

NON-UNION EMPLOYEE CORPORATE POLICY AND PROCEDURES

***** ALL SUBJECT TO OWNER REVISIONS AND MOL SPECIFIC STANDARDS*****

FORTIS GROUP OF COMPANIES

**PERSONNEL POLICY MANUAL
DECEMBER 2017**

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1.0 ABOUT THE COMPANY

1.1 CODE OF ETHICS

Fortis Construction Group Inc. will conduct its business honestly and ethically wherever we operate in the world. We will constantly improve the quality of our services, products and operations and will create a reputation for honesty, fairness, respect, responsibility, integrity, trust and sound business judgment. No illegal or unethical conduct on the part of officers, directors, employees or affiliates is in the company's best interest. Fortis Construction Group Inc. will not compromise its principles for short-term advantage. The ethical performance of this company is the sum of the ethics of the men and women who work here. Thus, we are all expected to adhere to high standards of personal integrity.

Officers, directors, and employees of the company must never permit their personal interests to conflict, or appear to conflict, with the interests of the company, its clients or affiliates. Officers, directors and employees must be particularly careful to avoid representing Fortis Construction Group Inc in any transaction with others with whom there is any outside business affiliation or relationship. Officers, directors, and employees shall avoid using their company contacts to advance their private business or personal interests at the expense of the company, its clients or affiliates.

No bribes, kickbacks or other similar remuneration or consideration shall be given to any person or organization in order to attract or influence business activity. Officers, directors and employees shall avoid gifts, gratuities, fees, bonuses or excessive entertainment, in order to attract or influence business activity.

Officers, directors and employees of Fortis Construction Group Inc. will often come into contact with, or have possession of, proprietary, confidential or business-sensitive information and must take appropriate steps to assure that such information is strictly safeguarded. This information – whether it is on behalf of our company or any of our clients or affiliates – could include strategic business plans, operating results, marketing strategies, customer lists, personnel records, upcoming acquisitions and divestitures, new investments, and manufacturing costs, processes and methods. Proprietary, confidential and sensitive business information about this company, other companies, individuals and entities should be treated with sensitivity and discretion and only be disseminated on a need-to-know basis.

Misuse of material inside information in connection with trading in the company's securities can expose an individual to civil liability and penalties under the [ACT]. Under this Act, directors, officers, and employees in possession of material information not available to the public are "insiders."

Spouses, friends, suppliers, brokers, and others outside the company who may have acquired the information directly or indirectly from a director, officer or employee are also “insiders.” The Act prohibits insiders from trading in, or recommending the sale or purchase of, the company’s securities, while such inside information is regarded as “material”, or if it is important enough to influence you or any other person in the purchase or sale of securities of any company with which we do business, which could be affected by the inside information. The following guidelines should be followed in dealing with inside information:

- ☐ Until the material information has been publicly released by the company, an employee must not disclose it to anyone except those within the company whose positions require use of the information.
- ☐ Employees must not buy or sell the company’s securities when they have knowledge of material information concerning the company until it has been disclosed to the public and the public has had sufficient time to absorb the information.
- ☐ Employees shall not buy or sell securities of another corporation, the value of which is likely to be affected by an action by the company of which the employee is aware and which has not been publicly disclosed.

Officers, directors and employees will seek to report all information accurately and honestly, and as otherwise required by applicable reporting requirements.

Officers, directors and employees will refrain from gathering competitor intelligence by illegitimate means and refrain from acting on knowledge which has been gathered in such a manner. The officers, directors and employees of Fortis Construction Group Inc will seek to avoid exaggerating or disparaging comparisons of the services and competence of their competitors.

Officers, directors and employees will obey all Equal Employment Opportunity laws and act with respect and responsibility towards others in all of their dealings.

Officers, directors and employees will remain personally balanced so that their personal life will not interfere with their ability to deliver quality products or services to the company and its clients. Officers, directors and employees agree to disclose unethical, dishonest, fraudulent and illegal behavior, or the violation of company policies and procedures, directly to management.

Violation of this Code of Ethics can result in discipline, including possible termination. The degree of discipline relates in part to whether there was a voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

Remember that good ethics is good business

1.2 WELCOME TO FORTIS GROUP OF COMPANIES

Our goal is to develop a strong, teamwork atmosphere with our employees as well as loyal relationships with customers and vendors. Our customers and employees are the key to ensuring a future for our company.

This policy manual has been developed in order that all employees understand the philosophies of the company and are aware of the company's position on many issues. The manual is not here to solve all the problems that may arise but to act as a preventive measure and make a great deal of basic issues easier to deal with on a daily basis.

We welcome you as an employee and look forward to you being a part of our growing organization.

Yours truly,

FORTIS CONSTRUCTION GROUP INC

Scott Woodall
Chief Executive Officer

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1.3 COMPANY MISSION STATEMENT

To be the leading choice for all construction services in the retail, commercial, industrial and institutional sectors by consistency delivering unsurpassed project quality, professionalism, client service and integrity.

Ultimately, we strive to forge long-term relationships with clients by ensuring a worry-free and seamless experience for concept to completions.

1.4 GENERAL

The company follows the Ontario Employment Standards Act unless specifically identified in the policy manual.

1.5 PURPOSE OF A POLICY MANUAL

Our Personnel Policy Manual is simply the company's personnel policies written for reference by all employees. This manual not only outlines the company policy toward the various phases of our employee-employer relationship, but it also indicates how policy is to be administered.

We believe that written policies will promote consistency, continuity and understanding within our company. When policies are put into writing, in the form of a manual, they add a visual effect to their overall importance. Also, written policies help management by preventing the need for expensive time-consuming memos, bulletins and announcements.

Written company policy is one of the best antidotes in the personnel medicine chest for the troubles a company grapevine can cause. Even though everything is subject to interpretation, the odds overwhelmingly favour the written word over the oral. It is incredible how a single fact can become so distorted by word of mouth.

1.6 ESTABLISHING NEW OR REVISED POLICIES

Standard policies and procedures concerning the relationship between the company and its employees will be put in writing and made available to all concerned.

When the need for a new or revised standard policy and procedure is indicated, it will be referred to the personnel office for consideration. If a change is made to the policy manual, a copy of the notice of such change will be posted for a period of two weeks and the appropriate changed will be made to the manual and circulated to the proper personnel. An FTP site will be established where employees can access and obtain current information regarding amendments, changes or other modifications to Fortis Policy and procedures. This FTP site will be accessible through Fortis's web page and anywhere an internet connection is available.

Standard policies and procedures become effective upon approval by management. Management reserves the right to change any policy or override a policy in circumstances that warrant doing so to protect the interest of the company while keeping in mind the implications to the employees.

2.0 SALARY AND PAY

2.1 PAY PERIOD

The company follows a weekly payroll system. Pay cheques or direct deposits are issued on Thursday, every week. The pay period is from Monday to Sunday for each week.

2.2 HOLIDAY PAY ELIGIBILITY

To qualify for holiday pay, you must meet the following conditions:

- Employed for more than 90 days;
and
- Worked your regularly scheduled day before and your regularly scheduled day after

the holiday;

The company reserves the right to ask an employee to work on a holiday.

Paid holidays are as follows:

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

2.3 OVERTIME

Overtime is paid to hourly employees for work in excess of 44 hours straight time in one week. Overtime is paid for at time and one-half.

2.4 MERIT INCREASES

Your job performance will be rated annually by your supervisor and wage and/or salary increases will be considered on the basis of your performance rating.

Hourly Employees are re-evaluated in June each year.

Salaried Employees are re-evaluated in November each year.

If your supervisor feels that your progress has been satisfactory, he/she will recommend to management that you receive an increase in your wage rate or salary.

2.5 DEDUCTIONS FROM PAY

Your pay cheque stub itemizes the deductions that have been made from your pay.

Required deductions are:

Income tax
Employment insurance premiums

Canada pension
 Garnishments (where required by law)
 Other authorized deductions (i.e. payments to company for purchases)

2.6 RECORDING WORK HOURS

All hourly jobsite employees and site supervisors are responsible for accurately recording the hours worked each day on the timesheet provided by the office. Please ensure your timesheet is fill out correctly including all job numbers.

Timesheets must be reviewed and authorized by the supervisor and submitted to the office on a weekly basis. All employees required to complete a timesheet are to submit them approved by their supervisor no later than each Monday at 12:00 pm. Not adhering to this rule will result in missing the paycycle. A missed paycycle will be included with the following weeks earnings so long as the proper information has been submitted.

3.0 COMPANY BENEFITS

3.1 VACATIONS

Vacation period shall run from January 1 to December 31.

Vacation pay can be earned as follows:

Full Years of Service	Time Off	\$ Pay
0-12 months	No vacation	4% of earned income
1- 5 years	2 weeks	4% of earned income
5-10 years	3 weeks	6% of earned income
10-20 years	4 weeks	8% of earned income
20 years plus	5 weeks	10% of earned income

Salaried employees are paid vacation according to the years of service (not as a percentage of income).

Your supervisor and management must approve vacation schedules. Vacation requests must be submitted to your supervisor. All factors will be considered when awarding vacation time to an employee so as not to disrupt the department or the work scheduled to complete.

Vacation time must be taken before the end of the calendar year following the year the vacation is earned. No accumulation of vacation time from year to year is permitted.

Vacation pay for hourly employees is paid weekly. There is no accrual to be paid at a later date when the employee actually takes the time off.

3.2 BEREAVEMENT

Employees are entitled to a maximum of three days off with compensation while attending a funeral of an immediate family member. The immediate family consists of father, mother, brother, sister, spouse, son, daughter, brother-in-law, sister-in-law, father-in-law and mother-in-law.

Your supervisor and management may grant time off without compensation to attend the funeral of grandparents or very close friends or relatives.

3.3 EMPLOYEE PURCHASES

Employee purchases will be allowed and priced for personal use at cost and for family members at supplier price.

Special pricing of materials and payment plans are to be at the sole discretion of the General Manager or President. No other sales staff or employee can set the pricing or terms for another employee of the company.

Fortis employees will be allowed to utilize Fortis discounted products or supplier pricing. Fortis employees will be allowed to purchase items on Fortis accounts, as approved by management. Where employees purchase goods on Fortis accounts, wages will be garnished weekly on an agreed upon garnishment rate to reimburse Fortis of the costs.

3.4 TRAVEL

If the company requires an employee to travel on behalf of company business, it will make every attempt to provide transportation for out-of-town travel (Windsor -greater than 50 kilometers from the company's location and Toronto/Ottawa – greater than 100 kms from originating point.). In the absence of providing transportation, the employee will be required to provide his/her own vehicle and will be reimbursed at \$0.45 per kilometer as per the rate dictated by Canada Customs & Revenue Agency, subject to change from time to time. The employee must complete an employee travel and expense reimbursement form and submit it to the office, authorized by his/her supervisor. Any reimbursements will be paid on the next payday.

Employees required to travel in/out of town shall be provided with a vehicle from the company if at all possible. An employee traveling in town for business purposes without reimbursement from the company shall complete a Form T2200 to be submitted to Revenue Canada. This form must be

authorized by the personnel office and will be used to claim expenses incurred on his/her personal tax return.

3.5 EXPENSE REIMBURSEMENT

If an employee is required to entertain, travel or incur an expense on behalf of the company, the employee must complete a travel and expense reimbursement form authorized by his/her supervisor and submit all receipts and vouchers with the claim form for processing.

All employees must provide details as to the purpose of the expense incurred and the individual they were with where applicable. The expense reimbursement will be paid on the next payable run following submission.

3.6 CREDIT CARDS

Certain employees may be issued a company credit card for business use only. At no time should the credit card be used for personal purposes. All credit cards receipts must be submitted to the office for processing. All employees must complete a travel and expense reimbursement form, authorized by his/her supervisor, indicating the purpose of the expense incurred and the individual they were with where applicable.

3.7 COMPANY ISSUED ITEMS/ ACCESSORIES

See credit card policy.

3.8 BENEFITS

The company has a formal benefit plan with Great West Life. The company must employ an employee for 90 days (3 months) prior to qualifying for the benefit program. The employee qualifies the month following his/her 91st day.

The group benefit program is explained in detail in the coverage information pamphlets provided to you by the company through Great West Life.

The company will share the cost of the group benefit program as follows:

Employee's Service	Company Portion	Employee Portion
0-90 days	No coverage	Life insurance premiums will be a
91 days - plus	100%	taxable benefit on the employee's
		T4

4.0 COMPANY PROCEDURES

4.1 PERSONAL STATUS CHANGE

The company maintains personnel records that are vital to you as an employee. If information in your records is not correct, problems could arise concerning your taxes, your employee benefits and other important matters.

You should be sure that your records are always kept up-to-date. Please keep your supervisor and the office informed whenever there are changes in your home address, telephone number, marital status, life insurance beneficiaries, number of dependents, educational progress, etc.

4.2 PROBATIONARY PERIOD

Each and every employee is to submit themselves to the Company Orientation Forms.

Each new employee is required to complete a 90 calendar day trial period before being eligible for the holiday pay and other benefits described elsewhere in this policy manual. All new employees must read the policy manual and sign an Authorization Policy Manual Form stating that they have read and understand the company's policies.

Although an employee will become eligible for paid holidays on the 91st calendar day of his/her employment, hospital and accident insurance benefits will not take effect until the first of the month coincident with the 91st day of fulltime employment. Part-time employees with 90 days of past service who become full-time employees are immediately eligible for benefits the moment their full-time status commences or after 90 days of employment, whichever is sooner.

4.3 EMPLOYMENT RECORDS AND DISCLOSURES

Your personal employment record starts with your application for employment and is kept in a permanent and confidential file in the office. All personal information pertaining to you as an employee is maintained here for ready reference and review.

4.4 EMPLOYEE CLASSIFICATION

Full-time permanent employment is an established job requiring the standard workweek and working through the probationary period of 90 days.

Part time employment is an established job requiring less than eight hours per day or not more than 35 hours per week. Only full time permanent employees are eligible to participate in the company's benefit program.

4.5 TERMINATION OF EMPLOYMENT BY EMPLOYEE

Employees who decide to leave are required to give two weeks' notice to their supervisor. It is desirable to give longer if possible so that a replacement can be trained on the job. Final pay, vacation pay owing will be paid in accordance with the Employment Standards Act. All company property assigned must be returned to your supervisor.

4.6 TEMPORARY LAY-OFF

The company may cut back hours or temporarily stop an employee's work without terminating their employment. This can happen if business slows down and the company does not have enough work for the employee.

The company is not required to give notice for a temporary lay-off, nor is it required to tell an employee why they are being laid off.

A temporary lay-off can last not more than 13 weeks in a 20-week period or up to 35 weeks in a 52-week period.

Employees are not entitled to notice of termination when they stop work because of a temporary lay-off. If the lay-off becomes permanent, the rules of termination pay will apply.

If an employee refuses to return to work when the company recalls him/her from a temporary lay-off either for their own job or a different job, the company is not required to pay the employee termination pay. The employee's employment will be considered terminated by quitting.

4.7 TERMINATION

If your service with the company must be terminated through no fault of our own, you will receive either notice or termination pay. If you are a regular full-time employee with at least 90 days of continuous service, termination payments or notice will be made according to the Employment Standards Act.

All company benefits will cease upon termination. The company is not required to give an employee notice of termination pay if the employee is fired for willful misconduct, disobedience or willful

neglect of duty, not reporting to work after being recalled from a temporary lay-off or for any other reason outlined in the Employment Standards Act.

4.8 LEAVE OF ABSENCE

Leave of absence may be granted after one year's service with the company. A one-month's maximum leave of absence without compensation will be allowed in order for an employee not to lose his/her eligibility towards length of service or other programs.

The supervisor with the approval of management has the authority to grant permission for the time off up to 30 days. Application for such leave of absence will be issued by the office and approved by the supervisor and management.

4.9 JURY DUTY

An employee who has been called to jury duty will be provided the time off with compensation. If jury duty is cancelled or results in less than four hours in any day, the employee must report to their regular scheduled job and complete the balance of their shift. The employee must provide his/her supervisor advance written notice of the jury duty summons.

4.10 JOB EVALUATIONS

The work performance of each employee is evaluated annually. The evaluation consists of an interview between the employee and the supervisor, resulting in the rating of performance in 10 rating categories as follows.

Quality of work	Attendance
Efficiency	Leadership ability
Reliability	Decision-making ability
Conduct with others	Trainability
Punctuality	Rapport with other people

The salary/wage review sheet, which the employee is asked to sign is included with the employee's personnel file as documentation of performance to support any future personnel action.

5.0 COMPANY RULES AND REGULATIONS

5.1 LUNCH/BREAKS

Lunch periods are 35 minutes in duration of which unpaid. A kitchen area is provided to the employees, which includes seating, wash station, refrigerator and microwave. Breaks are discretionary, allowed and not monitored.

5.2 TIMESHEETS

In order to receive full credit for hours worked, Supervisors must authorize timesheets on a weekly basis.

Since the timesheet is the basis for computation of each employee's earnings, under no circumstances should remit a timesheet of another employee unless you are the supervisor.

5.3 DOCTOR/DENTIST APPOINTMENTS

With prior approval of your supervisor, time off may be taken for doctor and dentist appointments.

5.4 LEAVING PREMISES

You must secure advance permission and make all necessary arrangements with your supervisor if you must leave the premises during work hours. If leaving for personal reasons, an employee must notify the receptionist when leaving and provide an estimated time of return. If a supervisor or management is to be absent for any other reason (ie meetings), the receptionist should be notified prior in order to handle enquiries.

5.5 WAREHOUSE AND OFFICE MAINTENANCE

The company makes every effort to keep the plant and office areas clean. Your co-operation is necessary. Observe the same common sense rules that you do at home. This is an important factor in preventing injuries. Help keep work areas free of rubbish.

Good housekeeping demonstrates to our customers and visitors a sense of personal pride that we all should have for our company. It also helps to ensure safe working conditions throughout the premises in addition to promoting efficiency. Each employee is responsible for keeping his/her area clear of any debris. If an employee notices a problem, they should notify their supervisor immediately so that it can be addressed and proper maintenance can be provided. Office employees must shut off all machines prior to leaving for the day and ensure that their desk is clear with all confidential information put away.

5.6 SOLICITATION

Employees, while on company premises, may be authorized or may be permitted during working hours to solicit for other companies, fraternal, social or other organizations or carry on any outside business involving patronage on the part of the employee with prior approved by management.

5.7 EQUIPMENT CARE

Defective tools or machines and office equipment may result in personal injury and should not be used. Such defective tools or machinery and office equipment must be reported to your supervisor immediately.

Do not use any equipment with which you are not familiar until your supervisor properly instructs you in its use. Never try to repair company equipment unless and are permitted to do so by your supervisor.

5.8 FIRST AID/ACCIDENTS/REPORTING

Safety comes first and, therefore, regardless of the urgency, no work of any kind is to be performed if working conditions are unsafe. You should report any condition which might be unsafe as soon as possible to your supervisor, who in turn will make a preliminary investigation and report in writing to the safety supervisor. Your efforts to help detect and eliminate unsafe conditions or acts are very much appreciated. You are authorized not to work if you believe conditions are unsafe until the company's safety personnel have made an investigation.

Efforts should be made to keep the highest possible standards for general housekeeping, as this will add much to safe working conditions. You are, therefore, asked to clean up around your workstation.

You should know where the first aid area/equipment is located. A list of the first aid rules is posted. Supervisors have the telephone numbers of the hospital for emergency calls. This telephone number is also posted in the first aid area and in the office. For the convenience of everyone, a first aid kit is available on the wall in the office. You should know the location of the nearest exits from your area and the location of the nearest fire extinguisher and how to operate it.

5.9 DISCIPLINARY ACTION

As a company, we must ensure the safety of our employees, the orderliness and the efficiency of equipment, systems and facilities. For these stated purposes, we must insist that all our employees be knowledgeable as to the contents of our "Work Rules" and be aware that the company will strictly enforce these rules with proper disciplinary action in the following manner:

First Offense	Verbal Warning
Second Offense	Written Warning
Third Offense	Written Warning with Suspension and/or Termination

5.10 WORK RULES

Disciplinary Action will be taken in the event of any of the following:

- Falsification of any company record.
- Falsifying an employee's timesheet
- Possession of a weapon on company property.
- Insubordination or failure to carry out the instruction of a company representative.
- Threatening or coercing other employees.
- Restricting output and/or concealing defective work.
- Disorderly conduct of any kind in warehouse, office or on company premises such as fighting, wrestling, roughhousing, running in the warehouse or any other activity dangerous to life, limb, property or disruptive in nature.
- Theft or misappropriation of another employee's or company property.
- Reporting to work under the influence of alcohol or illicit drugs on company property. Alcohol permitted only on approved company functions.
- Possession of alcohol and/or illicit drugs on company property.
- Sleeping, loafing or lounging during work hours.
- Violation of general company safety and security rules of fire prevention rules.
- Unsatisfactory attendance and/or excessive tardiness.
- Misuse of company property.
- Unauthorized use of company property (including telephones, computers, machinery, automobiles, etc.)
- Any act or conduct detrimental to the interest of the company or offensive to its employees.
- Writing down wrong hours of work on time sheets/job tickets.
- Excessive non-productive time which has not been authorized.

5.11 ABSENTEEISM AND TARDINESS

All employees are expected to report to work as scheduled and to work their hours and required overtime.

Employees must notify their supervisor in advance when possible – or no later than 30 minutes after their starting time – of their inability to report for work as scheduled. If a supervisor cannot be reached, workers should inform the office.

Employees who are absent for three consecutive working days without notifying the employer are subject to termination as “voluntary quits”.

5.12 HOURS OF WORK

Site Employees commence work at 7:00 a.m. and 4:00 p.m. or per project supervisor.

Administrative employees commence work at 8:00 a.m. and end at 4:30 p.m. Monday through Friday. The lunch break is ½ hour. One administrative person must be in the office at all times throughout the day until 5 p.m.

6.0 COMPANY SERVICES

6.1 EMERGENCY CLOSING

If the premises must be shut down due to a severe storm, power failure, etc., salaried employees will receive their normal pay. Hourly employees will be paid only for hours actually worked. A make up day(s) will be provided where necessary. When appropriate and, if possible, notice of premises shutdown will be given.

6.2 PROBLEM-SOLVING SYSTEM

It is our belief that the success of this company is dependent upon both the skills and attitudes of its employees. In order to foster positive attitudes from hourly employees through all levels of supervision and management, we encourage the maintenance of an atmosphere in which freedom of expression and exchange of points of view between each person and his/her supervisor can be a natural event.

The supervisor will make every effort to resolve the issue at the initial step. If the issue cannot be resolved, he/she may present the concern in writing to the next level of management. Management’s decision will be final.

6.3 CUSTOMER RELATIONS

The customer is the most important asset any business can have. Without the customer, there is no company.

A company such as ours grows as the number of its orders grows, and the volume of business increases.

All employees should be courteous, caring and show attention to detail for all of our customers at all times.

6.4 CONFIDENTIALITY

Never discuss with non-company individuals any sales or financial aspects of our business. Also, use reasonable care in talking about company business with fellow employees in any public place. Proprietary information can be unintentionally “leaked” in such situations.

Should you leave the company for any reason, the obligation to not disclose proprietary information continues. This is a legal obligation that the company views seriously, since the confidentiality of what we know about our products is one of our most valuable assets. Releasing confidential information is a serious offence and can result in immediate termination if violated.

7.0 SPECIAL POLICIES

7.1 LUNCH ROOM

This facility is maintained for your convenience. All employees may use the coffee machines, microwave, refrigerator and sinks.

Keep lunch areas clean at all times. If you use utensils or dishes, you are responsible for cleaning them and putting them away.

7.2 WASHROOM FACILITIES

Washroom facilities are to be kept neat and clean at all times.

7.3 E-MAIL AND INTERNET

The Internet and e-mail are provided for the purposes of the company and not for personal use. Personal use of the Internet will be restricted to lunch break times with the authorization of your supervisor.

7.4 FAXES

Fax machines are restricted to business use only.

7.5 CELLULAR PHONES

Cellular phones may be issued to certain employees. This equipment is for business use only. Charges incurred for personal use will be charged to the employee. Any abuse of the cellular phone could result in this privilege being taken away.

7.6 PERSONAL TELEPHONE CALLS

While we recognize the need for employees to sometimes make or receive personal telephone calls, we bring to your attention the fact that our telephone system is designed to accommodate our business calls and that these calls are essential to the successful operation of our business. Therefore, we would appreciate your co-operation in using the telephone that we provide for making personal calls during coffee and lunch breaks and that you minimize the receiving of personal calls. The telephone will be restricted to local calls only. Any long distance charges incurred personally will be charged to the employee.

7.7 SMOKING

The warehouse and office are considered smoke-free environments. No smoking is permitted anywhere within the facility. No exceptions will be made. Smoking is permitted outside the building in accordance with Ministry Standards.

7.8 SEXUAL HARASSMENT

Sexual harassment in any manner or form is expressly prohibited by the company and in some civil jurisdictions by law. Initially, the company encourages the individual who feels that they have been harassed to approach the other individual(s) involved and discuss the incident and their behaviour. This helps to eliminate any miscommunication or misunderstanding. If the individual feels that the situation has not been satisfactorily resolved or if it continues, that individual may proceed with filing a formal complaint following the complaint procedures.

Management is responsible for communication to all employees that sexual harassment is prohibited by company policy; that a confidential complaint procedure exists for reporting sexual harassment; and management will promptly investigate alleged incidents of sexual harassment and take appropriate corrective action.

All employees are responsible for promptly reporting any incidents that they believe to be sexual harassment. Complaints can be reported confidentially to designated authorities following the Sexual Harassment Complaint Procedure.

7.9 CANADIAN LABOUR JURISDICTION

The company's policies are designed to conform with the labour laws, as we know them. In the event of our policies not conforming, the labour laws will naturally apply.

8.0 AUTHORIZATION OF POLICY MANUAL

AUTHORIZATION OF POLICY MANUAL

I, the undersigned, acknowledge that the contents of this policy manual have been presented to me for information purposes only. The language used in the policy manual is not intended to create or be construed to be contract between the employee and the company.

I have read the policy manual and been provided an explanation where requested and I fully understand the policies contained herein.

I agree to adhere to the policies hereby adopted by the company as authorized by my signature below.

Employee's Authorization

Date

Supervisor's Authorization

Date

TO BE SIGNED IN THE PRESENCE OF SUPERVISOR AND EMPLOYEE WITH ORIGINAL TO EMPLOYEE FILE

CURRENT AND NEW EMPLOYEE INCENTIVES

- Benefits offered after probationary period:
 - o Employee Lounge
 - o Gym / Personal Trainer
 - o Yoga/Stretching
 - o Cruise control
 - o Lunch and Learn
 - o Field Employee Day
 - o Dry-cleaning
 - o Pension / RRSP Contribution
 - o Hockey / Volleyball / Team events
 - o Spitfire/Football Tickets
 - o Lawn Maintenance

- Continued Education
 - o Fortis wants to give you all the tools you require to complete your job. Therefore, we strive to work together with you to achieve any further continued education. For example, seminars, apprenticeship, conferences, etc.

PLEASE DON'T BE AFRAID TO ASK