



Gunthers Building Center

2018

EMPLOYEE MANUAL

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(1) Welcome Message from Ownership

Dear Employee,

Welcome to Gunthers Building Center!

We are excited to have you as part of our company. Gunthers Building Center is committed to quality work and superior customer service in all aspects of our business.

We value our employees and encourage them to make productive suggestions. We want you to succeed at your job.

This Employee Manual, inclusive of an Acknowledgement Form, sets forth the general administrative policies, goals, and benefits of Gunthers Building Center and replaces and supersedes any prior manual(s). The contents of this Manual are confidential and are not be distributed to or shown to anyone else inside or outside the Company. This Manual remains the property of Gunthers Building Center and must be returned upon request.

You should use this Manual as a reference as you pursue your career with us. Each of the policies is dated and is current as of that date, but may be unilaterally amended by Gunthers Building Center at any time, with or without notice, and we shall also reserve the right to deviate from the policies herein in our sole discretion. When there is a change in a policy we will update this Manual as soon as possible. Feel free to discuss with us any questions you may have about this Manual or about your employment with us.

Again, welcome to Gunthers Building Center.

Sincerely,

Pete Kockerbeck
Owner

(2) Company Operations

The success of Gunthers Building Center (hereinafter “Company”) is based on providing great products and services to our customers, every day. Our motto is “Finish it Right”. Our product line/services include(s):

1. Finishing materials for construction
2. Delivery service of finishing materials
3. Installation of finishing materials

Key contact information for Gunthers Building Center is as follows:

2100 10th Avenue S.W.
Calgary, Alberta T3C 0K5
Phone 403-245-3311
Fax 403-229-1636

(3) Equal Opportunity; Immigration Law

3.1. Equal Opportunity Statement

Gunthers Building Center is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, age, national origin, mental or physical disability, veteran or family status, or any other status or condition protected by applicable federal, state, or local laws, except where a bona fide occupational qualification applies.

This policy extends to all aspects of the employment relationship, including, but not limited to, recruiting, interviewing, job assignments, training, compensation, benefits, discipline, use of facilities, participation in Company-sponsored activities, termination, and all other terms, conditions, and privileges of employment.

3.2. Immigration Law Compliance

In accordance with the Canadian Immigration, Gunthers Building Center only employs individuals who are legally authorized to work in Canada. Furthermore, Gunthers Building Center does not continue to employ any individual whose legal right to work in the Canada has been terminated.

You must complete the required documentation supporting your identity and employment eligibility before you may begin working.

3.3. Aptitude Testing

The company may request aptitude and profile testing as part of the application process or as part of a review process to determine skill levels for other job opportunities within the company. Test scores are confidential and will be shared only with direct supervisor and senior management. An employee may refuse to take such a test.

(4) Policies and Rules

4.1. Employment – Classification

As an employee of Gunthers Building Center, you are an “employee at will”. This means that either you or Gunthers Building Center may choose to terminate the employment relationship at any time, with or without cause, and with or without advance notice.

Any information outlined in this Manual or in any other Company document does not modify the employment at will policy and should not be interpreted to mean that termination will occur only for “just cause”. These documents do not create an express or implied contract of employment for a definite and specific period of time between you and Company, or otherwise create express or implied legally enforceable contractual obligations on the part of Gunthers Building Center concerning any terms, conditions, or privileges of employment. Any documents or statements, written or oral, prior, current, or future that conflict with the employment at will policy are void.

Regular Full-Time is an employee who has no termination date and who is regularly scheduled to work (forty) 40 or more hours per week. Regular full-time employees may be either non-exempt (hourly) or exempt (salaried) employees.

Regular Part-Time is an employee whose position has no termination date and who is scheduled to work (ten) 10 or more hours, but less than (forty) 40 hours per week.

Temporary Employee is an employee who is hired for a certain length of time and who is paid only for their hours worked. A temporary employee will not receive any benefits or holiday or vacation pay.

Provisional Employee is an employee who has not yet completed the ninety (90) day provisional period after first being hired, as detailed in Section 5.15 of this Employee Manual.

4.2. Confidentiality

As the result of your employment at Gunthers Building Center, you will acquire and have access to confidential information belonging to Gunthers Building Center of special and unique value. This includes such matters as personnel information, suppliers, procedures, and cost of merchandise, sales data, price lists, financial information, records, business plans, prospect names, business opportunities, confidential reports, customer lists and contracts, as well as any other information specific to Gunthers Building Center.

As a condition of employment, you must and hereby do agree that all such information is the exclusive property of the company, and you will not at any time disclose to anyone, except in the responsible exercise of your job, any such information whether or not it has been designated specifically as “confidential”. Signing a separate confidentiality

agreement further clarifying this policy at Gunthers Building Center's requests is also a condition of your continued employment with Company. See Appendix "G"

If you are ever unsure of your obligations under this policy it is your responsibility to consult with your supervisor for clarification.

4.3. Personal Information

It is important that the personnel records of Company be accurate at all times. In order to avoid problems with your benefit eligibility, tax liability, or our ability to communicate with you regarding shift changes and the like, Gunthers Building Center requires that you will promptly notify your supervisor or human resources representative of any change in your name, home address, telephone number, number of dependents, or any other information pertinent to your employment with Company.

4.4. Attendance and Punctuality

Gunthers Building Center believes that a good record of attendance and punctuality is an essential component of good work performance. You are expected to arrive at work before you are scheduled to start your shift and be at your workstation by your scheduled start time. If, for any reason, you are unable to report for work on time, or unable to remain at work until the end of your shift, you must notify your supervisor directly ONE HOUR before your regular starting time.

All time off must be requested in advance and should be submitted in writing as outlined in the appropriate categories, except for sick leave (See Sick Leave and other categories for specific details outlined below.). Excessive absences may result in disciplinary action, up to and including termination.

4.5. Dress Code

As an employee of Gunthers Building Center, you must maintain a clean, safe, and professional appearance. Your attire should be consistent with the type of work you are performing as well as being appropriate for the position you hold and the image our Company seeks to project. Clothing must be neat and clean. Good personal grooming and hygiene are also essential and should contribute to a professional appearance. You may be required to wear and pay for your own uniform and/or safety equipment.

Management, sales personnel, and those employees who come in contact with the public, are expected to dress in accepted business tradition. If you have further questions about your expected attire, please discuss these questions with your immediate supervisor.

4.6. Work Hours and Overtime Pay

The normal work day is eight (8) hours, and forty (40) hours represents a normal work week, commencing 12:01 AM Monday and ending on midnight on the following Sunday. While you are generally expected to work the number of hours stated above, we do not guarantee that you will actually work that many hours in any given day or week.

For hourly employees, overtime work is only performed when approved in advance by your supervisor. You are expected to work necessary overtime when requested to do so, and you will receive time and one-half regular pay for time worked exceeding forty (40) hours in any given work week.

When computing total hours worked in a work week for purposes of calculating overtime pay, only hours actually worked are counted. Time off from work, such as holidays or jury duty, is not counted as hours worked even if you are paid for such time off.

4.7. Time Clock and Time Cards

Where applicable, you must punch in at the start of your work shift and punch out at the end of your shift. You are not allowed to punch the time clock of another employee. Should your time card be incorrectly punched, your supervisor will note the correct start and/or end time, and initial the correction. Your supervisor must approve all time cards that have any adjustments. Failure to clock in and out may result in loss of pay for unverifiable work, and -- for repeated failure to use the time clock -- in disciplinary action, up to and including termination.

Vacations days, sick days, holidays, and absences such as jury duty, funeral leave, or military training, should be specifically noted on the time cards for days on which they occur. Paid vacation and holidays should be counted and used as full workdays.

If no time clock is available, use the Company-provided time sheet to neatly and legibly record your time in writing, rounded to the nearest quarter-hour, and then turn it into your supervisor promptly at the end of each work week.

The work week commences 12:01 AM Monday and ends on midnight on the following Sunday.

Time cards and time sheets must be completed accurately. Your signature on the time card or time sheet is required to certify its accuracy as a record of the time actually worked. Falsifying a time card or sheet can lead to disciplinary action, up to and including termination. Furthermore, the falsification of a time card or sheet is a fraudulent act for which an employee may be prosecuted.

4.8. Lunch Period

You are allowed a daily 60-minute unpaid lunch break if you are working 8 hours consecutively. Lunch breaks are mandatory if working more than 5 consecutive hours. Lunch breaks will generally be taken on a staggered schedule so that your absence from work does not create a problem with the day-to-day operations of the Company. In any consecutive 4 hours of work you are allowed one paid 15 minute break. Any other breaks during the work day must be approved in advance by your supervisor and shall also not be paid.

4.9. Safety and Accident Rules

Safety is a priority at Gunthers Building Center. We strive to provide a clean, hazard-free, and safe environment in accordance with the Occupational Health and Safety code.

As an employee, you are expected to take part in maintaining this environment. You should observe all posted safety rules; adhere to all safety instructions provided by your supervisor, and use safety equipment when required. It is your responsibility to learn the location of all safety and emergency equipment, as well as the safety and/or emergency phone numbers. Please see “Appendix A” for more information regarding Injuries and Accidents.

You may be required to purchase and maintain some of your own safety equipment. Any problems with Company-provided safety equipment should be reported to your immediate supervisor. If it is not safe to work for any reason, report the problem to your supervisor immediately.

Duty to use personal protective equipment

(1) If the hazard assessment indicates the need for personal protective equipment, an

Employer must ensure that

- (a) Workers wear personal protective equipment that is correct for the hazard and protects workers,
- (b) Workers properly use and wear the personal protective equipment,
- (c) The personal protective equipment is in a condition to perform the function for which it was designed, and
- (d) Workers are trained in the correct use, care, limitations and assigned maintenance of the personal protective equipment.

- (2) A worker must
- (a) Use and wear properly the appropriate personal protective equipment specified in this Code in accordance with the training and instruction received,
 - (b) Inspect the personal protective equipment before using it, and
 - (c) Not use personal protective equipment that is unable to perform the function for which it is designed.
- (3) An employer must ensure that the use of personal protective equipment does not endanger the worker.

All work related accidents are covered by Worker's Compensation Insurance pursuant to the laws of Alberta.

4.10. Smoking & E-cigarette

Gunther's promotes a smoke free working environment. As such, smoking is only permitted in designated areas which will be located 5 meters west of the North Exit of Hardware. Employees must refrain from smoking in non-designated areas, company vehicles, and in plain view of current or prospective customers while working. Non-compliance of this policy will lead to disciplinary action up to and including termination.

4.11. Use of Company Property

Gunthers Building Center will provide you with the necessary equipment to do your job. None of this equipment should be used for personal use, nor should any equipment be removed from Company work premises unless approved by your supervisor. This includes Company vehicles, telephones, and two-way communication equipment.

Any items or packages taken out of the work place are subject to inspection at any time. Likewise, any personal locker or storage space provided to you in also subject to inspection at any time.

Personal telephone calls are not to be made on Company time, unless authorized by your supervisor. Any authorized personal calls should be kept to a minimum and made at a time that does not interfere with your or your co-workers' job performance.

Use of Company's stationery, office supplies, or postage for personal use is strictly prohibited.

Company premises, telephones, and email are not to be used for employees or others to engage in the practice of soliciting collections or donations; selling raffles, goods, or services; operating betting pools; or solicitations of any kind.

Use of radios, audio headsets, and televisions, Company-owned or otherwise, is at the discretion of Company supervisors only, and – if allowed – must be used in a manner that does not interfere with the safety of the work place or with the ability of others to perform their work.

4.12. Use of Company Computers, E-mail, and Internet

Employee use of company computers, printers, peripherals, and electronic equipment is for job-related or approved activities only. Inappropriate use of company computers, which may be defined from time to time at the discretion of the Company, may subject you to discipline, up to and including termination.

Inappropriate use includes, but is not limited, to the following:

- A) Use of Company computers to send or receive messages, pictures, or computer files which are illegal, pornographic, sexist, racist, harassing, or discriminatory. If you receive such material, you should notify your supervisor immediately.
- B) Loading software that is not approved in advance by management.
- C) Making illegal copies of licensed software.
- D) Using software that would provide unauthorized access to Company's computers or would disrupt our equipment in any way.
- E) Using Company computers, printers, or email for personal and/or non-Company related use, unless authorized by your immediate supervisor.

Any message or file created, or emailed using any Company computer is the property of the Company. You should have no expectation of privacy or confidentiality in any message or file that is created, stored, or sent using the computers or other communication equipment belonging to Company, and Company reserves the unilateral right to review, monitor, access, audit, intercept, copy, print, read, disclose, modify, retrieve, and delete any work you do on a Company computer, including email.

If provided, your Company email account is strictly for business communication only and is not for personal use, except as authorized by your supervisor in the course of your work duties, you are not authorized to access the computer(s), email account(s), or files of any other Company employee(s).

If provided, Internet access is likewise strictly for business purposes only and is not for personal use. Company reserves the unilateral right to review, monitor, access, and audit, intercept, and disclose an employee's use of the Internet at any time, with or without notice, and with or without an employee's permission. You should have no expectation of privacy or confidentiality with respect to any use of the Internet at work.

4.13. Substance Abuse Policy

Gunthers Building Center takes seriously the problem of drug and alcohol abuse and is committed to providing a work-place free of such substances. This policy applies to all employees of Company.

No employee is allowed without prior supervisor permission to consume, possess, sell, or purchase any alcoholic beverage on any property owned by the Company, or in any vehicle owned or leased by the Company. No employee may use, possess, sell, transfer, or purchase any drug or other controlled substance that may alter an individual's mental or physical capacity while working for Gunthers Building Center. The exceptions are over-the-counter pain relievers and the like, used as intended and directed, and any other drugs that have been prescribed to you, and which are being used as prescribed by your doctor.

Our Company will not tolerate employees that are impaired by or under the influence of alcohol or drugs while working.

In cases where the use of alcohol or drugs poses a threat to the safety of other people or property, you must report the violation. Employees who violate our Substance Abuse Policy will be subject to disciplinary action, up to and including termination.

As a part of Company's policy to ensure a drug and alcohol free workplace, within the limits of applicable federal and provincial laws, we reserve the right, in our sole discretion, to test for drugs and alcohol. Some such situations may include, but not be limited, to the following:

- A) In conjunction with an offer of employment with Company;
- B) Where there are reasonable grounds for believing an employee is under the influence of alcohol or drugs;
- C) As part of an investigation of any accident in the workplace in which there are reasonable grounds to suspect alcohol and/or drugs contributed to the accident;
- D) On a random basis, where allowed by law;
- E) As a follow-up to a rehabilitation program, where allowed by law;
- F) As necessary for the safety of employees, customers, or the general public where allowed by law.

All tested employees will be able to receive a copy of the laboratory results that certify the results or the testing done. It is a condition of your employment and continued employment with Company that you comply with the Substance Abuse Policy.

4.14. Harassment and Discrimination Policy

Gunthers Building Center is proud of its work environment in which all employees are treated with respect and dignity. It is our policy that all employees have the right to work in an environment free from any type of illegal discrimination or harassment, including

racial and sexual harassment. Any employee found to have engaged in any form or discrimination or harassment, whether verbal, physical, or arising out of the work environment, and whether in the work place, at work assignments off-site, at Company-sponsored social functions, or elsewhere, is unacceptable and will not be tolerated.

Our company's general harassment policy is designed to ensure that all individuals can work in an environment that promotes equal opportunities and prohibits discrimination and harassment on the basis of race, religion, color, sex, age, national origin, mental or physical disability, veteran or family status, or any other status or condition protected by applicable federal, provincial, or local laws.

Remember, Gunthers Building Center is a multi-cultural firm and we must all be sensitive to and tolerant of the background of others. When in doubt, don't say it or do it.

For purposes of this policy, sexual harassment is defined as follows:

Unwelcome or unwanted sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature when (1) submission to or rejection of this conduct by an individual is used explicitly or implicitly as a factor in decisions affecting hiring, evaluation, promotion, or other aspects of employment; or (2) this conduct substantially interferes with an individual's employment or creates an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include, but are not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtations, advances, or propositions; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess, or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts; suggestive insulting; obscene comments, gesture, and emails; and display in the work place of sexually suggestive objects or pictures.

For purposes of this policy, racial harassment is defined as all inappropriate conduct and activity taken against an individual because of his or her race and/or national origin.

Examples of racial harassment include, but are not limited to, racial comments, racial jokes or emails, treatment of an individual differently because of his or her race, and all other activities defined by federal or provincial laws.

If you believe that you have been the victim of sexual or other harassment or discrimination in the work place, you should take the following steps:

- 1) Report and discuss the matter with your supervisor.

2) If you believe your supervisor or manager to be the source or a participant in the harassment, report this to another supervisor or ownership.

The company will investigate and attempt to resolve your complaint, as well as take any warranted disciplinary action, as soon as possible. If for any reason you believe this has not occurred within a reasonable period of time, refer this problem to any other supervisor in the company, or to the ownership.

Retaliation against any individual who makes a good faith complaint, or who cooperates in the investigation of any complaint, is strictly prohibited and should be reported immediately.

4.15. Performance & Salary Reviews; Provisional Period

Each new or promoted employee will be given an oral or written job description that details the requirements and expectations of the new position. Performance reviews will normally be conducted annually with the exception of the three (3) month review at the end of your provisional period.

Employee reviews are based on job description and work performance. Wage increases will be based upon reviewing these results as well as the following: Dependability, cooperation, attitude, and any disciplinary actions that have been taken. Your supervisor will review and discuss with you your hourly wage or salary and your job position and expectations during your review.

During the ninety (90) day provisional period upon first being hired by Gunthers Building Center, you understand that you will not be considered a regular employee until you have satisfactorily completed this required provisional period of employment, as determined by Company management. The purpose of the provisional period of employment is to determine your job satisfaction and to allow us to evaluate your job performance. The provisional employee may be terminated without prejudice at any time for any reason during the provisional period.

During said provisional period, you may or may not be eligible for some of the benefits offered to regular employees.

4.16. Payroll

You will be paid for your work on the regularly-scheduled paydays. Direct deposit of pay checks is available; inquire of your supervisor or human resources representative.

If there is an error in your pay check, notify your supervisor or human resources representative immediately. Every effort will be made to remedy the discrepancy as quickly as possible. If your pay check is lost or stolen, notify your supervisor or human

resources contact immediately. A new pay check will be issued after payment has been stopped on the original check. Gunthers Building Center will not be obligated to indemnify an employee for any monetary loss suffered as a result of a lost pay check if we are unable to stop payment on the original check.

Company will deduct all applicable taxes and all other legally required deductions from your payroll check each pay period. Group Insurance premiums (if applicable) will also be deducted from your payroll check each pay period.

Wage advancements are at the discretion of Management and Ownership. See “Appendix B” for more information.

4.17. Reporting Absences

In all instances specified in Sections 5.1 through 5.10, as described below, all leave requests and approvals should be made in writing whenever possible.

After five (5) days of unauthorized absence, and if we receive no acceptable explanation, the Company may assume that you have resigned or abandoned your employment with Gunthers Building Center.

(5) Benefits and Services

Except where required by applicable federal or provincial law, the benefits provided to employees by Gunthers Building Center are subject to change at any time. Please communicate with your supervisor or human resources representative if you have any questions concerning the benefits available to you as an employee of Gunthers Building Center.

5.1 Holidays

Gunthers Building Center observes – and except in emergency situations, is closed for – the following holidays:

- A) New Year’s Day
- B) Family Day
- C) Easter
- D) Victoria Day
- E) Canada Day
- F) Heritage Day (Civic Holiday) – Unpaid Holiday
- G) Labor Day
- H) Thanksgiving
- I) Christmas

When a holiday falls on a weekend, the company may designate the Friday preceding or the Monday following as the observed holiday *at the discretion the company*. Regular

full-time employees are paid eight (8) straight time hours for each holiday if the holiday falls on a regularly scheduled work day or scheduled shift of the employee as per Alberta law. Regular part-time employees are paid for holidays based upon the number of straight time hours they are normally scheduled. Temporary and provisional employees are not paid for holidays unless they are specifically requested to work on the designated holiday. Gunthers Building Center complies with Federal and Provincial regulations regarding general holidays. Please refer to “Appendix D” for specific dates applicable in the current calendar year.

5.2. Vacation

Company full-time regular employees are entitled to the following paid vacation schedule per year worked based on length of employment:

Less than one year No paid vacation time
At least one year but less than 5.... Two weeks of paid vacation
5 years +..... Three weeks of paid vacation

Your requested vacation time must be submitted in writing to your supervisor at least two (2) weeks prior to the anticipated vacation date. Vacation time must be taken in full days only. Every effort will be made by the company to accommodate vacation requests; however, business circumstances may not permit all requests to be honored.

Employees may, at their option, carry over no more than eighty (80) hours of vacation leave from one calendar year to the next. Any unused vacation time not carried over at the end of the calendar year may be paid to the employee in straight time earnings. You as the employee are responsible for requesting payment for unused vacation time.

5.3. Sick Leave

Gunthers Building Center provides paid sick leave to eligible employees when you are away from work due to illness. Unless approved by the company, you will be limited to three (3) sick days per year. Sick days may be used for your own illness or to care for a sick child. If you are unable to work due to illness, you must notify your immediate supervisor directly as soon as possible and one hour prior to when you were to report to work.

Company permits use of available sick days for absence due to the birth or adoption of a child to an employee.

Industrial accidents and illness are covered by Worker’s Compensation Insurance pursuant to the requirements of the laws in the province in which the company operates. The sick leave policy outlined above does not apply to those illnesses or injuries that are covered by a worker's compensation policy.

5.4. Maternity Leave

Gunthers Building Center employees are allowed maternity leave as allowed under provincial regulations and law. Additional time may be allowed under unusual circumstances and with the permission of your supervisor.

5.5. Funeral Leave

Gunthers Building Center allows three (3) days off each year without pay for a death in your immediate family. Immediate family is defined as parents, spouse, children, brothers, sisters, mother-in-law, father-in-law, grandparents, and grandchildren. For unusual circumstances you may request up to two (2) additional days; however, these additional days must be approved by your supervisor in advance.

Funeral leave for the death of anyone other than an immediate family member will require prior approval from your immediate supervisor. Funeral leave for such a death is limited to two (2) days per year.

5.6. Jury Duty

Gunthers Building Center will provide time off work for any employee who has been assigned jury duty. Federal and provincial law dictates whether this is paid or unpaid. Please provide your immediate supervisor with a copy of the jury summons as soon as possible after you receive it.

5.7. Time Off For School Conferences

Unpaid time off, up to a maximum of 4 hours (4) hours each year is available to all employees for attending school conferences and activities, and preschool activities which cannot be scheduled during non-working hours. When leave cannot be scheduled during non-working hours and the need for the leave is foreseeable, you must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly Company's operations.

5.8. Personal Time off – Brief Periods

There may be an occasion when you need a short period of unpaid time (less than two hours) during your regular work schedule to attend to personal matters, such as closing on a home loan, obtaining transportation after an auto accident, coping with a family emergency, etc. The decision to grant any personal time off is at the discretion of the company management and must be requested prior to taking the time off.

5.9. Time Off For Voting

At Gunthers Building Center, we encourage our employees to vote, and you will be permitted the necessary time off to do so as allowed by federal and provincial law. You will be allowed a reasonable period of time to vote in case you are unable to vote before or after your regular working hours.

5.10. Health/Life Insurance

Gunthers Building Center makes health and/or life insurance available to eligible employees and their eligible family members. The company contributes to the cost of the premiums for the group benefits, with the employee sharing the remaining cost.

Eligible employees are all regular full-time employees who have completed ninety (90) calendar days of employment. Please contact a company representative for more information and details on any health or life insurance plans that are being offered.

5.11. Miscellaneous Benefits

At the discretion of the company management and upon approval by the ownership, you may be entitled to receive specific employee discounts on products or services provided by Gunthers Building Center. Generally speaking, the discount is the landed cost of the product plus 10%.

5.12. Worker's Compensation

Gunthers Building Center is committed to meeting its obligations under applicable workers' compensation acts which provide medical, rehabilitation, and wage-replacement benefits to individuals who sustain work-related injuries or illnesses while working. All work-related accidents, injuries, and illnesses must be reported immediately. The failure to promptly report an accident, injury, or illness may result in the loss of coverage under workers' compensation insurance. When possible, Gunthers Building Center will offer light duty or reduced responsibility tasks to accommodate an injury. Failure on your part to accept these tasks may lead to unpaid wages/benefits by the company or WCB. Gunthers Building Center will follow all regulations as outlined in federal and provincial legislation.

5.13. Retirement Plans

Contact a company representative for information and details on any retirement or other savings plans that are being offered and to determine your eligibility. Gunthers Building Center does have a *MANDATORY RETIREMENT POLICY*; please see "Appendix C.

(6) Separation from Employment

6.1. Layoff and Recall

There may be occasions when it becomes necessary for management to reduce staff at Gunthers Building Center, due to certain business conditions or for other reasons. On such occasions, the company will make decisions on the basis of our business needs related to employee job functions and their performance. Your supervisor or other company official will speak to you personally about your employment status as needed.

6.2. Resignation - Termination of Employment by the Employee

You, as an “at will” employee not subject to an employment contract, may choose to end your employment with Company at any time, with or without good cause.

You are requested to submit a notice of resignation in writing to your supervisor two (2) weeks prior to the date you intend your resignation to take effect, to assist Company in planning for your departure. Gunthers Building Center may choose to end your employment upon your notification. All monies owed to you will be paid in accordance to federal and provincial laws.

6.3. Dismissal - Termination of Employment by the Employer

As an “at will” employee not subject to an employment contract, Gunthers Building Center is entitled to terminate your employment at any time and for any reason or for no reason at all, regardless of your work performance or compliance with the rules set forth in this Manual.

6.3.1. Automatic Dismissal

The commission of any offense considered serious enough by Gunthers Building Center management, without limitation to those outlined below, will, except in extraordinary circumstances in the sole discretion of the company’s management, be followed by the immediate dismissal of that employee:

- * Making false statements or omitting pertinent facts on an employment application or in an employment interview;
- * Threatening, assaulting, fighting with, or harassing another employee or anyone else encountered during the course of business;
- * Stealing or deliberately damaging the company's or other employees’ property;
- * Possessing a weapon at work;
- * Reporting to work under the influence of alcohol, narcotics, or other drugs, unless the drug was prescribed for the employee by a physician;
- * Falsifying, destroying or withholding company documents or computer files;

- * Making false statements to management concerning Company related data/information
- * Conviction of a felony offense and/or imprisonment;
- * Taking unauthorized leave or failing to show up at work for more than three (3) consecutive days without notifying a supervisor; and
- * In the case of commercial drivers: Transporting unauthorized passengers in company vehicles
- * In the case of salespersons: Salespersons who make false claims about the product or sell unauthorized products on company time.

6.4. Exit Interview

Upon termination of employment, voluntary (by the employee) or involuntary (by the employer), with or without cause in both cases, a representative of Gunthers Building Center may choose to have an exit interview with the departing employee.

During such interview, if any, you will be informed whether you are entitled to certain post-termination benefits and credits that may be due, full or pro-rated vacation pay, and other post-employment related matters.

Any employee who terminates his or her employment, or is terminated by Company shall return all files of any kind, keys, tools, and any other materials whatsoever that are the property of the company.

Unless otherwise prohibited by applicable federal or provincial law, final settlement of your pay will not be made until all property owned by Company is returned in satisfactory condition. The cost of replacing any items not returned may be deducted from your final paycheck, or, if this is not possible, due to legal restrictions or otherwise, legal action may be taken to recover any property or monies due Company.

7. Communication Policy

Any questions with respect to any of the provisions of this Employee Manual should be addressed to your immediate supervisor or the company human resources representative.

You are entitled to express your point of view on work-related matters in a constructive manner, as well as to make any productive suggestions in any of the communication avenues available within Gunthers Building Center.

8. Arbitration; Choice of Law

Any controversy or claim arising out of or relating to the employment relationship created between the employer (Gunthers Building Center) and employee (you), including all topics covered in this Employee Manual, and the interpretation of this Manual, or any alleged breach of it, shall be settled by arbitration in accordance with the Arbitration rules of provincial law with an agreed upon arbitrator. If the parties cannot agree on an arbitrator, a court of competent jurisdiction shall appoint an arbitrator at the request of either Party. Although the parties shall initially bear the cost of arbitration equally, the

prevailing party, if any as determined by the arbitrator at the request of the parties which is hereby deemed made, shall be entitled to reimbursement for its share of costs and reasonable attorneys' fees, as well as interest at the statutory rate. Judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. The determination of the arbitrator in such proceeding shall be final, binding, and non-appealable.

This Manual shall be interpreted, construed, and enforced in all respects in accordance with the laws of Canada and the province of Alberta.

We have supplied a separate copy of the Acknowledgement Form below.

Please be sure to sign, date, and return this form to your supervisor after reading this Employee Manual; doing so is a prerequisite for employment with Gunthers Building Center.

Also attached is an Employee Checklist for you to complete and return along with your Acknowledgement Form.

Thank you and we look forward to having you as an employee!

APPENDIX A

Injuries and Accidents

First aid kits are located throughout the premises. Please familiarize yourself with the locations throughout the facility.

Emergencies should be reported first to 911 and then to your first available supervisor.

Accidents involving company vehicles require the operator to:

- Call 911 if there are any injuries

- Call the Operations Manager or General Manager to report the incident

- Get a copy of any policy reports that may be available

- Note the names and license numbers of the parties involved

- Get names and addresses of potential witnesses

All on the job injuries and accidents, however minor, and whether or not reportable to WCB, must be reported to your supervisor immediately after any medical attention that may be required has been administered.

All incidents resulting in lost time, damage to equipment, and/or and requiring professional medical attention must be reported to the Workers Compensation Board. Please see the Operations Manager for the appropriate forms.

APPENDIX B

Advances

Payroll advances may be requested from the payroll department up to 2 times a year per employee. Each additional advance in a calendar year will be subject to a \$50 administration fee. Amounts of advances are limited to the greater of accrued vacation pay or what can be reasonably deducted over 2 pay periods (net of mandatory withholdings). Advances may not be given to employees who have not worked with the company less than 90 days.

APPENDIX C

Retirement

Due to the demanding and detailed nature of work in our industry, at age 65 GBC employees are subject to a mandatory phased in retirement program.

At age 65, an employee's work schedule and compensation will be reduced by 25% per quarter subject to a quarterly performance review with management to determine if work objectives and requirements are being fulfilled.

If it is determined by management that the quality and scope of work is not up to a normal and regular level than the phase out may be accelerated. If quality and scope of work exceed normal and regular levels the phase out may be decelerated.

APPENDIX D

Holiday Entitlements - 2018 Official General Holiday Schedule

New Year's Day – Saturday January 1, 2018
Alberta Family Day – Monday February 19, 2018
Good Friday – Friday March 30, 2018
Victoria Day – Monday May 21, 2018
Canada Day – Monday July 2, 2017
Labour Day – Monday September 3, 2018
Thanksgiving – Monday October 8, 2018
Remembrance Day – Sunday November 11, 2018
Christmas – Tuesday December 25, 2018 {Monday or Friday may be given off in Lieu at Managers discretion}

Other Holidays - Non-Statutory:

Monday August 6, 2018 – Heritage Day – CLOSED – THIS IS A NON PAID HOLIDAY - Single vacation day may be taken subject to supervisor approval

Friday December 29, 2017 – Open until noon

General Holiday Qualification:

With the exception of employees who work in specified industries and professions, most Alberta employees are entitled to general holidays and general holiday pay. The basic criteria for general holiday pay eligibility are as follows:

- the employee must have worked for the employer for at least 30 working days in the year before the general holiday
- the employee must have worked their last scheduled shift before, and the first scheduled shift after, the holiday (note that employees will remain eligible if they have the employer's permission to be absent for either or both of these shifts), and
- the employee must not have refused to work on the general holiday when asked to do so

Employees may need to meet other eligibility requirements before qualifying for a particular paid general holiday. Eligibility requirements are outlined in the Code. Because of the nature of employment in the construction industry, there is no requirement on construction employers to provide their employees with general holidays. They are, however, entitled to general holiday pay in an amount that is at least 3.6 per cent of their wage. If the holiday falls on what would be a normal day off for the employee and the employee does not work, there is no entitlement.

APPENDIX E
New Employee Orientation Checklist
APPENDIX F

| EMPLOYEE INFORMATION | | |
|--|--|---|
| Name: | Start date: | |
| Position: | Orienteer : | |
| FIRST DAY | | |
| <input type="checkbox"/> Provide employee with New Employee Handbook <input type="checkbox"/> Assign "buddy" employee(s) to answer general questions. | | |
| POLICIES | | |
| <input type="checkbox"/> Review key policies. | <ul style="list-style-type: none"> • Anti-harassment • Vacation and sick leave • FMLA/leaves of absence • Holidays • Time and leave reporting • Overtime • Performance reviews • Dress code | <ul style="list-style-type: none"> • Personal conduct standards • Progressive disciplinary actions • Security • Confidentiality • Emergency procedures • Visitors • Health and Safety Policy |
| SAFETY ORIENTATION | | |
| <input type="checkbox"/> Review of Safety Rules and Expectations. | <ul style="list-style-type: none"> • Basic PPE • Critical Tasks • Specialized PPE Training • Jobsite Hazard Assessments • Tool and Equipment Training • Hazardous Materials • Company Safe Work Practices | <ul style="list-style-type: none"> • Emergency Response Plan • Legislation • Lockout / Tag out Procedures • Equipment inspection and Reporting • Toolbox Meetings • First Aid |
| FACILITY TOUR | | |
| <input type="checkbox"/> Tour of all Work Stations and Identification of “Safe Zones” | | |
| VERIFICATION OF ORIENTATION | | |
| Employee Signature: | Orienteer Signature: | |

Corporate Health and Safety Policy

Corporate Health and Safety Policy

Being a worker at Gunther's Building Center means that you and everyone else you work with are connected. You are all connected by the commitment this company has made to health and safety. The Safety Officer at this company is not your enemy and anything he asks you to do is only in the interest of safety. When we say commitment to health and safety for all workers, we mean a commitment from not only the Safety Officer but the entire management group and ownership of this company. It is this business's safety policy that we get every single member of our staff home every night safely. Common sense and your own interest are the first tools in the arsenal that you as a worker here at Gunther's Building Center bring to the table from day one. It is the commitment of this company that we will provide the additional tools that you will need as we are genuinely concerned for the health and safety of all employees.

As a company we ask you to co-operate in any and all ways that you can to provide a safe and easy working environment. If you see something that you deem to be unsafe, you do have the right to refuse to work and no one is allowed to tell you otherwise. If you have any other questions, please refer to the Safety Manual and/or your company handbook. These two consist of all of the company's rules and policies, and you will be able to find what you're looking for there. If you are not able to find what you are looking for, you can ask a member of your posted Safety Committee or Safety Officer.

In regards to accidents and near-misses, you are obligated to report any occurrence to your supervisor or a member of the Safety Committee; this is not a request. This incident could be something as small as cutting your finger with a knife or as serious as a chemical burn. If it happens, you need to report it.

We would like to thank you all for your continued compliance and support of health and safety at this company.

APPENDIX G

Corporate Privacy Policy

Client Privacy Policy

Collection and use of personal information

Although most of our clients are businesses, we do collect from time to time a wide range of personal information about identifiable individuals for the purpose of providing 30 day credit terms and/or to execute day to day business dealings between our sales department and our clients. Every member of our company has been carefully briefed on the fact that no personal information about our clients can be disclosed to any third party without our client's prior consent.

Protection of personal information

Your personal information is kept under lock and key with restricted access to the accounting office in the case of credit applications and any resulting information gathered. If your information is kept electronically, it is password protected with only those who "need to know" having access to such password. During non-business hours, the building is alarm protected with access only by management with alarm codes.

Disclosure of personal information

By signing Gunthers credit application; you have instructed and consented that: Gunthers Building Center Ltd. conduct a credit investigation to obtain whatever information as may be deemed necessary in connection with the establishment and maintenance of a credit account, including cause to conduct personal investigations.

Retention and destruction of personal information

Your file will be kept as long as your credit account is active. Inactive files will be kept for a period of up to 2 years. When your file is destroyed, we will undertake such destruction in a manner that will eliminate or at least minimize the risk of any personal information being disclosed to any unauthorized third party.

Right to access and correct

You can review your personal information on reasonable notice, during regular business hours by making that request of the Gatekeeper. You have the right to a request a correction be made to your personal information. The management will determine whether that correction should be made or how it should be dealt with within 30 days of the request for correction having been first made to the Gatekeeper. You can make an inquiry or complaint directly to the Gatekeeper at any time, in writing.

Appeal process

In the event that you are not satisfied with the outcome of your request, decision or interaction with the Gatekeeper, you have the right to appeal to the management of the company. To appeal to the management, you will need to provide written notice of your request for an appeal to the Gatekeeper and the Gatekeeper is required to forward the same to the management at which point you will receive further communication from the company regarding whether a meeting or written reply will be provided to you in relation to the issue.

Changes to the Privacy Policy

Our privacy policy may change from time to time and those changes will be recorded in this document.

Employee Privacy Policy

Reasonable collection and use of personal information

Gunthers Building Center will collect from its employees and use only such personal information as is reasonably necessary for the identified purpose that will be stated (either orally or written) at or prior to the time of collection of the personal information.

Type of personal information collected

We confirm at this point in time, we have collected and will continue to collect personal information on our employees relating to, among other things: their past endeavors as relayed to us in the employee's resume or as disclosed to us by the employee's references or in the employee's interview(s); bank account information, job performance, salary, dependents and health benefit information.

Use, retention and disclosure of personal information

The use and disclosure of personal information will be limited to the purpose for which it was collected. If information is to be used or disclosed for a new purpose, consent to the new purpose will be obtained orally or where we find it advisable, in writing from you. We will retain your personal information during the course of your employment with this company and for seven years thereafter. The company reserves the right to determine exactly when to destroy the personal information after the seven year period. The personal information, when destroyed, will be destroyed in such a fashion so as to minimize the risk of its disclosure to any unauthorized third party.

Our employee's personal information will be provided to those in management who are required to have the personal information in order to carry out the purpose for which it

was collected. We will also disclose the personal information to any benefit provider that is engaged by the company for the purpose of allowing the benefit provider to provide benefits to the employee. The results of any testing performed are typically shared among the management to encourage an understanding of each co-worker's common characteristics.

Oversight and redress

Each employee has the responsibility to ensure that any changes in personal information including home addresses or unlisted telephone numbers are provided to us within 7 days of the change having been effected.

Protection of personal information

Each employee's personal information will either be password protected if kept electronically or kept under lock and key if retained in paper format.

The Gatekeeper

The Gatekeeper of the employee's personal information is Delora Elliott. You can review your personal information on reasonable notice, during regular business hours by making that request of the Gatekeeper. You have the right to request a correction be made to your personal information. The management will determine whether that correction should be made or how it should be dealt with within 30 days of the request for correction having been first made to the Gatekeeper. You can make an inquiry or complaint directly to the Gatekeeper at any time, in writing.

Unsolicited or solicited resumes – Privacy Policy

Gunthers Building Center Ltd. makes no commitment to keep your resume or any related personal information provided for any period of time. The company reserves the right to keep your resume and personal information provided for a maximum period of 2 years.

Your resume and personal information will be provided to any member of management that may benefit from reviewing the same.

We will not disclose the content of your resume and personal information to any third party unless you have consented either orally or in writing to the same.

Your resume and personal information will either be password protected if provided electronically or kept under lock and key if provided in paper format. The results of any testing performed are typically shared among members of management to encourage discussion about the suitability of any particular candidate for a position and to enhance the opportunity for better understanding among co-workers.

Your resume and personal information, when destroyed, will be destroyed in a manner that will minimize the risk of disclosure of the personal information to any unauthorized person.

You can review your personal information on reasonable notice, during regular business hours by making that request of the Gatekeeper. You have the right to a request a correction be made to your personal information. The management will determine whether that correction should be made or how it should be dealt with within 30 days of the request for correction having been first made to the Gatekeeper. You can make an inquiry or complaint directly to the Gatekeeper at any time, in writing.

Appendix H

Company Safe Work Practices

Forklift Safety

As a staff member at GBC you may be asked to operate a forklift, but here are some things you should know before you operate any type of powered industrial vehicle.

There are about 85 forklift fatalities per year, 34,900 serious injuries and 61,800 non-serious injuries. There are roughly 900,000 forklifts operating in Canada currently and at least 11% of these will be involved in some sort of accident every year.

Part of that 11% is due to blind spots; if you are an operator you must be aware of your surroundings and of pedestrians in your area. A worker walking by you while you are on a forklift is more likely to be aware of the dangers of car or truck than of you on a forklift. It is your responsibility as an operator to be aware, and cautious when operating a forklift in an area where there is pedestrian traffic (basically the entire GBC warehouse and yard area). Use the horn to signal when you will be going around a corner, or to get the attention of a pedestrian in your area. Take it slow and make sure you aren't flying around corners as it is possible that a pedestrian may not be able to get out of the way even if they hear your horn. Also if you have a large load on your forklift (one that blocks your forward view) use a spotter to help guide you. If you can't see where you're going it's liable to cause an accident.

Pedestrians also have a responsibility to be aware themselves, if you have fellow worker working on a forklift make sure they know you are there. Call out to them or if in a loud environment make eye contact with them and let them know you will be in their area. Make sure you are cautious when walking into and out of aisles as this could also cause an accident. I'm sure we've all had instances where we've walked into or out of an aisle without looking only to have a forklift slam on its breaks to avoid us.

Another key point is balancing of loads and making sure you are not overloading the forklift. 42% of the above mentioned 11% will be due to forklifts being overloaded and tipping over. If you for any reason believe that a load is too heavy for the forklift you are using stop immediately and see your supervisor.

If you have any more questions or concerns or want to learn more about how to be safer while operating a forklift see your safety officer or your supervisor. Be safe; because being safe means we all go home alive.

Lifting Safely

Lifting safely is a very important; every time you lift something you run the risk of getting a serious back injury. Let's face it; we at GBC are going to be called on to lift some really heavy stuff and we need to know what the implications are when we lift those things.

Read the general points below and remember to be safe!

- Don't lift more than you can handle. Ask for help with heavy loads.
- Wear safety shoes.
- If the object is rough or sharp, wear gloves.
- When lifting make sure you are lifting from the knees and legs
- NEVER lift from your back.
- Keep the load close to your body.
- Don't twist your body when placing a load to one side or the other. Move your feet instead.
- When it comes to lifting, don't break your back. Instead, lift right and give your back a break.
- Be careful and aware of obstacles when lifting and carrying product.
- Do not lift anything you believe will be unsafe for yourself or any other to carry alone.



| SAFE WORK PRACTICE | |
|----------------------------------|--|
| TITLE | Manual Lifting And Carrying |
| GENERAL | Protecting workers from injuries associated with material lifting and carrying. |
| APPLICATION | Most lifting accidents are due to improper lifting methods. All manual lifting should be planned and safe lifting procedures followed. |
| PROTECTIVE MECHANISMS | Safe work procedure, safe lifting procedures, PPE |
| SELECTION AND USE | As per Safe Job procedures, safe lifting procedure |
| SUPERVISOR RESPONSIBILITY | Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training. |
| WORKER RESPONSIBILITY | <ol style="list-style-type: none"> 1. Ensure that you know your physical limitations and the approximate weight of materials. 2. The use of power equipment or mechanical lifting devices should be considered and employed where practical. 3. Obtain assistance in lifting heavy objects. 4. Ensure a good grip before lifting and employ proper lifting technique. 5. Avoid reaching out. 6. Pipes, conduit, reinforcing rods and other conductive materials should not be carried on the shoulder near exposed live electrical equipment or conductors. 7. Be aware of hazardous and unsafe conditions. |

| SAFE WORK PRACTICE | |
|----------------------------------|---|
| TITLE | Driving |
| GENERAL | Protecting workers from injuries associated with driving operations. |
| APPLICATION | Operation of motor vehicles must be performed according to all vehicle codes, traffic laws, company procedures, and manufacturer’s recommended operating guidelines. |
| PROTECTIVE MECHANISMS | Safe work procedure, Highway Traffic Act, company rules, manufacturers recommendations |
| SELECTION AND USE | As per Safe Job Procedures, company rules, and manufacturers recommendations |
| SUPERVISOR RESPONSIBILITY | Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training |
| WORKER RESPONSIBILITY | <ol style="list-style-type: none"> 1. Ensure you have a valid operator’s license. 2. Be conversant with traffic laws and regulations. 3. Drive defensively. 4. Back in when practical. 5. Ensure the vehicle has an emergency road kit. 6. Ensure you are not under influence of alcohol or drugs. 7. Avoid driving when fatigued. 8. Ensure seatbelts are worn at all times when travelling. 9. Be familiar with vehicle and its capabilities. 10. Avoid offering rides to strangers or hitchhikers. 11. Perform a “walk around” prior to travelling. 12. Use good judgment and understand the basic recovery skills appropriate to the vehicle you are driving. 13. Refer to SWP for “Cell Phone Use in Vehicles”. |

| SAFE WORK PRACTICE | |
|----------------------------------|--|
| TITLE | Driving (Winter) |
| GENERAL | Protecting workers from injuries associated with winter driving. |
| APPLICATION | Operation of motor vehicles must be performed according to all vehicle codes, traffic laws, company procedures, and manufacturer's recommended operating guidelines. |
| PROTECTIVE MECHANISMS | Safe work procedures, Highway Traffic Act, company rules, manufacturers recommendations |
| SELECTION AND USE | As per Safe Job Procedures, company rules, and manufacturers recommendations |
| SUPERVISOR RESPONSIBILITY | Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training, ensure compliance and enforcement |
| WORKER RESPONSIBILITY | <ul style="list-style-type: none"> 14. Ensure you have a valid operator's license. 15. Be conversant with traffic laws and regulations. 16. Drive defensively. 17. Back in when practical. 18. Ensure the vehicle has an emergency road kit. 19. Ensure you are not under influence of alcohol or drugs. 20. Avoid driving when fatigued. 21. Ensure seatbelts are worn at all times when travelling. 22. Be familiar with vehicle and its capabilities. 23. Avoid offering rides to strangers or hitchhikers. 24. Perform a "walk around" prior to travelling. 25. Use good judgment and understand the basic recovery skills appropriate to the vehicle you are driving. 26. Refer to SWP for "Cell Phone Use in Vehicles". |

| SAFE WORK PRACTICE | |
|----------------------------------|---|
| TITLE | Care And Handling Of Propane Cylinders |
| GENERAL | Protecting workers from injuries associated with the care and handling of propane cylinders |
| APPLICATION | No person shall handle propane cylinders or use propane cylinders until they are fully aware of the potential hazards and the precautions necessary to handle propane safely. |
| PROTECTIVE MECHANISMS | Safe work procedure, TDG (Transportation of Dangerous Goods) legislation, WHMIS, PPE, permit system |
| SELECTION AND USE | As per Safe Job procedure, TDG, manufacturers specifications |
| SUPERVISOR RESPONSIBILITY | Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training, ensure TDG compliance. |
| WORKER RESPONSIBILITY | <ol style="list-style-type: none"> 1. Ensure WHMIS and TDG labels are attached and visible. 2. Cylinders are transported and secured in an upright position in a ventilated area. 3. Cylinders will not be stored inside buildings, or carried in closed canopies, vehicles, tool vans. 4. Regulator to be installed on cylinder prior to use. 5. When checking for leaks use a soapy water solution. 6. When not in use, cylinder to be secured in upright position, valve closed and regulator removed. 7. Cylinders should not be used if shoulder label/stamp is not legible. 8. When not in use, a plug or cap must be used to seal opening of valve. 9. Ensure cylinders in storage or transit must be equipped with valve cap or collar and regulator removed. 10. Cylinder not to be painted over in any fashion. |

| SAFE WORK PRACTICE | |
|----------------------------------|--|
| TITLE | Cell Phone Usage |
| GENERAL | Protecting workers from injuries associated with the improper use of cell phones while operating a motor vehicle. |
| APPLICATION | Using a cell phone improperly while operating a motor vehicle may be hazardous to the worker and general public. |
| PROTECTIVE MECHANISMS | Safe work procedure, Highway Traffic Act, local regulations, manufacturer's recommendations |
| SELECTION AND USE | As per Safe Job procedure, manufacturers specifications |
| SUPERVISOR RESPONSIBILITY | Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training. Enforcement and compliance. |
| WORKER RESPONSIBILITY | <ol style="list-style-type: none"> 11. When the vehicle is in motion calls may not be answered by the driver and must be directed to voicemail or a passenger. 12. If an employee driving a vehicle must make a phone call, the vehicle must be parked and in a safe location. 13. If making an emergency call (911), the vehicle must be safely parked before making the call. |

| SAFE WORK PRACTICE | |
|----------------------------------|--|
| TITLE | Tagging Out Defective Tools and Equipment |
| GENERAL | Protecting workers from injuries due to use of defective equipment or tools |
| APPLICATION | If any equipment or tool is defective, do not use it. |
| PROTECTIVE MECHANISMS | Defective equipment should not be used and it should be clearly tagged for nonuse. |
| SELECTION AND USE | Have defective tools or equipment tagged with appropriate signage. Red tags or danger (do not use) tape. |
| SUPERVISOR RESPONSIBILITY | Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training. |
| WORKER RESPONSIBILITY | <ol style="list-style-type: none"> 1. All tools and equipment should be inspected before use. 2. Make sure all cords are free from spark and wear. 3. If any defects tag out using safe work procedures. 4. Inform supervisor, manager and put into tag out area. 5. Do not use if tagged out of service. |

| SAFE WORK PRACTICE | |
|----------------------------------|--|
| TITLE | Loading & unloading company trucks |
| GENERAL | Protecting workers from injuries while loading and unloading company vehicles |
| APPLICATION | All loading and unloading must be done following safe lifting procedures as well as following manufactures load limits. |
| PROTECTIVE MECHANISMS | Safe job procedures, safe lifting procedure ,PPE |
| SELECTION AND USE | As per safe job procedure and safe lifting procedure |
| SUPERVISOR RESPONSIBILITY | Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training. |
| WORKER RESPONSIBILITY | <ol style="list-style-type: none"> 1. Ensure that you know your physical limitations and the approximate weight of materials. 2. The use of power equipment or mechanical lifting devices should be considered and employed where practical. 3. Obtain assistance in lifting heavy objects. 4. Ensure a good grip before lifting and employ proper lifting technique. 5. Avoid reaching out. 6. Pipes, conduit, reinforcing rods and other conductive materials should not be carried on the shoulder near exposed live electrical equipment or conductors. 7. Be aware of hazardous and unsafe conditions. 8. All loads should be secured with weight being evenly distributed on both sides. |

| SAFE WORK PRACTICE | |
|----------------------------------|--|
| TITLE | Power and Hand Tool Use |
| GENERAL | Protecting workers from injuries associated with the use of power and hand tools |
| APPLICATION | Power tools and hand tools to be used and maintained in compliance with manufacturer's guidelines. |
| PROTECTIVE MECHANISMS | Safe work procedures, PPE, manufacturers specifications, permits {if required} |
| SELECTION AND USE | As per Safe Job Procedures |
| SUPERVISOR RESPONSIBILITY | Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training. Review the project and prepare a list of required tools. |
| WORKER RESPONSIBILITY | <ol style="list-style-type: none"> 1. Electrical tools must have 3 wire (grounding) cord and plug, excluding double insulated tools. 2. Grinder discs, buffers and stones to be used only for designed application and at rated speed. 3. Stationary grinders must have properly adjusted tool rests and stones to be properly dressed. 4. Angle grinders to have Original Equipment Manufacturer (O.E.M.) guard. 5. On/off switches must be functional and positioned so Operator has access. 6. Accessories can only be used that are designed for use with the tools specified. 7. Saw blades must be designed for the product being cut and at the rated speed, O.E.M. guards must be in place and functional. 8. Chisels, punches, hammer, wrenches, etc. to have all burrs ground from striking area. 9. Chisels, punches, screwdrivers, etc. to have tips properly dressed. 10. Cracked a/o splintered handles to be replaced. 11. All tools must be cleaned after use and repairs made before being properly stored. 12. Tools to be used for designed purpose only. 13. Repairs to tools must be performed by qualified personnel, using O.E.M. parts or equivalent. |

| SAFE WORK PRACTICE | |
|----------------------------------|---|
| TITLE | Use and Care of Respirators |
| GENERAL | Protecting workers from injuries associated with the improper use and care of respirators |
| APPLICATION | When hazardous airborne contaminants are present, a proper respirator is required. |
| PROTECTIVE MECHANISMS | Safe work procedure, WHMIS, PPE, Emergency response plan |
| SELECTION AND USE | As per Safe Job procedure, manufacturers specifications |
| SUPERVISOR RESPONSIBILITY | Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training. Selection of equipment. Work site inspection. |
| WORKER RESPONSIBILITY | <ul style="list-style-type: none"> 14. Ensure you are fully trained on respiratory equipment. 15. Respirators will be selected on basis of hazards to which the worker is exposed. 16. Inspect before each use. 17. Inspect after each use. 18. Clean and disinfect after each use. 19. Store the respirators properly. |

Authorization for payroll deduction for traffic infractions

From time to time you may be asked or instructed to drive a company vehicle for the purpose of regular business. In the event of any illegal motor vehicle activity or traffic infractions, Gunthers Building Center will deduct the amount of the traffic infraction fine from your next payroll check. By signing this form you are authorizing our right to recover from you the cost of the fine.

I, _____, do hereby authorize Gunthers Building Center Ltd. to deduct from my payroll Cheque (or deposit) the amount of any traffic violation tickets caused by myself while driving a company vehicle. I will advise my team leader upon receiving a traffic violation ticket and Gunthers will advise me of the amount and the date the deduction will be taken.

Employees Signature _____

Management Signature _____

Date _____

Acknowledgement Form

This Employee Manual has been prepared for your understanding of the policies, practices, and benefits of Gunthers Building Center; it is important to read this entire Manual. We reserve the right to make changes at any time without notice and to interpret these policies and procedures at the discretion of Company. This Employee Manual supersedes all prior manuals and previously-issued policies.

After you finish reading this Employee Manual, please sign, date, and return this Acknowledgement Form within three (3) days of your receiving this Employee Manual to read.

You agree that we will keep this Manual in our possession during your employment and to update it whenever new information is provided to you. You may request a copy of your signed Manual for your records if you wish. You acknowledge that this Manual remains the property of the company and will remain in our possession for up to 7 years.

By signing below, you acknowledge that you have read and understood the policies outlined in this Employee Manual. You agree to comply with the policies contained in this Manual and to read and understand any revisions to it and be bound by them. You understand this Manual is intended only as a general reference and is not intended to cover every situation that may arise during your employment. This Manual is not a full statement of company policy. Any questions regarding this Manual can be discussed with your supervisor or human resources representative.

You acknowledge that this Manual is not intended to create, nor shall be construed as creating, any express or implied contract of employment for a definite or specific period of time between you and Gunthers Building Center or to otherwise create express or implied legally enforceable contractual obligations on the part of Gunthers Building Center concerning any terms, conditions, or privileges of employment.

Employee name (print legibly)

Employee signature

Employee Badge or ID Number

Date