

WOODLANDS NORTH

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EMPLOYEE HANDBOOK

2014

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1. STATEMENT OF PHILOSOPHY

Woodlands North maintains a work environment that fosters professional growth and development for all employees. Ownership, Managers and Supervisors have a responsibility to lead in a manner which fosters an environment of respect for each person.

It is the responsibility of all employees to:

- Foster cooperation, collaboration and communication
- Treat each other fairly, with dignity and respect
- Promote harmony and teamwork
- Respond fairly and quickly to workplace conflict

1.1. MISSION

Woodlands North is a growing company practicing natural resource management, reclamation services and geospatial modelling for forestry and energy clients throughout western Canada. It is our mission to provide clients with creative solutions to suit their needs and to execute project work in a safe and efficient manner adding value to both parties.

1.2. SCOPE

Woodlands North specializes in:

- Forest Inventory
- Silviculture
- Biophysical Inventory
- Applied Ecological Studies
- Geospatial Analysis and Modelling
- Reclamation of Industrial Sites
- Watercourse Crossing Services

1.3. VALUES

- Give Good Service
- Operate Safely
- Open and Honest Communications
- Control Costs
- Develop People
- Seek Innovative Solutions

2. BUSINESS UNITS

There are five main Business and Operational units within *Woodlands*:

1. Ecology
2. Silviculture
3. Inventory
4. GIS and geospatial modelling
5. Reclamation

3. NEW EMPLOYEE REQUIREMENTS

Minimum education, certified training and work experience qualification requirements have been identified for each role within the company. To prove requirements are fulfilled, employees must submit the following documentation prior to commencing work:

Color photocopy of:

- Educational or Training certificates pertaining to the job
- Current Driver's License
- St. John's Ambulance Standard First Aid Certificate
- ATV Training
- H2S, WHMIS, and TDG Tickets

Please ensure all certificates are provided in a clear color digital copy.

Employees must also submit the following documentation prior to commencing work:

- Signed and dated Offer of Employment Letter
- Signed and completed TD1 and TD1AB Forms
- Current Driver's Abstract
- Personal contact information page and notification of next of kin
- Corporate Health and Safety Manual Sign-Off
- Employee Handbook Sign-Off
- Safe Work Practice Manual Sign-Off
- Equipment Sign-Out and Waiver
- Drug and Alcohol Compliance Form
- Confidentiality Agreement
- Apartment Rental Agreement if applicable

4. SALARY

Salary is determined based on the following criteria:

1. **Level of Education:** Salary is determined by the level of forestry, environmental, administrative or management education achieved. Recognized levels of education

include: Technical Certificate, Technical Diploma, Bachelor's Degree, Master's Degree, PhD.

2. **Years of Experience in Related Field:** Salary is determined by the number of years of related experience.

POSITION LEVEL	CB	ANNUAL SALARY	EDUCATION	YEARS EXPERIENCE
		MINIMUM	MINIMUM	MINIMUM
TECHNICIAN	T1	\$30,000	STUDENT	NONE
TECHNICIAN	T2	\$35,000	DIP. TECH	TWO SUMMERS
TECHNICIAN	T3	\$40,000	DIP. TECH	ONE YEAR
SENIOR TECHNICIAN	T4	\$45,000	DIP. TECH	THREE YEARS
SENIOR TECHNICIAN	T5	\$55,000	DIP. TECH	SEVEN YEARS
SENIOR TECHNICIAN	T6	\$65,000	DIP. TECH	FIFTEEN
SUPERVISOR	P1	\$40,000	B.SC	TWO YEARS
SUPERVISOR	P2	\$45,000	B.SC	FIVE
SUPERVISOR	P3	\$55,000	B.SC	EIGHT
PROJECT MANAGER	P4	\$60,000	B.SC	TWELVE
PROJECT MANAGER	P5	\$70,000	B.SC	SIXTEEN
PROJECT MANAGER	P6	\$80,000	B.SC	SIXTEEN

4.1. WAGES AND SALARY

Employees are paid bi-weekly every second Friday. Pay periods begin on Sunday and end on the following Saturday. The cutoff for submitting timesheets for each pay period is the Saturday prior to processing. Pay cheques are automatically deposited into employee's accounts and payroll summaries are emailed. At end of the employment term, final cheques will be mailed, direct deposit will not be used.

Technicians, Senior Technicians and Supervisors (Field Personnel) are paid an hourly rate. Field personnel are required to work 95% of their time on billable project work. Pre-approval from the Project Manager is required to work on overhead tasks.

Accounting Technicians, Administration (Office Personnel) are paid an hourly rate and may be required to work irregular hours due to travel and meetings.

Management are paid a salary. They may be required to work irregular hours due to field work, travel, and meetings.

4.2. OVERTIME PROCEDURES FOR FIELD PERSONNEL

Technicians, Senior Technicians and Supervisors will be paid 1.5 times their regular hourly rate of pay for each hour worked over 8 hours daily or 44 hours per week, whichever is greater. Overtime hours must be approved by the Project Manager before incurring. Employees can work a maximum of two hours per day overtime.

4.2.1. OVERTIME IS AVAILABLE WHEN:

Working in the field and conducting project work that is billable

4.2.2. OVERTIME IS NOT AVAILABLE FOR:

Office Work (including billable project work)
Field Work that is not billable
Overhead work in the office or the field
Interoffice meeting days between Edmonton and Whitecourt
Individuals on a modified work schedule

Please refer to the Alberta Employment Standards Center for further information:
www.employment.alberta.ca/es

5. TIMEKEEPING

Woodlands North uses two systems for timekeeping:

1. Daily Time Tickets
2. Weekly Excel Timesheets

5.1. DAILY TIME TICKET PROCEDURE

1. Technicians and Senior Technicians submit Daily Time Tickets to Supervisor for approval. Supervisor submits approved and signed Daily Time Ticket to Edmonton Administration.

Supervisors submit Daily Time Tickets to Project Manager for approval. Project Manager submits approved and signed Daily Time Ticket to Edmonton Administration.

2. If you are in the Edmonton office, you will give Administration an approved and signed paper timesheet directly. If you are at the Whitecourt office or in the field, you will scan and send to your Supervisor. Your Supervisor will forward to Administration. When you return from the field, paper copies will be sent to Edmonton via inter office mail.
3. Timesheets must be legible – ink and in printing (no handwriting). Scanned or photographed timesheets emailed to Edmonton Administration must be legible.
4. Task Lists and Project Numbers are located on the Server:

S Drive, Forms Used Often, Daily Time Ticket Documents

This is also where the Daily Time Ticket form is located. The task list and project number list will be updated on the second last day of each pay period. Questions regarding Task Options or Project Numbers are directed to the Project Controller.

5. Daily Time Tickets are completed and submitted at the end of each working day in electronic or hard copy format.
6. Days off are to be recorded on the last Daily Time Ticket before days off commence. For example: Thursday March 20, employee will write in the Notes Section: Regular Days Off: Friday March 21 through Monday March 24. Return to work Tuesday March 25. This applies to vacation days and time off without pay. Employees do not fill out Daily Time Tickets for days off.

It is the Supervisor's and Project Manager's responsibility to ensure their crews' Daily Time Tickets are submitted on time.

5.2. WEEKLY EXCEL TIMESHEETS

1. Are submitted at the end of each week in the pay period. Must be approved and signed by Supervisor.
2. Must be filled out accurately.
3. Timesheet review begins on Saturdays and must be submitted on time in order to process.

5.3. HOURS OF WORK

At *Woodlands*, the volume of work fluctuates during the year. An annual shift schedule is set up at the beginning of each calendar year. Each shift for field staff is comprised of 10 consecutive field work days followed by 4 consecutive regular days off. Travel and preparatory work is to take place within the 10 day shift period. The core work day is 8 hours. On any given day within a shift, employees may work a minimum of 3 hours up to a maximum of 10 hours.

5.4. FIELD SEASONS

Each year is divided into two periods:

1. Core Field Season
May 1 – October 31
Hours of Work (Field Personnel)
Work day commences at 7:00 am
2. Non-Core Season
November 1 – April 30
Work day commences at 8:00 am

Given the nature of work that Woodlands North conducts, there are two 'downtimes' during the year. These times are during freeze up (November) and break up (April). All employees need to be aware that they may be required to take a reduction of hours or a leave without pay during these periods, depending on the workload.

The regular office hours for Woodlands are 8 a.m. to 4:30 p.m. Monday through Friday, excluding Statutory Holidays. Part time employees will have schedules determined on an individual basis.

6. BENEFITS

6.1. VACATION

6.1.1. TECHNICIANS, SENIOR TECHNICIANS AND SUPERVISORS

After twelve months of continuous employment, the employee is entitled to 2 weeks vacation time. Vacation pay is paid out at the industry rate of 4% on each pay cheque.

6.1.2. MANAGERS

After 12 months of continuous employment, the employee is entitled to 2 weeks paid vacation time. Vacation pay is retained at the industry rate of 4% and paid when vacation is taken. After 5 years of employment, the employees is entitled to the equivalent of 3 weeks vacation.

All employees must provide a Request for Time Off form to Administration at least 2 weeks prior to planned time off. A vacation request may be declined if it results in a shortage of staff or an unsafe work environment. Vacation time must be used each year and will not be carried forward to the next calendar year. The minimum length of time to schedule vacation is 1 day. Partial days are not permitted.

6.2. GREAT WEST LIFE HEALTH CARE

Woodlands offers all employees group benefits provided by Great West Life. These benefits are 50% paid by the employer. After four months of employment, employees are enrolled in the plan and may select Single or Family coverage as required. The employees' contributions are deducted from their pay cheque. The plan includes a component for Prescription Medication, Life Insurance, Accidental Death and Dismemberment (AD & D) and Vision Care. Dependent Life is also included.

6.3. SICK LEAVE

Sick time is not a requirement of employment, rather it is a benefit for Permanent Full Time Salaried Employees (Managers).

Technicians, Senior Technicians, and Supervisors do not receive sick days and are not paid for time off when sick.

Managers receive two sick days per year.

Medical appointments for all personnel must be scheduled outside working hours, unless requesting time off without pay.

6.4. SAFETY ALLOWANCE

Technicians and Senior Technicians may be eligible for a Safety Allowance in which Woodlands North will contribute up to \$200.00.

An employee must submit a Safety Allowance Request which fits the following criteria:

- Original receipt and expense form
- Item purchased must be safety oriented to support field work. Item must be field gear that is CSA approved and specifically required to do *Woodlands* work (i.e. rain gear, work boots, winter clothing)
- Item purchased must be used by the employee for the purposes of working at **Woodlands** (the Safety Allowance is not to be used for friends, family members)
- Employees may submit one Safety Allowance Request each 12 month period

6.5. STAFF DEVELOPMENT AND PROFESSIONAL DEVELOPMENT

Some education and training is provided by *Woodlands*. For various projects the employee will be trained to the Client's specification. Full time permanent employees may also have the opportunity to attend relevant conferences or courses throughout the year.

Employees must submit a Continuing Education Application to Administration at least 6 weeks in advance of the proposed training start date. Continuing Education requests must:

- Be of benefit to both Woodlands and the employee
- Be part of at least one business unit
- Become a billable activity

7. HOLIDAYS

The Province of Alberta recognizes nine general holidays:

- New Year's Day
- Victoria Day
- Thanksgiving Day

- Family Day
- Canada Day
- Remembrance Day
- Good Friday
- Labor Day
- Christmas Day

Employees do not work on Statutory Holidays. If employees are working remotely, and the Statutory Holiday is part of their regular schedule, they will be paid the average daily wage plus 1.5 times for hours worked. If it is not the employee's regular day of work, the employees will be paid 1.5 times wage rate for hours worked. Woodlands closes Field Work and Office Work for a two week period during the Christmas season. At this time, employees may use vacation time or leave without pay for the non-statutory holidays. No employees will work during the Christmas Break.

8. ADMINISTRATIVE PROCEDURES

8.1. EXPENSES

Personal expenses incurred by employees are intended only for emergency situations. When employees are in the field and do not have access to supplies, they may be required to purchase an item necessary to continue working. All personal expenses must be pre-approved by Administration or the Project Manager. Please check on availability of current supplies before making a purchase.

- Original Receipt must be submitted with an approved expense form.
- Expenses will be reimbursed on the following pay period.

UFA Cards are provided in each company vehicle for routine expenses of vehicle safety and maintenance.

8.2. PER DIEM

Staff working remotely and staying in hotel accommodations will be paid a per diem for food costs. The Woodlands per diem rate for meals is \$45 per day. The per diem is paid out for those days spent overnight, therefore on day one of a shift you will receive a per diem, but on day 10 you will not. The per diem rate for internal Woodlands projects is \$40.00 per day.

8.3. ATTENDANCE AND PUNCTUALITY

As employees generally work as part of a crew, it is imperative that each crew member be punctual. Attendance and punctuality is expected.

8.4. DAILY WORK EXPECTATIONS

Woodlands employees are responsible for the overall cleanliness of *Woodlands* property, equipment, and work areas.

- Keep personal work areas, trucks, and equipment storage areas clean and organized on an ongoing basis
- Ensure equipment is maintained
- Ensure equipment is updated if required: crew members are to notify Supervisors of equipment in need of repair, maintenance or replacement

All Woodlands employees are expected to plan out their next-day activities, organize materials, perform equipment maintenance, and raise any crew concerns before the end of the day. This is especially important for field crews, as they must be fully prepared to leave for the field at the beginning of each work day.

8.5. SAFETY MEETINGS – SHIFT BEGINNING

Safety Meetings are held every other Tuesday morning, beginning of the shift. This is an opportunity to discuss upcoming safety issues related to specific projects. Safety meetings are also informally completed on an as needed basis (serious incidents, unfamiliar project work).

8.6. PROJECT MEETINGS – SHIFT END

Project Meetings are held every other Thursday afternoon, end of the shift. Project Meetings provide an opportunity to communicate project updates and prepare for the following shift. Project meetings may also address serious safety incidents that occurred during the shift and address employee safety concerns. Crew Project Meetings may also be arranged on an informal basis to address specific issues.

All meetings are to be recorded on the employee's timesheet as Safety Meeting or Project Meeting.

8.7. TAILGATE SAFETY MEETINGS

Tailgate Safety Meetings are conducted every day prior to the crew disembarking for work. All crew members working on that particular project for the day (and clients or contractors) will participate in the Tailgate Meeting and sign off. The purpose of the Tailgate Meeting is to review the scope of work for the day and to conduct a hazard identification review of the day's work. It is mandatory to complete this meeting before leaving the staging area to ensure all materials, equipment and safety requirements are available.

8.8. WORKERS COMPENSATION

All *Woodlands* employees are protected by the Worker's Compensation Board (WCB). If any employee is injured at work it is their responsibility to report the injury to the Project Manager and the Health and Safety Coordinator immediately. Necessary forms must be completed on the day of the incident.

8.9. MODIFIED WORK DUTY POLICY

If a staff member cannot perform their regular field work duties as a result of a work related injury, *Woodlands* provides modified work duties that are consistent with specific medical restrictions. The modified work duty is designed to enable injured employees to return to work in a limited capacity until such time as the employee is released by a physician for regular duty. Employees must provide all doctors' notes and reports to the Project Manager.

The modified duty assignment will be administered by the Project Manager in conjunction with the employee's Supervisor after doctor's reports have been reviewed. There will be no permanent modified or light duty. All modified duty positions are temporary in nature.

8.10. RETURN TO WORK POLICY

If an injury occurs at the workplace and the employee is not able to perform modified duties, the employee, *Woodlands* and WCB will remain in regular communication through the recovery process to a safe return of work. The Project Manager will act as case management or assign the task to the Health and Safety Coordinator.

8.11. DISCIPLINARY PROCEDURES

Woodlands North practices a graduated discipline procedure. Employees are encouraged to communicate with each other and take initiative to resolve issues as they arrive. Infractions to our policies, procedures or employee agreement will result in disciplinary actions. The procedure is as follows:

1. Employee will be given a verbal warning by Supervisor, Management or Ownership Group
2. Employee will be issued a first written warning by the Ownership Group
3. Employee will be given a second written warning by the Ownership Group
4. Employee will be given a final written warning
5. Once a final written warning has been given, any infraction thereafter will result in termination of employment

The Ownership Group reserves the right to impose any step of the disciplinary process as deemed necessary by the nature of the offence (i.e. physical impairment by drugs or alcohol will result in immediate dismissal).

8.12. PERFORMANCE REVIEWS

Woodlands will conduct an annual Professional Performance Review for each employee. The purpose of the review is to provide feedback to employees to help advance their professional growth and development.

8.13. EMPLOYEE RELEASE/EXIT INTERVIEWS

Woodlands is based on contract work that often fluctuates based on demand. It is possible that an employee may need to be released. In the unlikely event of a work shortage, *Woodlands* will provide the employee with two weeks' notice. With the release of any employee *Woodlands* will conduct an exit interview.

8.14. RECORD OF EMPLOYMENT

A Record of Employment (ROE) will be issued to the employee within ten calendar days of the employees' last working day.

ROE's can be accessed online via the Service Canada Website:

www.servicecanada.ca

9. COMPANY POLICIES

The following are policies that every employee of Woodlands North and Third Party Contractor must follow. Please refer to the Corporate Health and Safety Manual for further detail.

9.1. SAFETY POLICY

Every person employed or subcontracted by *Woodlands* must observe and adhere to the Corporate Health and Safety Manual, Client Safety Manuals, and Federal/Provincial Safety Regulations.

Unsafe = Unemployed

9.2. QUALITY OF WORK POLICY

All personnel conducting fieldwork have a responsibility to ensure the work is completed to the minimum standards outlined in the project procedures. All personnel conducting office work (data and reporting) as part of a deliverable must ensure the product being produced is of quality and has been submitted to peers and supervisors for review.

9.2.1. DELIVERABLE POLICY

Any document, data set, model, figure or design that leaves the Woodlands office must be reviewed by the Project Manager and at a minimum one of the Ownership Group. A deliverable

is considered any formal project document such as a letter, report, data set, map or combination of those.

9.3. LOST OR DAMAGED EQUIPMENT POLICY

Equipment issued to an employee that is lost or damaged from neglect or abuse will be replaced at the employee's expense. Management must be immediately informed of any equipment that requires repair in order to prevent safety incidents, more expensive repair, and/or crew down time.

Employees must follow the Lock Out / Tag Out Procedures (Section 4.1.2 in the Corporate Health and Safety Manual) designated for faulty or broken equipment/machinery due to normal wear and tear.

9.4. COMPANY VEHICLE POLICY

Employees are not permitted to use company vehicles for personal use. This includes trucks, trailers, ATV's, snowmobiles.

All company vehicles must be properly maintained and kept clean – inside and outside.

At the start of each 10 day shift a crew member will conduct a detailed vehicle inspection (Woodlands Vehicle Inspection Form) on the truck assigned for their shift. A daily walk around will be conducted every time a vehicle is used for project work.

Woodlands has an ATV sign in/out form within the storage trailer at the Whitecourt Office. Adhere to the parking/storing/cleaning requirements listed on the form.

ATVs must be unloaded off the truck and stored in the trailer (Whitecourt) or bay (Edmonton) every night after work and on weekends. ATVs are not to be left in the field for storage.

Work trucks are not to be parked in front of the office buildings. Always park at the back of the office in Whitecourt and Edmonton.

All work trucks must be emptied of equipment (personal/work) and work data before are parked in the yard or bay overnight. Spill kits and truck safety boxes can remain in the truck overnight.

Personal vehicles must be parked in the back of the office and in the back yards. Make sure all valuables are removed and doors are locked.

Out of town employees should leave a spare key of their vehicle in the same safety box as the work keys, just in case their vehicle needs to be moved.

All refueling takes place the night before work.

9.5. DRIVING POLICY

Any employee driving a company truck must adhere to all provincial, municipal, and privately posted laws. Employees must pay attention to the task of driving: passengers must respect and assist the driver with their task. Cell phones are not to be used while driving. Employees must pull over to use a cell phone.

9.6. ATV POLICY

Any employee riding an ATV will have proper training, wear all required PPE, and use the machine in a safe and courteous manner for the conditions.

All ATV's stored in the shop bays or trailer will be clean, have all equipment removed, backed in, have a full gas tank. Report repairs needed/completed to the Supervisor or Project Manager.

9.7. TOOLS AND POWER TOOLS POLICY

No employee will use a tool for a purpose it was not designed for. No tools are to be used by anyone that has not had the proper training for the tool in question. Anyone using tools must use all required PPE.

9.8. CONFIDENTIALITY POLICY

Discussion or communication regarding *Woodlands* projects, clients, competition, procedures, or employees with outside parties is prohibited. This is to maintain a high level of professionalism within the company. Certain communications with other consultants may be viewed as a conflict of interest. In the unlikely event of such an occurrence, the matter will be resolved between the Woodlands Principal and the employee.

9.9. INTERNAL COMMUNICATIONS POLICY

Employees must maintain open and ongoing communication with their fellow crew members, Supervisor and Project Manager to keep others informed of project progress and to prevent misunderstandings. Problems or concerns should be addressed immediately. If the employee needs assistance in resolving a problem, they should collaborate with their Supervisor. If further discussion is required, contact the Project Manager.

Poor communication can be detrimental to project work and crew morale. If poor communication is identified as a source of problems within a crew it will be addressed at that time with the Ownership Group. If problems continue, administrative procedures will be used to correct the problem.

9.10. TECHNOLOGY POLICY

Woodlands North computers are not for personal use before, during, or after work hours. Use your own computer for personal use after working hours.

Woodlands reserves the right to limit access to computers on the network until such time as the individual has been trained and signed-off on the proper use of Woodlands computers.

9.11. CELL PHONE POLICY

Personal use of cell phones is not permitted during working hours. Phone calls and texting for personal reasons are to be completed outside of working hours.

9.12. CELL PHONES AND DRIVING POLICY

Cell phones can be used in company trucks on blue tooth devices for voice communications only, and if permitted by clients (i.e. not with Cenovus). Cell phones cannot be used for navigation purposes, hand held phone calls, texting or other means while driving.

9.13. SECURITY POLICY

The last person to leave the office is to complete a walkthrough of the building and yard to ensure: the back gate is closed and locked (Whitecourt), the trailer is locked (Whitecourt), the bay doors and field office doors are locked, the back doors are locked, lights are turned off and any heaters are turned off. When you leave, turn on the office alarm and lock the front door.

Out of town work: ATV's will be chained and locked on to the truck or trailer at all times when not in use. If ATV's are stored in the bush they must be well hidden- chained and locked to a tree (min 100m from a road). The ramp will either be securely tied with ratchet straps to the truck and locked or locked in the field with ATV's. The trailer will be locked in a secure location when not in use. Do not leave trailers in the field. Check up on the trailer every other day to make sure it is still there. Theft of field equipment and machinery is a common problem in our work areas.

9.14. OFFICE AND YARD POLICY

Our office sites are user maintained. There are processes in place for cleaning but each individual is still responsible for cleaning up after themselves. Any garbage in the yard is to be picked up on an ongoing basis. Please remove clay from trucks outside of the yard.

9.15. COMPANY APARTMENTS POLICY

Anyone staying in a company apartment is responsible for maintaining the apartment in a clean and sanitary condition. At any time management may hire a cleaner as needed and bill the occupants the cost of cleaning. Mud and debris from *Woodlands* trucks must be picked up and removed from the apartment parking lots by the crew every shift.

9.16. SHOP POLICY

Return all items you use to where they are formally stored. See Section 3.10 Woodlands North Corporate Health and Safety Manual for proper PPE and safety rules while working in the shop. Conduct no activities in the shop that will cause fumes, smells, or other hazards to be transferred to other parts of the building.

9.17. PERSONAL RECORDS POLICY

Employees are responsible to update changes of personal information directly to Administration in writing via email to ensure address, telephone, and email records are kept up to date.

9.18. FRIENDS AND FAMILY POLICY

Employees must not bring friends or family to work. Unapproved personnel on our worksites are not covered by the Worker's Compensation Board.

9.19. HARASSMENT POLICY

Woodlands North provides a harassment-free environment. Mutual respect, cooperation and understanding are the basis of interaction between staff members. Woodlands will neither tolerate nor condone behavior that is likely to undermine the dignity or self-esteem of an individual, or create an intimidating, hostile or offensive environment.

There are several forms of harassment but all can be defined as any unwelcome action by any person, whether verbal or physical, on a single or repeated basis, which humiliates insults or degrades. "Unwelcome", for the purposes of this policy, refers to any action which the harasser knows or ought to reasonably know is not desired by the victim of the harassment.

Specifically, racial harassment is defined as any unwelcome comments, racist statements, slurs, jokes, graffiti or literature or pictures and posters which may intentionally or unintentionally offend another person.

Sexual harassment is any unwanted attention of a sexual nature such as remarks about appearance or personal life, offensive written or visual actions like graffiti or degrading pictures, physical contact of any kind, or sexual demands.

9.20. WORKPLACE VIOLENCE POLICY

Workplace violence can be defined as a threat or an act of aggression resulting in physical or psychological damage, pain or injury to a worker which arises during the course of work.

Woodlands North has a zero tolerance policy with regards to harassment and violence. Employees engaging in either harassing or violent activities will be subject to disciplinary action.

9.21. SHIFT DUTIES PROCEDURE POLICY

The Supervisor or Project Manager will ensure the field crew is prepared to begin work on the morning of shift start. Shift end meetings will be conducted with the crew to review the work plan for the upcoming shift.

9.22. EQUIPMENT MAINTENANCE POLICY

All employees will maintain the equipment that they use as part of their project work. If equipment breaks as a result of neglect the employee may be responsible (See company policy 9.3). Any piece of equipment, large or small, that is in need of repair or replacement must be brought to the Project Managers attention immediately.

9.23. EQUIPMENT SIGN-OUT AND WAIVER

Equipment and supplies provided by *Woodlands* must be recorded on the equipment sign-out form. Each item must be returned in the same working order it was received. Employees are responsible for replacing lost or broken equipment outside of regular wear and tear.

9.24. WORKING FROM HOME POLICY

Employees are not permitted to work from home. In the event of illness or other reasons not able to be at work, employees are not to accrue hours.

9.25. DRUG & ALCOHOL POLICY

Any employee or subcontractor found under the influence of illicit drugs or alcohol during work hours will be immediately dismissed. Any employee or subcontractor under the influence of drugs or alcohol is completely liable for any loss or damages resultant from their intoxicated condition. All employees and subcontractor are subject to substance testing following serious incidents or at management discretion. All employees and subcontractors must sign the Drug and Alcohol Compliance Form (S drive/Safety/Safety Forms) annually. (Also see Woodlands North Corporate Health and Safety Manual Section 2.4.4)

9.26. INCIDENT/ACCIDENT REPORTING POLICY

All incidents/accidents/work place illnesses are to be reported to the Health and Safety Manager immediately. Any incident/accident/work place illness reported to a doctor must be followed up within 24 hours to your Project Manager and the Health and Safety Manager to satisfy WCB.

9.27. EYES AND EARS POLICY

Our clients commission Woodlands North to complete specific tasks in the field and office on their behalf. It is expected that *Woodlands* employees report any observations of Client interest with regards to the Client resource, public or private properties, occupational health and safety, or

the environment. Timely communication with your Project Manager and directly with the Client (pending circumstances) is key.

9.28. NON-SMOKING POLICY

Workers are not permitted to smoke in the field, company trucks, offices, or company apartments. Any damage or costs incurred from smoking will be the responsibility of the individual (fire, burns, cleaning).

9.29. WILDFIRE POLICY

Any crew member encountering a wildfire (in any stage) will address the fire with the appropriate communications and actions. See Section 3.4 of the Woodlands North Corporate Health and Safety Manual.

10. HEALTH & SAFETY

Please refer to the Woodlands North Corporate Health and Safety Manual for in-depth and current coverage of all Woodlands safety procedures. All employees and subcontractors must annually sign off on the Corporate Health and Safety Manual.

10.1. VEHICLE & ATV SAFETY

All company trucks must be driven in accordance with posted and written provincial traffic laws and private LOC posted regulations. Seat belts must be worn at all times and all speed limits adhered to. All vehicles are to be driven in a safe and courteous manner.

All ATV's are to be operated in a safe manner, with respect for property and the environment. Any employee or subcontractor not suitably trained in the safe operation of ATV's should arrange individual training with management. Helmets must be worn at all times. Loading and unloading ATV's is dangerous: a crew of two will load and unload all ATV's. Ramps must be secured (use provided bolts or straps) before loading/unloading. See the Corporate Health and Safety Manual Section 4 for more details.

All ATVs are to be operated with the safety of the individual and the crew as priority. Any terrain that is being traveled for the first time will be treated with caution until all the terrain hazards can be assessed. Creek crossings are to be assessed as a crew. If a creek is to be crossed multiple times and environmental damage will occur a quad bridge is to be constructed.

10.2. WILDLIFE SAFETY

Employees and subcontractors are always provided with a suitable means of defense from wildlife before work commences. If any employee/subcontractor is uncomfortable with their work situation in regards to wildlife danger, it is their responsibility to inform management in order to resolve the situation.

Should the employee or subcontractor chose to carry a firearm with them while working, they must provide a valid firearms certificate (FAC/PAL), a valid permit to carry and/or permit to transport, or a valid hunting license, as well as demonstrate competence in this area (competence is defined by experience and education and interpreted by the Principal). Any employee or contractor who wishes to carry a firearm must prove completion of The Canadian Firearm and Safety Course by providing a copy of the certification to Administration.

10.3. FIELD SAFETY

Remote field work has inherent dangers that must be controlled for. **All employees and contractors must know where they are working** (block, plot, road, watercourse, pipeline etc.). Review maps and photos with the Crew Leader or Project Supervisor on the job site area prior to going afield. All work will be conducted with the safety of the individual and the crew as a priority.

10.4. SAFETY COMMUNICATIONS

Check-in and check-out procedures for each crew may vary depending on worksite remoteness and client requests. It is the responsibility of the crew to ensure they follow the company check in procedure. See Section 3.2.1 in Woodlands North Corporate Health and Safety Manual for more detail.

All crews are responsible for “checking out” to the bush in the morning or the night before they depart. Crews must state the worksite (block, plot, road) and the expected time of return.

All crews are responsible to “check in” when they are no longer on bush roads or when they hit pavement on their way home. If a crew fails to check in from the bush, standard Woodlands check in/out procedures will be implemented.

11. CLOSURE

If there are any questions arising from the material within this manual, your job duties and expectations, or any other matter regarding your employment, it is your responsibility to bring these concerns forward in order for them to be properly addressed.

DISCLAIMER

The information presented in this document was compiled exclusively for the purposes stated in this Employee Handbook. Woodlands North provides this manual for employees solely for the purpose noted above.

Woodlands North has exercised reasonable skill, care and diligence to assess the information acquired during the preparation of this manual. The information contained in this document is based upon, and limited by, the circumstances and conditions acknowledged herein, and upon information available at the time of its preparation

Any questions concerning the information or its interpretation should be directed to the Ownership Group of Woodlands North.