



Austech Industries Ltd.



Welcome!

Congratulations on your appointment and welcome to the team at Austech Industries Ltd. We are excited that you have decided to join us and look forward to a long, happy and successful partnership together. Our business is primarily providing Heavy Duty Equipment Technicians and Welding Services. You have been hired because we believe you can help us to deliver high levels of customer satisfaction. We want to ensure that your interactions with other Austech Industries Ltd. employees and our customers will reflect the values of Austech Industries Ltd., which is Safety, Service, Always.

The purpose of this manual is to introduce you to Austech Industries Ltd., give you some information about our history, our clients and what we do. You will also find information about your terms and conditions and employment, our expectations around your behavior and our policies and procedures. This manual should be read in conjunction with your Contract of Employment.

Limitations & Exceptions

No publication of this kind can possibly cover every event or situation that could arise in human and employee relations. It is not meant to be and is not an agreement or contract for employment, or an offer or guarantee of employment to any employee. If any statement or policy in this handbook conflicts with any employment law or regulation, the law will be observed, and the affected part of this handbook will be invalid. However, all other parts will remain in effect.

This manual is by no means an exhaustive guide to your employment with us. It has been developed to act as a resource and reference for you. The policies within this manual are easily listed and accessed via the contents page. If you have any questions about the content please do not hesitate to contact Jaye Robinson, Managing Director at 780-370-5205.

Our Company History

The story of Austech Industries Ltd. starts in 2011 with Jaye Robinson creating a vision of providing safe, high quality service to clients in the Fort McMurray Oil Sands region. As Jaye established Austech Industries Ltd., the commitment to Safety and Quality were a hallmark of the company and remains so today. Demand grew for this level of service, and the growth of the company began.

Present day Austech Industries Ltd. Has grown to a Western Canadian operation servicing Alberta and British Columbia. Austech Industries Ltd. Is working on growth to other Canadian Provinces.

In the future Austech Industries Ltd., will continue to strive establishing distributor relationships with a number of quality suppliers to better serve clientele. Expand into service offerings to provide shop repairs and major overhauls, including dozer/truck overhauls and major welding.

Since 2011 Austech Industries Ltd. has worked with vendors worldwide and provided services all over Canada to companies including Finning, AECON Mining, Fort McKay Metis Group, CST Canada Coal Limited, Conuma Coal Resources, KMC Mining and many others.

Austech Industries Ltd. aims to maintain the utmost levels of service for our customers and strives to place itself at the forefront of providing Heavy Duty Mechanics and Welders.

What We Do

At Austech Industries Ltd. we provide the following products and services to our clients:

- Provide qualified, competent Heavy-Duty Mechanics & Welders
- Specialty Tooling Rentals
- Support and Commuter vehicles
- Wide range of specialty and diagnostic tools to support client work at OEM levels
- Excellent customer service
- Competitive rates
- Service Truck Capabilities
 - Welder
 - Cranes
 - Air conditioning charge kits
 - Electronic Diagnostic Tools and Service Laptops

Our Mission, Vision and Values

Mission Statement

Our mission is to provide top quality workmanship at the best value to our customer with an aim to maintain or improve our customer's sustainability and profitability. We strive to develop positive working relationships built on trust and integrity, with an emphasis on safety and service – always.

PRESENTATION

Austech Industries Ltd.'s mission is to help our clients build and develop sustainable, profitable businesses.

Vision

Our aim is to be:

- Deliver reliable service
- Take ownership in everything
- Commit to continuous improvement
- Build a positive team environment

Values

- Respect
- Experts
- Flexible
- Competitive
- Adaptable
- Value

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Core Values

SAFETY, FAMILY, COMMUNITY and SUSTAINABILITY

Our commitment to our employees is that we will provide a safe, respectful, and positive work environment. We will pay fairly, and we will reward and recognize you for your contributions to Austech Industries Ltd. In return, we ask that all employees carry out duties and responsibilities with the utmost care and consideration for themselves, the company, and co-workers. Employees are the champions for our company. We must all conduct ourselves with this in mind at all times.

SAFETY IS PARAMOUNT

- Every employee has the right to a safe workplace. The employer has an obligation to provide the resources and training necessary for a safe workplace and the employee has an obligation to follow safety procedures and to report unsafe conditions. No job is so important that we can't take the time to do it safely.

ACT WITH INTEGRITY / TRUST

- We will operate with the highest ethical and governance standards and be transparent and respectful in all we do.

VALUE EMPLOYEES

- In all processes we will respect the contribution and involvement of each other.

ENVIRONMENTALLY RESPONSIBLE

- The future of our Company, our people, and our communities will drive our sustainable approach to leadership.

DELIVER VALUE TO OUR STAKEHOLDERS

- We will at all times be financially sensible. We will strive to build and maintain financial strength for our shareholders and our employees.

CULTURE OF EMPOWERMENT

- We promote employee involvement, open communication, teamwork, respect, diversity, collaboration, and cooperation.

Code of Conduct Policy

General Expectations

This policy affirms Austech Industries Ltd.'s belief in responsible social and ethical behaviour from all employees. This policy clarifies the standards of behaviour that Austech Industries Ltd. expects of all employees.

Principles

Our employees contribute to the success of our organisation and that of our Clients. Austech Industries Ltd. fully endorse that all employees are not deprived of their basic human rights.

Furthermore, our employees have an obligation to the Business, our Clients and themselves to observe high standards of integrity and fair dealing. Unlawful and unethical business practices undermine employee and Client trust.

Our Code of Conduct policy applies to all employees and provides the framework of principles for conducting business, dealing with other employees, Clients and suppliers. The Code of Conduct does not replace legislation and if any part of it is in conflict, then legislation takes precedence. This policy is based on the following:

- Act and maintain a high standard of integrity and professionalism
- Be responsible and scrupulous in the proper use of company information, vehicles, equipment and facilities
- Be considerate and respectful of the environment and others
- Exercise fairness, equality, courtesy, consideration and sensitivity in dealing with other employees, clients and suppliers
- Promote the interests of Austech Industries Ltd.
- Perform duties with skill, honesty, care and diligence
- Abide by policies, procedures and lawful directions that relate to your employment with Austech Industries Ltd. and/or our Clients
- Avoid the perception that any business transaction may be influenced by offering or accepting gifts

- Any employee, who in good faith, raises a complaint or discloses an alleged breach of the Code, while following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner.

Austech Industries Ltd. expects cooperation from all employees in conducting themselves in a professional, ethical and socially acceptable manner of the highest standards.

Any employee in breach of this policy may be subject to disciplinary action, including termination.

Should an employee have doubts about any aspect of the Code of Conduct, they must seek clarification from Jaye Robinson, Managing Director.

Orientation, Probation, Training and Assessment – New Hires

Austech Industries Ltd. will make sure all new employees feel welcome and are ready to start work safely and competently through the use of a proper formal Induction process.

- New employees will go through an orientation and a period of probation, training and assessment. New employees are subject to a probationary period of 90 working days, used to assess their competency, performance, behaviour, and attendance; these will be documented throughout the probationary period.
- Austech Industries Ltd. reserves the right to extend the probationary period, where management deems this appropriate.
- The administrative orientation includes a variety of tasks, including completing the necessary forms for payroll and employment and learning administrative policies, practices and procedures.

Training and Development

Austech Industries Ltd. will give employees adequate training to do their job safely and competently. Our business believes training is a two-way process. We encourage employees to participate and to highlight any gaps in their own skills or knowledge they believe they have.

Training includes internal on-the-job training, written instructions such as standard operating procedures, coaching, external training and courses. Safety training takes precedence.

Hours of Work, Pay and Changes

The basic standards of compensation and conditions of employment are contained within the Provincial Employment Standards Act. Specific provincial employment standards will apply to the site in which the employee is assigned to.

- All wages are paid by direct deposit.
- Pay is deposited on a bi-weekly basis and is based on a set schedule provided to you with your hire-on documents.

Taxation payments are automatically deducted from your salary.

Payroll Advances

Must be preapproved by Managing Director, Jaye Robinson, are only approved on a case-by-case situation.

Changing Pay Details

Please advise the company Administrator via email should you wish to change any pay details.

- Changing banking information
- Closing your bank account

Change in Personal Status

Each employee is responsible for advising the company when a change occurs in personal status including:

- Marriage or Dependents
- Address or Phone number
- Email
- Emergency Contacts

Failure to notify the company of changes could result in delays in receiving benefits or misdirected important correspondence (i.e. T4s).

Averaging Agreements

Where hours of work are non-standard, in order to enable Austech Industries Ltd. to meet operational demands in a flexible manner, “Averaging Agreements” are used and subject to the Provincial Employment Standards Act. Averaging Agreements are used to average an individual’s hours of work over 2 - 4 weeks to a maximum average hours per week, up to 12 hours in a day. Agreements are maintained in the employee’s file.

Overtime and Additional Hours

Overtime is work which is performed at the direction of the manager and which is more than your contracted hours of work. If you cannot for some reason work reasonable additional or overtime hours you must notify your Manager as soon as practicable with the reasons as to why. Overtime is paid as per the Provincial Labour Standards Act.

BC Operation

- Employees can work up to 160 hours per 4-week period before overtime is incurred
- Any hours incurred beyond 160 straight time hours are paid out in overtime In BC. If all hours (168) are fulfilled in your 2-week rotation, you will receive 8 hours of overtime pay on your last day worked

Alberta & Ontario Operations

- Employees can work up to 176 hours per month before overtime is incurred
- Any hours incurred beyond 176 straight time hours are paid out as overtime.

Lateness for Work

Your Austech Supervisor and Client Site-Specific Supervisor must be notified a minimum of 1 hour in advance of the scheduled start time each day, for all late or absences without prior approval, unless in exceptional circumstances.

Being late for work or leaving work early without prior approval, unsubstantiated repeated absences or absence without approval for leave (AWOL) are actions that contravene this section and may be subject to disciplinary action up to and including suspension and/or dismissal.

It is essential that you are ready to commence work at your normal time as other employees and the business depend upon you and your contribution.

Reimbursement of Expenses

Austech Industries Ltd. will reimburse employees for *pre-approved* expenses incurred in the proper performance of their duties. Reimbursement will be subject to employees providing the itemized receipts and transaction record of each expense, in a form reasonably required by the Austech Industries Ltd. These reimbursements will only be processed once you have submitted them to the company administrator.

Travel

Reasonable travelling expenses, where incurred in the performance of an employee's duties and fall outside of the LOA (Living Out Allowance) expectations, will be reimbursed, provided that all claims are pre-approved by a Manager and are accompanied by substantiating documentation.

Timesheets

Every employee must have a timesheet submitted at the end of each workday, outlining all tasks completed, hours worked, and are signed off by a supervisor.

In the event that there are submission delays due to insufficient information, inability to get a supervisor signature, or other circumstances out of the employee's control, they are to contact the administrator to let them know the timesheet will be late.

It is the responsibility of each employee to fill in a timesheet on a daily basis. It is then the administrator's responsibility to ensure all timesheets have been submitted. If a timesheet is missing, the administrator is to follow up with the employee immediately. Further delays will result in a follow up with Management and possible disciplinary action.

- Employees submit a timesheet at the end of each workday. If you cannot find a supervisor to sign off your timesheet, it must be completed the next day before you start your work to ensure daily reporting.
- Administrator ensures that all timesheets have been submitted for the prior day.
- A missing timesheet will be followed up immediately directly with the employee.
- Accurate unit numbers and brief description of your task is necessary for all jobs while working on shift-daily.
- Report accurate HOURS/KMS on timesheets to ensure PM intervals are met.
- If paper timesheet is used on shift, please write legibly and take clean full frame photos of the paper copies to upload to your electronic timesheet.
- The employee has an opportunity to submit or explain the circumstances in which submitting was delayed.

- Failure to submit the timesheet will result in the Administrator reporting the event to Operations Manager or Maintenance Manager, who will then follow up directly with the employee.
- Continued failure to submit will result in a report to Jaye Robinson, Managing Director, who will enforce disciplinary action.

Health and Welfare Benefits & Forms

The Health and Welfare benefits are provided through Canada Life and are available to all regular employees at Austech Industries Ltd. on an opt-in basis. This includes an extended Health and Dental plan, and life insurance after a three-month waiting period of full-time employment.

A copy of the Benefits brochure will be made available at orientation.

Restructuring

Situations may arise where changes to an employee's hourly rate, premiums, benefits, and/or allowances are required. This will only occur after discussion between the employee and the managers.

There are a number of reasons why this may occur, such as:

- A reduction in total work force
- A change in job position – promotion or a demotion
- Financial requirements of the company to adjust wage or benefit schedules
- Contractual changes with our clients

Any changes to an employee's wages or position will be communicated prior to the effective date change. This will be communicated with the employee and documented in writing, using a NOC (Notice of Change) form, outlining any and all changes and the effective date. Signing the form is an acknowledgment and acceptance of the changes. Austech Industries Ltd. does withhold the right to make any changes as necessary for the functioning and success of the company.

Vacation and Annual Leave Policy

Vacation Pay & Stats

Austech Industries Ltd. distributes Vacation Pay (4%) on all applicable earnings each pay period, and as per AB and BC labour standards.

When requesting vacation/time off, an employee must:

- Formally submit a time-off request to Austech Management, in writing, using a vacation request form, at least 45 days in advance
- Time-off must be in 7-day increments
- It is the responsibility of the employee to arrange a “Shift Swap” in advance. If a swap is not a possibility, management will work with you to arrange coverage to the best of their ability.
- **Time-off is approved based on the ability to provide adequate coverage as per the needs of the client. If coverage is unable to be arranged, the time-off will not be approved.**
- Time-off is not considered approved until you have received a formal approval, in writing, from management.

Stat Holidays

There are ten statutory holidays in BC and nine in AB and nine in ON

New Year's Day (BC/AB/ON)	BC Day/ Civic Holiday (BC)
Family Day (BC/AB/ON/	Labour Day (BC/AB/ON)
Good Friday*(BC/AB/ON)	Thanksgiving Day (BC/AB/ON)
Victoria Day (BC/AB/ON)	Remembrance Day (BC/AB)
Canada Day (BC/AB/ON)	Christmas Day (BC/AB/ON)
	Boxing Day (O/N)

Eligibility for payment of a Statutory Holiday will defer to the Provincial Employment Standards Act (exceptions exist for employees who work under an averaging agreement or variance).

- If you are eligible and you work on a statutory holiday, you will be paid statutory holiday pay plus 1 ½ times your regular rate of pay for each hour worked on that day up to 12 hours.
- If you are not eligible and you work on a statutory holiday, you are paid as if it were a regular workday.

- Where the holiday falls on a weekend – the following Monday will commonly be given off, unless other arrangements are made and communicated.
- In the event of conflict between the summary provided here and the governing Provincial Employment Standards Act the legislation will prevail.

Personal (sick) leave policy

Employees must give a minimum of one hour's notice to their direct supervisor if they are unable to work because of illness.

Austech Industries Ltd. does not offer paid sick days.

Management, at its discretion, may request evidence such as a medical certificate showing that the employee was entitled to take personal leave during the relevant period.

Time in lieu policy

Austech Industries Ltd. may grant time in lieu to an employee who is required to work outside their normal hours. Time worked towards time in lieu must be approved in advance unless exceptional circumstances exist, in which case management will consider granting approval after the time is worked.

Austech Industries Ltd. will record time-in-lieu credits and debits. Generally, employee should take time in lieu in the same financial month within which they accrue it. A manager must approve time-in-lieu leave. An employee cannot accrue more 40 hours of time in lieu. At the Employer's discretion, time in lieu may be paid out.

Occupational Health and Safety Policy

Austech Industries Ltd is committed to a health and safety system that protects our workers, contractors and the public by preventing the accidental loss of any of its resources including employees and physical assets.

In fulfilling this commitment to protect both people and property, management will provide and maintain a safe and healthy work environment, in accordance with industry standards and in compliance with legislative requirements, and will strive to eliminate any foreseeable hazards which may result in property damage, accidents, or personal injury/illness.

We recognize that the responsibility for health and safety are shared. All employees will be equally responsible for minimizing accidents within our facilities and work sites. Safe work practices and job procedures will be clearly defined in Austech Industries Ltd Health and Safety Manual for all employees to follow.

Accidental loss can be controlled through good management in combination with active employee involvement. Safety is the direct responsibility of all managers, supervisors, employees, and contractors. Our goal is a healthy, injury-free workplace for all workers.

All management activities will comply with Austech Industries Ltd safety requirements as they relate to planning, operation and maintenance of facilities and equipment. All employees will perform their jobs properly in accordance with established procedures and safe work practices.

Everyone from the Managing Director, Jaye Robinson to new workers have the responsibility to ensure a safe and healthy workplace. Let's work together to prevent incidents from creating unwanted losses and personal injuries or illnesses.

Managing Director and Owner,
Jaye Robinson

Signature

Date

Personal Protective Equipment

Personal Protective Equipment is used to protect employees from injury by ensuring the use of PPE when hazards are present. All employees and contractors must wear PPE when hazards are present.

- workers must use personal protective equipment (PPE),
- all employee's will be trained in the use, maintenance and limitations of their PPE
- make sure PPE is maintained, inspected and working properly
- make sure PPE fits workers and is comfortable under working conditions
- PPE is used in accordance with the manufacturer's recommendations and requirements
- PPE will not be modified or changed contrary to its manufacturer's instructions or specifications
- PPE will meet the Occupational Health and Safety (OH&S) legislation and CSA standards

Safety

All employees are required to be aware of the WorkSafe Provincial Occupational Health and Safety Regulations (OHS Regs), available on-line at www.worksafebc.com. A Supervisor or Admin Assistant will print any particular sections of the OHS Regulations at the request of an employee.

Refusing unsafe work

Workers have the right to refuse unsafe work. If you have reasonable cause to believe that performing a job or task puts you or someone else at risk, you must not perform the job or task. You must immediately notify your supervisor or employer, who will then take the appropriate steps to determine if the work is unsafe and remedy the situation.

When workers refuse work because they believe it's unsafe, consider it an opportunity to investigate and correct a situation that could have caused harm.

If a worker refuses work because it's unsafe, workplace procedures will allow the issue to be properly understood and corrected. As a worker, you have the right to refuse to perform a specific job or task you believe is unsafe without being disciplined by your employer. Your employer or supervisor may temporarily assign a new task to you, at no loss in pay.

Steps to follow when work might be unsafe:

- Report the unsafe condition or procedure
- As a worker, you must immediately report the unsafe condition to a supervisor or employer.
- As a supervisor or employer, you must investigate the matter and fix it if possible. If you decide the worker's concern is not valid, report back to the worker.

If a worker still views work as unsafe after a supervisor or employer has said it is safe to perform a job or task

- As a supervisor or employer, you must investigate the problem and ensure any unsafe condition is fixed.

- If there is no safety committee or representing trade union at the workplace, the worker who first reported the unsafe condition can choose to have another worker present at the investigation.

If a worker still views work as unsafe, notify their Provincial WorkSafe Agent

- If the matter is not resolved, the worker and the supervisor or employer must contact their Provincial WorkSafe Agent
- a prevention officer will then investigate and take steps to find a workable solution.

Manual Lifting: Employees shall know their own physical capability to lift, carry or move materials in a manner that will not present a hazard to their back. They shall exercise all necessary precautions, such as safeguards and mechanical aids, so that the work process does not endanger them.

Reporting on-the-job Incidents, Injuries, or Illnesses

If an employee observes a condition or act that they sincerely think is a hazard:

ACTION: Stop the activity, complete a Potential Hazard or Incident report and notify to your supervisor

If you have been involved in an incident or suffered an injury or illness on the job, you must notify your Supervisor immediately. Also, if you see any of the following:

- Unsafe conditions
- Accidents
- Near misses
- Work related injury or illness

You must immediately report them to your supervisor. If the supervisor is unavailable, immediately report to your supervisor's manager, or most senior supervisor on site

Impairment (Zero Tolerance) Policy

Purpose

Austech Industries Ltd. is committed to providing a healthy and safe working environment for all its employees (including applicants), contractors, and visitors. Part of this commitment includes ensuring everyone on a worksite is fit to safely perform work.

This procedure's intent is to ensure all employees understand what fitness to safely perform work means and what to expect if any employee-including management-attends work unfit. This policy applies to all operating areas and offices to include parking lots, commuter vehicles, exploration sites, etc.

The vast majority of jobs within Austech Industries Ltd. are "Safety Sensitive." Existing Health and Safety laws prohibit employees to be impaired at work or otherwise undertake any act which could have an impact on their safety or the safety of others.

Some examples of impairment include but are not limited to:

- **medical conditions** - such as seizures or unexplained unconsciousness
- **prescription or non-prescription drugs** - including cold medication or pain relievers
- **recreational cannabis** - workplace policies should ensure workers understand their expectations around consumption
- **alcohol** - poor coordination, slurring words
- **fatigue** - feeling very tired, weary or sleepy resulting from both mental or physical factors
- **mental health concerns** - including depression or anxiety
- **temporary, situational stressors** - such as grief or financial problems

Definitions

Impairment: a deterioration of an individual's judgement and decrease in their physical ability to complete a task.

Fit for duty: a state of physical and mental that allows an individual to perform his or her job duties safely and effectively without impairment due to the use of or after-effects of alcohol, illegal drugs, legal medications or other health conditions.

On duty includes reporting for and performing work, including:

- Scheduled work;
- Unscheduled call-in work;
- Work performed at Austech Industries Ltd. facilities;
- Work performed for Austech Industries Ltd. away from company facilities, including traveling to and from work.
- Lulls while waiting for tasks, including breaks pending return to work.

Safety-sensitive: positions that have a direct and substantial impact on the health and safety of the employee, other workers, customers, visitors, the public, property and/or the environment, including but not limited to those involving driving, operation of machinery or equipment, handling of toxic substances and others determined by Austech Industries Ltd.

Substance abuse: the use of alcohol, illegal drugs, medications (including medical marijuana), and other substances that can impair a person's judgment, clarity and functioning and render him/her not fit for duty.

Roles and Responsibilities

Contractors/Vendors are businesses performing a service for Austech Industries Ltd. They are responsible for ensuring their employees working for Austech Industries Ltd. understand this procedure and that contractors meet Austech Industries Ltd. workplace standards, meaning no impairment by, (but not limited to) drugs, alcohol, medical prescriptions, cannabis or fatigue while being employed by Austech Industries Ltd.

Employers have a duty to provide a safe workplace and to take reasonable steps to prevent bodily harm to a worker or to others. This is a general responsibility to provide a safe workplace which extends to ensuring that employees who are impaired are removed from the workplace.

This responsibility is imbedded in Common Law, WorkSafeBC, and the Criminal Code.

Supervisors are Austech Industries Ltd., who are responsible for enforcement of all requirements, rules, and established guidelines as outlined in this procedure. They ensure personnel are provided with the necessary training and the proper instructions for this procedure. If a supervisor becomes aware of a worker showing signs of possible impairment and the worker's ability to perform their job safely is at

risk, the supervisor is to take action and handle the situation promptly. Employees suspected to be under the influence will be provided with transportation to ensure a safe return home.

Employees are persons employed by Austech Industries Ltd. and can be an employee, temporary employee, or sub-contractor. Employees have the duty to do their job safely and understand the impact that using illicit substances can have on their safety and that of others. Workers have the duty under the Occupational Health and Safety Act to work safely, follow the employer's health and safety instructions, and report hazards as they seem them – even where this means self-reporting or reporting a peer or supervisor.

Reasons for Testing

An employee must undergo a drug and alcohol screening:

Pre-employment Screening: Applicants will be screened for drugs and alcohol as part of the pre-employment process. This screening will be performed by a medical facility at the time of the pre-employment physical. A confirmed positive test will result in the employment offer being rescinded, even if the employee has commenced work.

Post – Accident/Incident: Drug and alcohol screening may be required for employees who are involved in an on-the-job accident or incident or who suffer a work-related injury or illness.

Reasonable suspicion: A test may be administered when other employees, customers or other individuals report drug or alcohol use or observe that an employee appears to be under the influence of or impaired by drugs or alcohol at work or when reporting to work.

Random Screening: Random testing will be conducted at each site. A computer-generated random listing selects the names from a roster of current employees. Testing of entire sites, departments and/or crews may also be conducted.

Use of Marijuana

Employees who use, possess or are impaired by marijuana while at work will be subject to discipline under the Austech Industries Ltd. Zero Tolerance policy, notwithstanding the fact that its use may be legal. Austech Industries Ltd will exercise discretion to determine whether discipline is appropriate in accordance with its obligation to make reasonable accommodations for persons with disabilities under Human Rights laws.

An employee must notify Managing Director, Jaye Robinson of any drug conviction, including any misdemeanors, within five (5) days of such conviction. Pleading guilty to an offense involving drugs is a conviction and must be reported.

No sale or possession of drugs, cannabis or alcohol on Austech Industries Ltd. property or client's property, with the exception of legally prescribed drugs to the individual to which they are prescribed that do not impair their ability to work.

Austech Industries Ltd. is committed to ensuring any personal information received is kept in confidence. The privacy of the individual reporting suspected workplace impairment and that of the individual who is experiencing the impairment will be respected.

Employees who experience alcohol or substance abuse problems are encouraged to seek assistance through the EAP.

Austech Housing/Accommodation Rules

Austech Industries Ltd. provides accommodations in most scenarios, as crew housing, camp, or hotel. For employer provided accommodations, employees are expected to abide by basic rules in order to maintain the cleanliness, maintenance, and comfort of themselves and others.

- Each house is equipped with bedding & cooking facilities
- No dirty work clothes to be worn inside
- No dirty work boots to be worn inside
- Each person is supplied with a washing basket, clean sheets & towel.
- Garbage bins need to be out for weekly pickup in the mornings
- No smoking inside

Kitchen:

- Countertops to be kept clear and clean when not cooking or prepping meals
- Kitchen table to be kept clear when not being used
- All dishes to be washed ASAP
- Countertops and table to be wiped every day

Last Shift:

- Strip bed & wash sheets and towel
- Remove all personal goods from bathroom & bedroom. Place in personal tubs/bags in the garage/storage as you may not be in the same room for your next shift
- If you want to keep meals in the fridge, mark them with your name & date
Fridge is to be cleared from unused, old food once a week

Failure to adhere to these rules or any intentional/negligent damage done to employer accommodations may result in disciplinary action and/or financial responsibility to the employee.

Non-Smoking Policy

Austech Industries Ltd. is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees. The following policy has been adopted and applies to all Austech Industries Ltd. employees and contractors.

This policy applies to:

- All indoor worksite buildings
- All company vehicles
- All employees, contractors, visitors
- Employer provided accommodations

Employees must abide by site-specific rules regarding smoking, and limit this to designated areas and break times.

Smoking is defined as the “act of lighting smoking or carrying a lighted or smoldering cigar, cigarette, cannabis or pipe of any kind.” Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-cigars.

Smoking and vaping are permitted only in designated outdoor areas. All cigarette butts and matches will be extinguished and disposed of in appropriate containers.

Employees or contractors who violate this policy will be subject to disciplinary action up to and including immediate discharge.

Progressive Discipline Policy

Following company policy is a condition of employment for all employees and contractors. Failure to follow the company rules will result in an employee being disciplined according to the company's progressive discipline process.

Progressive Discipline Process:

1. Verbal warning
2. Written warning
3. Probationary period or suspension
4. Termination which will be effective immediately

****Note:** *An employee may be started anywhere in the disciplinary process based on the seriousness of the rule violation, including termination.*

*****Note:** all discipline will be documented in the employee's personnel file

Austech Industries Ltd Safety Rules

- Employees will not cause or participate in any form of harassment or violence
- Employees will not report to work if they are not fit for duty
- Employees will not operate an equipment or vehicles while distracted
- Employees will not do anything that damages the reputation of the company
- Employees will treat other persons on the work site in a professional manner
- Employees will refuse all unsafe work and report all unsafe conditions to supervisors
- Employees will follow all safe work policies, procedures and practises
- Employees will comply with all applicable OHS legislation
- Employees will use all appropriate PPE at all times when it is required
- Employees will report any injury/incident as soon as reasonably practicable
- Employees will seek first aid on site for any injury no matter how minor
- Employees will attend all safety meetings when they are on the work site

I understand that following Austech Industries Ltd rules and policies are a condition of employment with the company and that I can be disciplined according to the progressive discipline process for violating them.

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Criminal Activity

Certain behaviors, in addition to constituting workplace bullying and harassment, may be a violation of the Criminal Code of Canada. Austech Industries Ltd. will report all criminal activity including physical threats, assaults and incidents of criminal harassment, such as stalking, to the police.

Any employee found to have contravened this policy will be subject to disciplinary action, which may include dismissal as outlined in the complaint procedure below.

Employees must report any behaviour that constitutes sexual harassment, bullying or discrimination to Jaye Robinson, Managing Director.

Employees will not be victimised or treated unfairly for raising an issue or making a complaint.

Employees should feel confident that any complaint they make is to be treated as confidential as far as possible.

Theft

Any removal or attempt to remove materials or equipment belonging to the company or to another employee, from company property without written authorization from a delegated company representative will be considered as an act of theft of company property and will be sufficient grounds for immediate dismissal. This does not apply to personal protective equipment issued to and signed for by each employee, which is considered personal wearing apparel.

Any incident of theft will be reported to Managing Director, Jaye Robinson who will conduct an immediate investigation of the allegation and determine the action to be taken.

Reporting Grievances

Austech Industries Ltd. supports the right of every employee to lodge a grievance with their Manager if they believe a decision, behaviour or action affecting their employment is unfair. Many times, disputes arise due to misunderstandings and miscommunication; an employee may raise a grievance about any performance improvement action taken against them.

We aim to resolve problems and grievances promptly and as close to the source as possible.

Managers will do their utmost to action grievances objectively, discreetly and promptly. Be aware that grievances that are misconceived, vexatious, and lacking substance may result in disciplinary action being taken against the employee lodging the grievance.

Discrimination, Sexual Harassment and Bullying

Austech Industries Ltd. is committed to providing a workplace free from discrimination, sexual harassment and bullying. Behaviour that constitutes discrimination, sexual harassment or bullying will not be tolerated and will lead to action being taken, which may include dismissal.

For the purposes of this policy, the following definitions apply.

Discrimination:

Direct discrimination occurs when someone is treated unfavourably because of a personal characteristic that is protected under Canadian Law.

Indirect Discrimination occurs when a rule seems neutral but has a discriminatory impact on certain people. For example, a minimum height requirement of 6 foot for a particular job might be applied equally to men and women, but would indirectly discriminate on the basis of sex, as women tend to be shorter than men.

An employee who sincerely believes that they are being harassed or discriminated against should:

- Tell the person or persons that their behaviour is unwelcome (if they feel comfortable doing so)
- If the behaviour continues or the person who is responsible is unknown, record the behaviour by recording the dates, time, and location, particulars of the behaviour and names of witnesses, if any.
- If the behaviour does not stop, or if a single incident is serious enough, report the incident to a supervisor or any other management member with whom they feel most comfortable. Specific advice can always be obtained in confidence from the Human Resources Department.
- Discriminating on any of the following grounds, which the Provincial Human Rights Code declares prohibited grounds of discrimination, violates both the Human Rights Code and Austech Industries Ltd.'s Policy on Discrimination and Harassment and will be investigated promptly and may lead to disciplinary action up to and including termination of employment. Our goal is to operate in an environment of respect, diversity, opportunity and inclusion.

The protected grounds include, but are not limited to:

- Age
- Ancestry
- Colour
- Family Status
- Marital Status
- Physical and Mental Disability
- Place of Origin
- Political Belief
- Race
- Religion
- Sex (including gender and pregnancy)
- Sexual orientation
- Gender identity or expression
- Unrelated Criminal Conviction

Workplace Bullying

Workplace bullying and harassment is not acceptable, nor will it be tolerated. The Company will take all reasonable steps to prevent, where possible, or otherwise minimize bullying and harassment and proactively maintain a respectful workplace.

Sexual Harassment

Sexual harassment includes unwelcome conduct of a sexual nature in circumstances in which it could reasonably be expected to make a person feel offended, humiliated or intimidated a reasonable person, having regard to all the circumstances, would have anticipated that the person harassed would be offended, humiliated or intimidated.

It occurs when someone is subjected (often repeatedly) to unwelcome sexual or gender-related remarks and gestures including, but not limited to:

- Inappropriate touching or unwanted physical contact
- Making offensive jokes or remarks about women or men
- Making sexual requests or suggestions
- Staring at or making unwelcome comments about someone's body

- Displaying sexually offensive pictures
- Being verbally abusive to someone because of their gender
- Offensive or any other inappropriate behavior or gestures toward an employee

Sexual harassment does not have to be sexual in nature. It also occurs when someone harasses a person simply because they are a man or a woman. Sexual harassment happens most often to women, but it can also happen to men or between members of the same sex.

An individual who believes they are being subjected to conduct involving discriminatory or sexual harassment should promptly report such conduct:

- If it is safe to do so, tell the person firmly that their actions or comments are unacceptable and ask them to stop.
- If an individual does not feel safe or finds it difficult to address the person directly, or if the conduct persists after asking the person to stop, the behaviour should be reported to your supervisor, superintendent, manager or HR so that the matter be investigated and addressed promptly under the Workplace Bullying and Harassment Policy, where applicable, or such other policy, as appropriate.

Workplace Violence

“Violence” whether at the work site or work related, means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual or physical violence.

Workplace violence can include:

- Physical attack or aggression (e.g. hitting, shoving, pushing or kicking a worker, throwing an object at a worker, kicking an object the worker is standing on, such as a ladder)
- Threatening behaviour (e.g. shaking a fist in a worker's face, wielding a weapon at work, trying to hit a worker, trying to run down a worker using a vehicle or equipment such as a forklift, destroying property or throwing objects)
- Verbal or written threats (e.g. verbally threatening to attack a worker, leaving threatening notes or sending threatening emails to express an intent to inflict harm on a worker)
- Domestic violence (intimidating or violent behaviours, stalking, emotional and psychological intimidation, verbal abuse)
- Sexual violence (obscene name-calling, internet or text threats, rape, unwanted sexual act, attempt to obtain a sexual act or other act directed against a worker's sexuality)

Employee Procedure

- Whenever a threat or act of violence becomes apparent, employees will resist any attempts to cope with the threats or acts. They must remain passive and do nothing to further aggravate the situation.
- If safe to do so, notify the offender that the behavior is offensive and will not be tolerated. Keep a written record of dates, times, places, nature of behavior and any witnesses (if any)
- Incidents will be reported immediately to the immediate Supervisor who shall initiate, without delay, corrective action that will ensure no further risk to the employee.

The Managing Director will investigate every incident of reported violence in the workplace and initiate necessary actions through the local R.C.M.P. detachment to ensure the employee involved is not exposed to any further threats or acts of violence by the perpetrator of such threats or acts.

Conflict of Interest

Conflict of interest arises whenever the personal, professional or business interests of an employee are potentially at odds with the best interests of Austech Industries Ltd.

All employees are required to act in good faith towards Austech Industries Ltd. Employees need to be aware of the potential for a conflict of interest to arise and should always act in the best interests of Austech Industries Ltd.

As individuals, employees may have private interests that from time to time conflict, or appear to conflict, with their employment with Austech Industries Ltd. Employees should aim to avoid being put in a situation where there may be a conflict between the interests of Austech Industries Ltd. and their own personal or professional interests, or those of relatives or friends. Where such a conflict occurs (or is perceived to occur), the interests of Austech Industries Ltd. will be balanced against the interests of the staff member and, unless exceptional circumstances exist, resolved in favour of Austech Industries Ltd.

It is impossible to define all potential areas of conflict of interest. If an employee is in doubt if a conflict exists, they should raise the matter with their manager.

Conflict of Interest Procedure

Employees must:

- Declare any potential, actual or perceived conflicts of interest that exist on becoming employed by Austech Industries Ltd. to management
- Declare any potential, actual or perceived conflicts of interest that arise or are likely to arise during employment by Austech Industries Ltd. to management
- Avoid being placed in a situation where there is potential, actual or perceived conflict of interest if at all possible

If an employee declares such an interest, Austech Industries Ltd. will review the potential areas of conflict with the employee and mutually agree on practical arrangements to resolve the situation.

Employees must disclose any other employment that might cause a conflict of interest with Austech Industries Ltd. to their manager. Where there are external involvements that do not represent a conflict of interest, these must not affect performance or attendance while working at Austech Industries Ltd. If such involvement does affect performance or attendance it will be considered a conflict of interest.

Employees must not set up or engage in private business or undertake other employment in direct or indirect competition with Austech Industries Ltd. using knowledge and/or materials gained during the course of employment with Austech Industries Ltd.

Engaging in other business interests during work hours will result in strong performance improvement action.

Failure to declare a potential, actual or perceived conflict of interest or to take remedial action agreed with Austech Industries Ltd., in a timely manner, may result in performance improvement proceedings including dismissal.

Internet, Email and Social Media Policies

Internet Use

The internet is provided by Austech Industries Ltd. for business use. Limited private use is permitted if the private use does not interfere with a person's work and that inappropriate sites are not accessed e.g. pornographic, gambling. Management has the right to access the system to check if private use is excessive or inappropriate.

Failure to comply with these instructions is an offence and will be subject to appropriate investigation. In serious cases, the penalty for an offence, or repetition of an offence, may include dismissal. Staff need to be aware that some forms of internet conduct may lead to criminal prosecution.

Email Use

- Email facilities are provided for formal business correspondence
- Take care to maintain the confidentiality of sensitive information. If emails need to be preserved, they should be backed up and stored offsite
- Limited private use of email is allowed if it doesn't interfere with or distract from an employee's work. However, management has the right to access incoming and outgoing email messages to check if an employee's usage or involvement is excessive or inappropriate

Email must not contain material that amounts to gossip about colleagues or that could be offensive, demeaning, persistently irritating, threatening, and discriminatory, involves the harassment of others or concerns personal relationships.

The email records of other persons are not to be accessed except by management (or persons authorised by management) ensuring compliance with this policy, or by authorised staff who have been requested to attend to a fault, upgrade or similar situation. Access in each case will be limited to the minimum needed for the task.

When using email, a person must not pretend to be another person or use another person's computer without permission.

Excessive private use, including mass mailing, "reply to all" etc. that are not part of the person's duties, is not permitted.

Failure to comply with these instructions is a performance improvement offence and will be investigated. In serious cases, the penalty for breach of policy, or repetition of an offence, may include dismissal.

This policy also applies to all employees, contractors and sub-contractors of Austech Industries Ltd. who:

- Have an active profile on a social or business networking site such as LinkedIn, Facebook, Instagram, Twitter and Snapchat;
- Write or maintain a personal or business' blog; and/or
- Post comments on public and/or private web-based forums or message boards or any other internet sites.

Professional Use of Social Media

Austech Industries Ltd. expects its employees to maintain a certain standard of behaviour when using Social Media for work or personal purposes.

This policy applies to all employees, contractors and sub-contractors of Austech Industries Ltd. who contribute to or perform duties such as:

- Maintaining a profile page for Austech Industries Ltd. on any social or business networking site (including, but not limited to, LinkedIn, Facebook, Instagram, Twitter and Snapchat);
- Making comments on such networking sites for and on behalf of Austech Industries Ltd.;
- Posting comments for and on behalf of Austech Industries Ltd. on any public and/or private web-based forums or message boards or other internet sites.

No employee, contractor or sub-contractor of Austech Industries Ltd. is to engage in Social Media as a representative or on behalf of Austech Industries Ltd. unless they first obtain Austech Industries Ltd.'s written approval.

If any employee, contractor or sub-contractor of Austech Industries Ltd. is directed to contribute to or participate in any form of Social Media related work, they are to act in a professional manner at all times and in the best interests of Austech Industries Ltd.

All employees, contractors and sub-contractors of Austech Industries Ltd. must ensure they do not communicate any:

- Confidential Information relating to Austech Industries Ltd. or its clients, business partners or suppliers;
- Material that violates the privacy or publicity rights of another party; and/or

- Information, (regardless of whether it is confidential or public knowledge), about clients, business partners or suppliers of Austech Industries Ltd. without their prior authorisation or approval to do so; on any social or business networking sites, web-based forums or message boards, or other internet sites.

Confidential Information includes any information in any form relating to Austech Industries Ltd. and related bodies, clients or businesses, which is not in the public domain.

Private / Personal Use of Social Media

Austech Industries Ltd. acknowledges its employees, contractors and sub-contractors have the right to contribute content to public communications on websites, blogs and business or social networking sites not operated by Austech Industries Ltd. However, inappropriate behaviour on such sites has the potential to cause damage to Austech Industries Ltd., as well as its employees, clients, business partners and/or suppliers.

For this reason, all employees, contractors and sub-contractors of Austech Industries Ltd. must agree to not publish any material, in any form, which identifies themselves as being associated with Austech Industries Ltd. or its clients, business partners or suppliers.

All employees, contractors and sub-contractors of Austech Industries Ltd. must also refrain from posting, sending, forwarding or using, in any way, any inappropriate material including but not limited to material which:

- Is intended to (or could possibly) cause insult, offence, intimidation or humiliation to Austech Industries Ltd. or its clients, business partners or suppliers;
- Is defamatory or could adversely affect the image, reputation, viability or profitability of Austech Industries Ltd., or its clients, business partners or suppliers; and/or
- Contains any form of Confidential Information relating to Austech Industries Ltd., or its clients, business partners or suppliers.

All employees, contractors and sub-contractors of Austech Industries Ltd. must comply with this policy. Any breach of this policy will be treated as a serious matter and may result in disciplinary action including termination of employment or (for contractors and sub-contractors) the termination or non-renewal of contractual arrangements.

Other disciplinary action that may be taken includes but is not limited to: issuing a formal warning, directing people to attend mandatory training, suspension from the workplace and/or permanently or temporarily denying access to all or part of Austech Industries Ltd.'s computer network.

For the purposes of this policy, the following definitions apply:

Social Media includes all internet-based publishing technologies. Most forms of Social Media are interactive, allowing authors, readers and publishers to connect and interact with one another. The published material can often be accessed by anyone. Forms of Social Media include, but are not limited to, social or business networking sites (e.g. Facebook, LinkedIn), video and/or photo sharing websites (e.g. YouTube, Instagram), business/corporate and personal blogs, micro-blogs (e.g. Twitter), chat rooms and forums and/or Social Media.

HD MECHANIC ROLES AND RESPONSIBILITIES

- Diagnose and troubleshoot equipment
- Operate computer-based software for troubleshooting
- Acknowledge and adhere to all safety standards as outlined by Austech and the client
- Complete paperwork, reports and inspections accurately, keep them current and organized
- Maintain positive interactions with co-workers, clients, supervisors, treating everyone with respect
- Record daily vehicle mileage logs and pre-trip inspections for all equipment
- Adhere to Austech accommodations policies
- Complete and submit daily timesheets in an accurate and timely manner
- Maintain Austech-provided tooling in good condition
- Perform fleet maintenance (bi-weekly truck inspections, 250/500/8000km inspections as outlined in the Fleet Maintenance Expectations)
- Maintain a high level of respect and cleanliness for service and commuter trucks
- Operate company vehicles in strict accordance with traffic/site rules and weather conditions
- Operate a company vehicle only if you are an approved driver
- Any other duty as directed by Manager

Commuter Truck Policy

Daily Expectations

- Coveralls are not to be worn in commuter trucks at any time.
- Hardhats not to be worn inside the trucks to keep headliner clean of grease and dirt.
- Truck must be cleaned fully before end of shift inspection to ensure a proper check is being done. Cabs cleaned out of garbage / coffee cups daily at end of shift.
- Box of truck to be organized and no garbage must be put in them unless being discarded immediately.
- Austech Industries decals must stay in good condition and clean as they act as a rolling billboard for the company.
- Operate the vehicle by posted speed and weather conditions at all times.
- Damages/Repairs must be reported on end of shift truck inspection report⁶ (or daily via messages/email if repairs are crucial to safe truck operation)
- All service trucks and tooling will be provided by Austech Industries, so as an expectation we push employees to treat our equipment as if it were their own.
- Tools/Cabinets to stay clean (wipe grease off as much as possible) and organized daily.
- Lost / damaged tools will be reported on end of shift truck inspection report (or daily via messages / email if tooling is crucial) – We want to ensure all trucks are fully tooled at all times.
- For any transporting of the service trucks – rock ejectors must be removed from rear duals before any drive off site is done.
- Tire stock level must stay at 2 spares per truck (on the truck) at all times / if tires are needed in your region please report to your Manager tire stock needs.
- Operate the truck by posted speed and weather conditions at all times.

Refuelling

Effective immediately, all employees must perform the following tasks when refuelling company vehicles:

- Full walk around inspection
- Check all fluids (oils, coolant, washer fluid)
- Top up low fluids (oils, coolant, washer fluid)
- Check tire condition

- Complete a Light Vehicle Pre-Trip Inspection (must use site specific inspection forms). Please write legibly and take clean full frame photos of the copies to upload to your electronic timesheet of the same shift.

Pre-Trip Inspections

- Accurate unit numbers and HRS/KMS to be report on Pre-Trips each day
- Pre-Trip **Inspection forms** (is there a form) must be filled out in detail before your drive commences daily.

Bi-Weekly Truck Inspection & Cleaning

- Truck to be steam cleaned a minimum of once a 2-week set. On site do whenever you can to promote less wear and tear on truck components by mud / dirt buildup. (If this cannot be completed on shift, we offer OT to wash your truck after shift.)
- Entire Cab / Seats cleaned and wiped down at end of 2-week set.
- Truck to be fully wiped down (Dashboard, doors, seats, cupholders....etc)
- Accurate reporting of detail included on bi-weekly inspection report must be completed in full (All KMS, Hours on ENG, VMAC, WELDER... All fields of form filled in... repairs / defects listed... missing or broken tools documented...etc.)
- All major defects / repairs needed or things missing upon operating the truck start of shift, report these items to your Shift Supervisor or Manager ASAP
- Fill in all fields on bi-weekly truck inspection checklist in respective detail. Include all findings no matter how small.
- Proper documentation is a must to ensure our equipment is operating at an optimal level at all times and we are compliant with Ford warranty standards.
- Bi-weekly inspection must be completed before end of your 2-week set – a few days prior to the end of shift is adequate as well.
- When solely operating a truck, the inspection must be done fully by the operator. If you're on a cross shift (someone else operating the truck every 12HRS) responsibilities for the full inspection can be fulfilled by both operators, and only one report has to be submitted.

250HR/500HR – 8000KM PM Intervals

- Proper documentation is a must to ensure our equipment is operating at an optimal level at all times and we are compliant with Ford warranty standards.
- Always stay within a +/- 25 HR window on doing services to ensure we are compliant with Ford warranty standards. Pay attention to the intervals on your truck. (If this cannot be completed on shift, we offer OT to service your truck after shift.)
- Also remember this is a good time to do services on the VMAC (Every 200HR increment) and WELDER (Every 100HR increment) as well. Do this within a +/- 10HR window.
- Use genuine Ford filters for all of our filter changes to stay compliant with Ford warranty standards.
- Report accurate hours/kms daily and on your timesheets to ensure intervals are met within the required threshold.
- Wash truck before PM service (if possible) to pick up on defects and repairs while doing reporting, prior to your bi-weekly inspection.
- Follow and fill in all fields on PM service checklist in respective detail. Include all findings no matter how small.
- Windows must display Austech Industries PM Service sticker showing next 8000KM interval for service.
- Windows must display Austech PM Service stickers with current HRS for next 250HR service initialed by employee who did the last service.

Fleet management is seen as a top priority in your employee reviews, our trucks must be kept in excellent running condition as a prerequisite for us to operate successfully and professionally.

DRIVER FUEL CARD & CREDIT CARD POLICY

Employees of Austech Industries Ltd. are issued a company Credit Card and Fuel Card issued by Petro Canada. Each employee is assigned a 4-digit pin for the Credit Card, and 4-digit Driver ID number to be used with Austech Industries Ltd. Fuel Card. Each of these cards is only to be used for Austech Industries Ltd. related business expenses. This document is to verify that you understand your responsibilities and the company's policies regarding the use of your Fuel Card, and Credit Card

Employee Acceptance Statements

1. I have been issued a Driver ID, which authorizes me to fuel company vehicles only, using Austech Industries Ltd. Fuel Card provided by Petro Canada.
2. I have been issued an Austech Industries Ltd. company credit card for which I am authorized to purchase only goods and services that are business expenses for Austech Industries Ltd. In no way am I permitted to purchase anything for personal use, or any other use not related to Austech Industries Ltd. Using the Austech Industries Ltd. Credit Card or Fuel Card for any purpose other than official business use will be considered theft of company property.
3. I understand that if I lose or misplace my Austech Industries Ltd Fuel Card provided by Petro Canada, OR my Austech Industries Ltd. company Credit Card **there will be no fee charged to myself, but if the card is lost or stolen a second time I will be charged a \$50 replacement fee which will come out of my next pay cheque.**
4. I understand that my Driver ID and Credit Card number identifies me by name on a fuel report and credit card report, and that I am accountable for all transactions made using my Driver ID and Credit Card. Therefore, I will not share my Driver ID, Credit Card number, or Credit Card Pin number with anyone. If I believe someone else knows any of these numbers, I will immediately notify my supervisor and/or fleet manager.
5. I understand that each time I use an Austech Industries Ltd Fuel Card provided by Esso or Petro Canada, I am required to completely fill the vehicle's fuel tank and enter an accurate odometer reading. This will allow the company to monitor fuel usage and track required maintenance intervals. My failure to do this may result in disciplinary action.
6. I understand that each of Austech Industries Ltd Fuel Cards provided by Petro Canada is assigned to either an individual company vehicle, or for a specific fueling purpose (example; work truck equipment fuel card). issued to the company. I understand that it is against company policy to swap or share cards between vehicles, or to use the card for anything other than the intended purpose.

Evidenced by my signature below, I understand and agree to the above statements.

Petrocan Superpass Card Number: _____

Credit Card Number: _____

Employee Name: (Print) _____

Signature: _____

Date ____/____/____

Distracted Driving Policy

The main purpose of this policy is to protect the health and safety of Austech Industries Ltd. employees and contractors, by prohibiting or restricting them from undertaking activities that distract their focus from driving responsibilities while operating any motor vehicle in the course of their work.

This policy has been implemented to

- Reduce the incidence of driver distractions and to ensure the safety of our employees and others (passengers, other motorists and pedestrians)
- Comply with the provincial Motor Vehicle Acts
- Reduce operational and financial risks
- Strengthen the reputation of the company

This policy applies to all Company employees and our dependent contractors.

Definition

Distracted driving is the diversion of attention from driving, as a result of the driver focusing on a non-driving object, activity, event, or person. This diversion reduces cognitive awareness, decision-making, or performance leading to increased risk of driver-error, near-crashes, or crashes.

Prohibited Activities – Employees will not engage in the following while driving.

- Operating a cell-phone (hand-operated or hands-free) including texting
- Operating a computer / laptop, text messaging device, or Global Positioning System (GPS) tools and devices,
- Reading (a book or newspaper, etc.)
- Personal grooming
- Driving while fatigued

Enforcement

Violations of this policy will be considered a serious matter and may be subject to disciplinary action.

All fines for automobile, cellular, or other personal infractions while travelling on company business are the responsibility of the employee.

Company Tools & Equipment

- All tools are provided by Austech unless otherwise stipulated.
- You are responsible for using, cleaning, looking after them and putting them back at end of each shift.
- Please report any lost or broken tools immediately. If tools being lost becomes a specific problem, you may be required to pay for the replacements or bring your own tools for future use.
- First shift of set – Inspect trucks and check for missing or broken tools
- Last shift of set – pack up trucks and tools, report any missing or broken tools. Remove all garbage and personal items from trucks. Cross over any repairs needed to Austech supervisors/lead hands.
- Remember, tools are provided as a privilege and will be treated as your own.

FLHAs (Field Level Hazard Assessments)

- As per site requirements must be filled out in detail before work commences that day.
- Be specific to write down information pertinent to the tasks you will be conducting that day.
- Keep FLHA close by (either on your person or in your truck) to comply with site policies.
- Add more information onto your FLHA as your tasks progress throughout the day.
- Do not copy your FLHA's every day, Supervisors will check to make sure you are not duplicating them.
- Please write legibly and take clean full frame photos of the paper copies to upload to your electronic timesheets.

Employee Declaration

You must read all the policies contained in this document and listed below. Company policies are a part of your employment contract and therefore must be read and understood to ensure you are fully aware of your responsibilities as an employee of Austech Industries Ltd.

Please read each of the policies listed below and tick where shown to indicate you are aware of the rules and responsibilities you have whilst employed by Austech Industries Ltd.

I have read and understand the contents of this manual along with the above policies and I agree to the terms of conditions of these documents.

While I accept the terms identified in this Policy Manual, it is my responsibility to keep updated.

Employee Name: _____

Employee Signature: _____

Date: _____

Tick to acknowledge you have read and understood the policies below	Please Tick
Occupational Health & Safety Policies	
Personal Protective Equipment	
Impairment (Zero Tolerance) Policy	
Housing/Accommodation Rules	
Non-Smoking Policy	
Criminal Activity & Theft	
Internet, Email & Social Media Policies	
HD Mechanic Roles & Responsibilities	
Commuter Truck Policy	
Distracted Driving Policy	
Company Tools & Equipment	