Everyone in the workplace must be dedicated to preventing workplace harassment. Managers, supervisors, workers & our subcontractors are expected to uphold this standard and will be held accountable by management.

Workplace harassment means engaging in any course of vexatious comment or conduct against another worker in a workplace – a comment or conduct that is known or ought to reasonably be known to be unwelcome.

This standard is not intended to limit or constrain the reasonable exercise of management functions in the workplace.

Workers are encouraged to report any incidents of workplace harassment. When an instance of harassment is reported it will be taken very seriously and will be investigated thoroughly. If the allegation is found to be true, the accused will face immediate Progressive Discipline up to and including dismissal. If it is found that the harassment has included unwanted contact, the accused will be dismissed immediately and the issue will be forwarded to the proper authorities for an appropriate investigation. If you are the recipient of harassment of any nature, report it immediately to your supervisor or the person in charge that is not involved in the allegation.

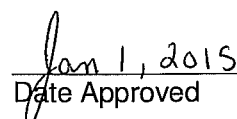
Your allegation will be taken seriously and as such you will be treated with the respect, dignity, and confidence that you deserve. Management will investigate and deal with all concerns, complaints, or incidents of workplace harassment on a fair and timely manner while respecting the workers' privacy as much as possible.

Thank you for your cooperation,

Yours very truly,



Hernan J. Ayala, P. Eng.,
General Manager
New Alliance Ltd.



Jan 1, 2015
Date Approved

To all Staff,

Management of New Alliance is committed to the prevention of workplace violence and is ultimately responsible for worker health & safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources.

Workplace Violence means:

1. The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
2. An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.
3. A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Violent behaviour in any workplace is unacceptable and shall not be tolerated. This standard applies to every person under contract, working on behalf of and property under the control New Alliance. Every person is expected to uphold this standard and work together to prevent workplace violence.

There is a workplace violence program that implements this standard. It includes measures & procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents, or raise concerns.

As the employer, we shall ensure this standard is implemented and maintained and all workers, supervisors, visitors & subcontractors have the appropriate information and instruction to protect them from violence in the workplace.

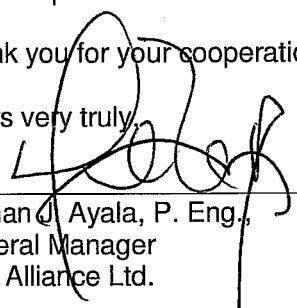
Supervisors will adhere to this standard and the supporting program. Supervisors are responsible for ensuring that measures & procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this standard and the supporting program. Workers are encouraged to report any incidents of domestic or workplace violence. When an instance is reported it will be taken very seriously and will be investigated thoroughly. If the allegation is found to be true, the accused shall be dismissed based upon the investigations of the authorities. If you are the recipient of a violent act of any nature, please report it immediately to your supervisor or the person in charge that is not involved in the allegation.

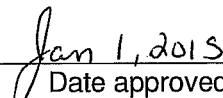
Your allegation will be taken seriously and as such you will be treated with the respect, dignity, and confidence that you deserve. Management will investigate and deal with all concerns, complaints, or incidents of workplace harassment on a fair and timely manner while respecting the workers' privacy as much as possible.

Thank you for your cooperation,

Yours very truly,



Hernan Ayala, P. Eng.,
General Manager
New Alliance Ltd.



Jan 1, 2015
Date approved

INTRODUCTION

Our fundamental goal is to be recognized as the most successful commercial contractor in Ontario. To accomplish this, our organization shall be committed to providing an accident free workplace and become the leaders of tomorrow through safety, quality and performance.

The organization does not expect you to work in an unsafe or unhealthy manner at any time. The local, provincial and federal occupational health & safety legislation, OH&SA and applicable regulations are the minimum standards for our work and shall be referred to for specific direction in certain issues and policy. Please remember the Ontario Occupational Health & Safety Act outlines the responsibilities with which we must comply. For more on these responsibilities please refer to the Ontario Occupational Health & Safety Act:

- Section 23 to 27 – Duties of Constructor
- Section 25 & 26 – Duties of Employers
- Section 27 – Duties of Supervisors
- Section 28 – Duties of Workers

As management, the extent of our responsibility includes managing our safety, health & environmental program and ensuring compliance with the standards contained in this manual. We urge everyone to cooperate in order to continue to make our workplace healthy, safe and entirely accident free. For any safety, health or environmental concerns please contact us immediately at the office (905) 673 – 8883, thank you.

Sincerely,

Hernan J. Ayala, R. Eng.,
General Manager
New Alliance Ltd.



Date Approved