



ATI Canada - Your Leader in Heavy Duty Mechanics

EMPLOYEE HANDBOOK

REVISION #1 October 2021



Welcome!

Congratulations and welcome to the ATI Canada Team. We are excited that you have decided to join us and look forward to a long, happy, and successful journey 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 ATI Canada employees and our customers will reflect the values of ATI Canada, which is Safety, Service-Always.

The purpose of this manual is to introduce you to ATI Canada some of the main policies and procedures, and to give you some information about our history, our clients and what we do. ATI Canada believes the Employee Handbook forms the backbone of an organization. These documents consist of all the details regarding the treatment to be given to the employees in the organization and help the employees in recognizing the culture of the organization. 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 403-230-1133.

Our Company History

The story of ATI Canada 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 ATI Canada, 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 ATI Canada Has grown to a Western Canadian operation servicing Albert and British Columbia. ATI Canada is working on growth to other Canadian Provinces.

In the future ATI Canada, will continue to strive establishing distributor relationships with several 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 ATI Canada has worked with vendors worldwide and provided services all over Canada to companies including Finning, AECOM Mining, Fort McKay Metis Group, CST Canada Coal Limited, Morgan Construction Group, Conuma Coal Resources, KMC Mining, Victoria Gold, New Gold and many others.

ATI Canada 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 ATI Canada we provide the following products and services to our clients:

- Provide qualified, competent Heavy-Duty Mechanics & Welders
- Specialty Tooling Rentals
- Support and Service 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.

Vision

Our aim is to be:

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

Values

- Integrity
- Competitive
- Experts
- Adaptable
- Flexible
- Respect

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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 ATI Canada 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 always conduct ourselves with this in mind.

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, policies and to report all unsafe acts and conditions. **No job is so important that we cannot 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 always 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 ATI Canada 's belief in responsible social and ethical behaviour from all employees. This policy clarifies the standards of behaviour that ATI Canada expects of all employees.

Principles

Our employees contribute to the success of our organization and that of our clients. ATI Canada 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 dealings. 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 ATI Canada
- Perform duties with skill, honesty, care, and diligence
- Abide by policies, procedures and lawful directions that relate to your employment with ATI Canada 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.

ATI Canada 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

ATI Canada will make sure all new employees feel welcome and are ready to start work safely and competently using 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 days, used to assess their competency, performance, behaviour, and attendance; these will be documented throughout the probationary period.
- ATI Canada 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.

Safety Certificates

As a requirement of your employment with ATI Canada the following mandatory valid safety certificates must be received. If you do not have these certificates ATI will pay the cost of the courses, but they must be completed prior to your start date. If it is not possible to complete the courses before your start date, and management wishes to make an exception, it is expected the employee will complete these on their first set of days off, before mobilizing for the second shift.

- OSSA Fall Arrest
- OSSA AWP (Aerial Work Platform or Elevated Work Platform)
- Basic Rigging
- CSO
- WHMIS 2015 (Supplied by ATI)

NOTE**All costs associated with training courses, driver's abstracts or Drug and Alcohol tests will be reimbursed upon submission of receipts after commencement of employment. However, should the employee choose to resign within the 90-day probationary period all costs will be deducted from the employee's final pay.

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.

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

Vacation and Annual Leave Policy

ATI Canada distributes Vacation Pay (4%) on all applicable earnings each pay period, and as per Provincial labour standards.

When requesting vacation/time off, an employee must:

- Formally submit a time-off request to ATI Canada Management, in writing, using a vacation request form, at least 45 days in advance
- Time-off must be in 7-day increments
- Vacation time for management must be used within a two-year period
- Vacation time for field staff must be used within a one-year period
- Banked time must be used within a 6-month period
- 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

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

ATI Canada 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

In exceptional circumstances, ATI Canada 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.

ATI Canada 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. At the Employer's discretion, time in lieu may be paid out.

General leave policy

Unless specified otherwise, employees referred to in this policy mean permanent full-time or part-time employees.

All planned leave must be mutually agreed and consider workloads and the employee's needs. Leave must be approved in advance, except when the employee cannot anticipate the absence. Any documents regarding leave will be kept on the employee's personnel file.

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 misdirected important correspondence (i.e., T4s).

Averaging Agreements

Where hours of work are non-standard, in order to enable ATI Canada 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 - 6 weeks to a maximum average hours per week, up to 12 hours in a day. Averaging Agreements must be signed yearly. 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 – 14/14 shift

- 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
- Hours over 12 per day are paid at double time (2x)

Alberta & Ontario Operations – 14/14 shift

- Employees can work up to 176 hours per 4-week period before overtime is incurred
- Any hours incurred beyond 176 straight time hours are paid out as overtime.
- Hours over 12 per day are paid as overtime (1.5x)

Yukon Victoria Gold Operations - 21/21 shift

- Employees can work up to 240 hours per 6-week period before overtime is incurred
- Any hours incurred beyond 240 straight time hours are paid out as overtime
- Hours over 12 per day are paid as overtime (1.5x)

Lateness for Work

Your ATI Canada 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 absences 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.

Reimbursement of Expenses

ATI Canada 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 ATI Canada. These reimbursements will only be processed once you have submitted them to the company administrator.

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

The Health and Welfare benefits are provided through Canada Life and are available to all regular employees at ATI Canada 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. Employees pay 30% of the monthly costs on a bi-weekly basis.

NOTELong term disability and short-term disability are not covered in this plan.***

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 several 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. ATI Canada does withhold the right to make any changes as necessary for the functioning and success of the company. A change in location will not require a Notice of Change form.

Travel

All travel will be booked through ATI's 3rd party travel agent – Elite travel. Employees will be responsible to inform Elite travel of their travel requirements. Bookings through Elite travel will be paid for by ATI Canada. Flights are covered from major airports hubs only. Exceptions must have pre-approval.

In the event a booking cannot be completed through Elite travel, or the employee has been instructed to book their own flights the company shall reimburse flight costs which are limited to a max. amount of \$1,000 per shift rotation upon submission of receipts. Flights will be arranged personally and in conjunction with your shift co-workers. Any additional travel costs are considered a personal expense (taxi, parking, car rental, etc). All other expenses must be pre-approved.

NOTE*** *Should the airline cancel or change your flight itinerary ATI Canada is NOT responsible for any lost wages. ATI will cover the cost of accommodations if required.*

- All travel must be booked at a MINIMUM of 4 weeks in advance.
- Review and confirm your travel schedule prior to booking with Elite.
- Absolutely, no one way tickets may be booked at any time.
- If you fail to book your travel 4 weeks in advance, any unnecessary costs, or extra costs for last minute bookings will be charged back to the Tech through payroll deduction.
- All flights must be booked from the closest major airport hub from your home base.
- ATI Canada does not cover paid parking, rental vehicles, or taxis; however, booking in advance can give great savings at the airport. See below.
- Techs are responsible for personal errors that impact their flights and costs will be charged back to the Tech through payroll deduction.
- Excess baggage is not covered by ATI unless preapproval is provided.

Exceptions:

- We realize in rare instances there may be some exceptions. Any exceptions will be preapproved by ATI and authorization to proceed will be provided to the Tech along with Elite Travel.
- For clarification or if you feel you qualify for any exceptions, please contact Luke Tingley or Cindy Stanway.

*****NOTE**** For long term parking in Calgary please see link below for savings at Park 2 Go.

<https://calgary.park2go.ca/>

ATI Canada Employee Referral Program

Program overview

One of the best ways for ATI Canada to find great employees is by our current workforce referring potential candidates. If you know someone who would be fit for a job here, and who you would enjoy working with, please send them our way!

How to refer an employee

To refer an employee, please fill out one of our referral forms with the necessary information and turn it in to your HR Manager, Cindy Stanway; Managing Director, Jaye Robinson; Operations Manger, Andrew Morrison.

Who should you refer?

Anyone who you think fits a job description and who you would enjoy working with.

Referral bonus program.

To thank you for sending us referrals, ATI Canada offers a bonus of \$1,500 (less taxes) for each referral that successfully completes 90 days of employment.

Additional employee referral rules.

- If more than one employee refers the same candidate, they shall share the bonus.
- Employees will be paid referral bonuses within 30 days of their referral meeting qualifications.
- The employee who makes the referral must still be employed at ATI Canada to receive a bonus.

HEALTH, SAFETY AND ENVIRONMENTAL POLICY

ATI Canada (Austech Industries) is committed to an Incident and Injury Free workplace. We are committed to protecting our employees, contractors, visitors, and our environment. It is a top priority, this includes the physical safety, psychological safety, and social well-being of everyone.

Compliance

As a Health, Safety, and Environment leader in the industry, we will hold ourselves to a higher standard that creates a strong HSE culture.

We will comply with all HSE requirements and Legislation in any of the jurisdictions in which we operate in.

Culture

ATI Canada is committed to providing an environment that encourages a healthy work/home life balance.

All ATI Canada employees at all levels must put the health, safety, and the environment first in all business decisions and workplace activities.

ATI Canada is committed to eliminating and reducing risk to acceptable levels and we will provide all resources needed to prevent high risk activities.

Responsibilities

Every person in the company has an obligation to be responsible for their own Safety as well as the safety of anyone around them. Everyone has an obligation to STOP all unsafe acts and conditions they encounter. This includes all Management, employees, contractors, and visitors.

Every employee has an obligation to report all HSE incidents, and workplace acts or conditions that could cause a safety hazard to themselves or anyone else or harm the environment immediately.

Everyone has an obligation to refuse any and all unsafe work.

Continuous Improvement

ATI Canada will set HSE performance objectives, measure the results, assess the results, and continuously work to improve the HSE management system.

ATI Canada will continue to work towards building a proactive culture by providing education and training to all employees to provide them with the right skills, tools, and behaviors to help manage HSE risks.

Violation of the policy will result in progressive discipline, up to and including termination of employment.



Jaye Robinson

INCIDENT REPORTING POLICY

ATI Canada requires all employees to report **all** near misses, incidents, injuries, property damages, environmental spills, and non-occupational illnesses or injuries, promptly and accurately. **Report all near misses immediately when safe to do so.** By doing this, employees ensure that they will receive proper treatment for their injuries.

Report:

- **All Near misses, incidents, injuries, property damages, and environmental issues must be reported the day they happen to your supervisor and Safety.**
- **Occupational diseases or illnesses**, report all conditions that can be the direct result of work activities.
- **Non-occupational Injuries** – If you are injured while on days off, all employees must inform their supervisor and Safety department prior to arriving on site, this shall include the extent of the injury. ATI Canada can ask Any employee to get a treatment Memorandum completed by a physician in any emergency department, or by your family physician, or by any walk-in clinic prior to allowing them back on site.

The prompt and accurate reporting of injuries and incidents is extremely useful to the company for the following reasons:

- Helps to identify training needs, problems with work procedures, uncontrolled hazards, and the need for safety equipment.
- Collects information necessary for completing investigations.
- Identifies failures in communication.

It is the responsibility of All Employees to report incidents and injuries to their supervisor or safety immediately or as soon as it is safe to do so. This Incidents with the potential for injury or property damage must be reported and recorded as "Near Misses".

Procedure

- If you witness or are involved in an incident that could have or did result in injury or damage, report it to your ATI supervisor or HSE Manager, who will inform the client if required.
- Fill out the appropriate reporting form (All employee(s) must complete a witness statement) be as accurate as possible. Assist in the investigation as required.
- If the Injury prevents you from doing your regular duties or if you need some form of medical treatment e.g., physiotherapy. Then the injured employee will also have to complete a Worker's Compensation Board Worker's Report of Accident form.

- Employees should be aware that a delay in reporting an injury to the company might result in the company contesting the claim.
- An employee who is injured and who requires medical attention must inform their doctor of the availability of modified work and have the doctor complete ATI Canada's treatment memorandum form. The Doctor will fill out a WCB report and state restrictions based on your injury these must be given to our supervisor, so they are accommodated.
- If an employee(s) is injured and placed on restrictions, the employee(s) must follow ATI Canada's return to work program.

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 always wear PPE when working on site.

- All employees will always follow all ATI Canada and site PPE requirements.
- All **employee's** will be trained in the use, care, and limitations of their PPE.
- Select the PPE that is right for the task.
- 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

PPE required at ATI Canada is based on hazard assessment directives completed on jobs and tasks which includes the following, but is not limited to:

- CSA approved safety glasses.
- CSA approved 8" lace up steel toed boots with a Green Triangle.
- Welding helmet and beanie.
- Face shield.
- Appropriate work gloves as per task.
- Hard hats.
- Hearing protection.
- Respiratory protection (as required).
- Fall protection equipment.
- Fire resistant/retardant coveralls (such as Nomex)

NO HOODIES ALLOWED ON ANY ATI CANADA SITE

Safety, the Right to Know, Participate or Refuse

- The Right to know
- The Right to participate
- Right to refuse

Right to Know

Employers and supervisors must ensure workers are aware of the hazards presented by people, equipment, materials, the environment, and processes. Workers have the right to be trained on and receive information about dangerous and hazardous substances that they are exposed to or are likely to be exposed to.

Right to Participate

The right to participate is best illustrated through worker membership on the JHSC. Workers have the right to ask questions about issues concerning their health and safety or that of a coworker. Workers have the right to be a part of the process of identifying, assessing, and controlling workplace health and safety hazards.

Participation can also be achieved by reporting unsafe conditions to the supervisor or employer.

Right to Refuse Unsafe Work

Workers may refuse work where they believe it is likely to endanger themselves or any other worker. The Act includes a detailed process for refusing unsafe work and explains the employer's responsibility for responding to work refusals. The Act also provides workers with protection from reprisal or retaliation from the employer should they decide to refuse unsafe work.

Refusing unsafe work

Workers have the obligation 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 is unsafe, consider it an opportunity to investigate and correct a situation that could have caused harm.

If a worker refuses work because it is 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:

- 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.

Health & Wellness Benefits

ATI Canada recognises our ability to achieve our objectives successfully depends on the well being of our employees.

Effective September 1, 2021, ATI Canada is replacing our previous Travel benefit (every two years up to \$1,500) with our Health & Wellness Benefit of \$1,000 per year. 2021 year will be pro-rated.

The Health & Wellness benefit will be available on an annual basis at a value of up to \$1,000 to each employee. (All receipts submitted in Dec for reimbursement and offer expires on Dec 31)

Renews each year on Jan 1.

Receipts can be submitted for any of the following:

- ✓ Gym membership
- ✓ Exercise equipment
- ✓ Golf/ski or other sporting memberships/passes
- ✓ Stop Smoking programs
- ✓ Yoga
- ✓ Health & Wellness Education
- ✓ Massage
- ✓ Life Coaching
- ✓ Sporting Equipment/climbing gear.
- ✓ Bicycles
- ✓ Skates
- ✓ Skis, Snowboard and/or gear
- ✓ Tuition
- ✓ Fishing Gear
- ✓ Kayak, Canoe, Paddle board, Kite Board
- ✓ Camping Gear
- ✓ Travel
- ✓ Spa Treatments (manicure, pedicure, massage etc.)
- ✓ Kids Sports Fees (soccer, baseball, dance etc.)

Any employee that uses the plan while employed in good standing with ATI shall be reimbursed for their purchases in the event the employee is laid off from ATI Canada. Amount will be pro-rated.

Should the employee choose to resign before the reimbursement is due, (December) that employee will not be compensated for their purchase.

If you have an item, you think falls into the Health & Wellness category please contact Cindy Stanway for preapproval.

Impairment (Zero Tolerance) Policy

Purpose

ATI Canada 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, Company vehicles, exploration sites, etc.

The vast majority of jobs within ATI Canada 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 and 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.

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.

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 ATI Canada Zero Tolerance policy, notwithstanding the fact that its use may be legal. ATI Canada 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 ATI Canada 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.

ATI Canada 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.

ATI Canada Housing/Accommodation Rules

ATI Canada 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

ATI Canada 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 ATI Canada 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.

Corrective Discipline Policy

Purpose:

The intent of this policy is to provide a consistent, just, and effective means to correct unsatisfactory performance or unacceptable behavior.

Policy:

Corrective Discipline is a process which is intended to improve unsatisfactory performance and correct unacceptable behavior. The program will be fair, consistent, and progressively applied, which means continued or persistent instances of poor performance or unacceptable behavior will result in more severe measures.

Corrective Actions:

The progression of discipline will follow the steps below:

Verbal Warning: The supervisor will discuss the problem with the employee and look for commitment for correcting the behaviour. The subject of the warning is discussed, and the employee is informed that this is a verbal warning. A record of the meeting is placed in the employee's file.

Written Warning: The supervisor/manager will provide a letter to the employee formally reprimanding them for the specific unsatisfactory performance or unacceptable behavior. Any discussions will be documented, and a copy of the letter will be placed in the employee's file.

Suspension: Similar to the above step however additionally the employee will be suspended without pay for a specified number of days. The suspension may vary from 1 to 14 days depending on the gravity of the infraction.

Dismissal: At this step, the employee's employment is terminated. The supervisor/manager will meet with the employee to inform the employee of the termination.

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

Disciplinary demotion or reassignment is possible where the conduct adversely affects others with whom the employee interacts in their current job.

Exceptions to the progression of discipline above may be warranted depending on the severity of the infraction.

Criminal Activity

Certain behaviors, in addition to constituting workplace bullying and harassment, may be a violation of the Criminal Code of Canada. ATI Canada 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

ATI Canada 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.

Workplace Harassment and Violence

ATI Canada 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.

Workplace Harassment:

Any single incident or repeated incidents of objectionable or unwelcome conduct, comments, bullying, cyber-bullying, social media comments or actions by a person which the person knows, or ought reasonably to know, will or would cause offence or humiliation to an employee, or adversely affects the employee's health and safety. It includes conduct, comments, bullying or actions because of race, creed, religious beliefs, political belief or opinion, citizenship, colour, physical disability, mental disability, criminal record, age, ancestry, place of/or social origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and a sexual solicitation or advance. Reasonable action taken by the employer or supervisor relating to the management and direction of employees or a work site is not workplace harassment.

Violence:

Whether at a work site or work-related, it is the threatened, attempted, or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm and includes sexual violence or harassment.

Domestic Violence:

It is normally from someone who has or has had a personal relationship with an employee or another individual. They employ a pattern of coercive tactics meant to hurt, intimidate with the threat of or actual physical force, verbal harassment, or manipulation.

Sexual Harassment:

Engaging in a course of upsetting comment or conduct against an employee or person in a workplace because of sex, sexual orientation, gender identity or gender expression. Making a sexual solicitation or advance where the person making the solicitation or advance can confer, grant, or deny a benefit or advancement to the person. It is further defined as any sexual solicitation or advance that ought reasonably to be known as unwelcome.

Verbal/Emotional/Psychological Abuse: Is a pattern of behavior that makes someone feel worthless, flawed, unloved, or endangered? Like other forms of abuse, it is based on power and control. Examples include- swearing, put-downs/name calling over a period of time, labelling the victim in a derogatory way such as stupid, crazy, or irrational, acts of humiliation, extreme jealous behavior, and attacking the victim's self-esteem in other ways.

Threats: (Verbal or written) is the communicated intent to inflict physical or other harm on any person or to property by some unlawful act. A direct threat is a clear and explicit communication distinctly indicating that the potential offender intends to do harm. A threat can also include stalking behaviors.

Physical Attacks: Is aggression resulting in physical assault/abuse with or without the use of a weapon. Examples include hitting, shoving, pushing, punching, biting, spitting, groping, pinching, or kicking the victim, or unwelcome displays of affection.

Assault: Is any intent to inflict injury on another, coupled with an apparent ability to do so; any intentional display of force that causes the victim to fear bodily harm. This includes sexual assault which is the use of threat or violence to force one individual to touch, kiss or fondle another person.

Bullying: is repeated and persistent negative acts towards one or more individuals which involve a perceived power imbalance and creates a hostile work environment. Workplace bullying can include social isolation, personal attacks on a person's private life or personal attributes, over monitoring of work, intentionally withholding information required for the performance of the job, rumors, excessive criticism, verbal aggression, and withholding job responsibilities.

General Requirements

- Workplace harassment or violence will not be tolerated from any person in the workplace, including, on the part of customers, clients, other employers, supervisors, workers, and members of the public.
- All managers and supervisors are expected to monitor the work environment to ensure employees are treated properly and with respect.
- All employees have a responsibility and obligation to ensure their fellow employees are treated with dignity and respect within a harassment, violence, and discrimination-free work environment, and to comply with this Policy.
- All employees are obligated to work together to prevent discrimination, harassment, and violence in the workplace.
- If ATI Canada is aware an employee is or likely to be exposed to domestic violence, management shall ensure reasonable precautions are taken to protect

an employee and any other persons at the workplace likely to be affected by domestic violence.

- ATI Canada will have workplace harassment and violence prevention procedures in place that will include measures to protect employees from harassment and violence, a means of summoning immediate assistance, and a process for employees to report incidents or raise concerns.
- Management shall promptly investigate and take appropriate corrective actions to address all incidents and complaints of workplace discrimination, harassment, and violence in a fair, respectful, and timely manner. Management will appoint an appropriate party to conduct investigations on its behalf where circumstances warrant.
- Information provided about an incident or about a complaint of harassment or violence will be kept as confidential as possible while providing that some disclosure may be necessary to see that a proper investigation is completed, and an issue is suitably resolved with suitable and necessary corrective action.
- As much as possible, the complainant will remain anonymous so long as it is practical to do so while conducting a fair and effective investigation.
- ATI Canada will respect the privacy of all concerned as much as possible. ATI Canada will not disclose the circumstances related to an incident of discrimination, harassment, violence, or the names of the parties involved (including the complainant, the person alleged to have committed the harassment or violence, and any witnesses) except where necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, or as required by law.
- Instances where an employee is found to have committed discrimination, harassment or violence in the workplace will be subject to appropriate corrective action, up to and including termination of employment for cause.
- Making a false or fabricated complaint will be treated very seriously. Any employee who makes such a complaint will be subject to corrective action or discipline up to and including termination of employment for cause.
- No employees can be penalized, reprimanded or in any way criticized when acting in good faith while following this standard and the supporting procedures for addressing situations involving harassment and violence. This standard does not discourage any employee from exercising the worker's right under any other law, including the *Human Rights Act*.

Violence & Harassment Prevention Policy

HARRASSMENT AND VIOLENCE PREVENTION

Employees must follow the below communication strategies to assist in preventing harassment and violence at the workplace:

- Leave the area immediately to avoid unwelcomed behavior or verbal comments.
- Keep a safe distance away when verbal communication adversely escalates into anger.
- Do not glare or stare, which may be perceived as a challenge.
- Avoid communicating complicated information when emotions are high.
- Listen carefully. Do not interrupt or offer unsolicited advice or criticism.
- Encourage the angry person to talk as the person wants to be understood.
- Use silence as a calming tool. Do not tell the person to relax.
- Acknowledge the person's feelings. Indicate that you can see he or she is upset.
- Position yourself at a right angle rather than directly in front of the other person.
- Give the person at least 1-2 meters of physical and personal space.
- Do not pose a challenging stance such as standing directly opposite someone, putting your hands on your hips, pointing your finger, or crossing your arms.
- Do not spread rumors or 'talk behind someone's back'. Talk to that person directly.
- Know your fellow co-worker before starting a conversation that may be unknown to you as hurtful, upsetting, or offensive to someone else.
- Someone may not understand, be patient and repeat your words until they do understand.
- When mistakes happen in the workplace, explain, or demonstrate the proper way of doing something in a manner that does not make that person feel inadequate.
- Do not discriminate or intimidate other employees.

When potentially being in a position where communication can escalate into harassment or violence, employees must arrange themselves, so their exit or route of escape is not blocked. Employees must not retaliate if an act of physical violence occurs. They must immediately stop and leave the area and report the incident to their supervisor.

If an employee is at a client site and a potential incident of harassment or violence can occur or escalate, employees must leave the client's site immediately and notify their supervisor. Employees must treat others with dignity and with respect by treating individuals with courtesy, politeness, and kindness. Employees must treat others as they wish to be treated. Whenever possible, supervisors should consider moving employees to a different shift to separate affected employees if they observe early warning signs of harassment or violence and other prevention strategies are not successful.

Workplace Respect Policy

ATI Canada is passionately committed to ensuring a positive and professional working environment in which all people are treated with respect and dignity.

Respect is one of the most important traits in the workplace. It allows you and your team to work together to accomplish goals. You need to respect your team, manager, and clients to receive respect from them.

We believe in a proactive approach to workplace respect and are committed to providing employees with a healthy and safe workplace, free from physical or psychological bullying, harassment, and violence. A respectful work environment is a place where employees are actively living by our core values.

This policy prohibits all forms of bullying, harassment, and violence (hereinafter, referred to as a violation of “respect”) by management, supervisors, workers, subcontractors, suppliers, and clients.

Violations of respect will be investigated and if substantiated will be dealt with expeditiously. A respectful attitude should be standard in the workplace regardless of personal feelings.

Both employers and employees need to give respect to each other and their peers. As an employee, you can respect your coworkers and your managers by giving them the attention they need, listening to their opinions and speaking with kindness. Team members will not necessarily like all the personalities of their supervisors or coworkers, but they still need to act respectfully on the job to achieve their goals and be professional.

Disrespectful actions

- Yelling, swearing at coworkers, clients, supervisor
- Losing your temper
- Shaming, humiliation
- Threatening
- Condescending comments

Some benefits of respect in the workplace include:

- Respect reduces stress
- Respect increases productivity and collaboration
- Respect improves employee satisfaction
- Respect creates a fair environment

Let’s make it our individual goal to go above and beyond to always treat all those we meet and speak to with respect.

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 ATI Canada.

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

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.

Employees must disclose any other employment that might cause a conflict of interest with ATI Canada 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 ATI Canada. 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 ATI Canada using knowledge and/or materials gained during employment with ATI Canada.

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 ATI Canada, in a timely manner, may result in performance improvement proceedings including dismissal.

Non-Compete

For the duration of this agreement and for 90 days after the Employer 's relationship with the Employee has ended for reasons by the Employee, the Employee will not work in any capacity with a competing Heavy Duty Mechanic Company or Current ATI Canada Client without prior written consent.

Intellectual Property

The purpose of this Policy is to help maintain ATI Canada's reputation as a fair competitor, ensure the integrity of the competitive marketplace in intellectual property, and comply with the laws regulating intellectual property and industrial espionage.

ATI is committed to a high level of legal and ethical standards in the conduct of our business. It is the policy of ATI Canada to compete fairly in the marketplace. This commitment to fairness includes respecting the intellectual property rights of our suppliers, customers, business partners, competitors, and others, including original equipment manufacturers and other independent service organizations. No Company employee, independent contractor, or agent should steal or misuse the intellectual property rights owned or maintained by another.

This Policy applies to all employees, independent contractors, agents, officers, and directors of the Company, its subsidiaries, business units, partnerships, and joint ventures where the Company has a majority ownership position or exercises management control.

ATI Canada is devoted to protecting its own intellectual property, such as information, processes, and technology, from infringement by others. The Company's informational tools are available at our disposal because of significant investments of time and Company funds. If our intellectual property is not properly protected, it becomes available to others who have not made similar investments. This would cause us to lose our competitive advantage and compromise our ability to provide unique services to our customers.

ATI Canada's intellectual property includes confidential Company business information, trade secret technology (such as computer software and systems and knowhow related to them), patented inventions and processes, trademarks and service marks, trade dress, and copyrighted works. All employee records and documentation. It is the responsibility of every employee to help protect ATI Canada intellectual property. It is the responsibility of ATI's managers and supervisors to foster and maintain awareness of the importance of protecting the Company's intellectual property.

Internet, Email and Social Media Policies

Internet Use

The internet is provided by ATI Canada 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 may be 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 does not 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 ATI Canada 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

ATI Canada 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 ATI Canada who contribute to or perform duties such as:

- Maintaining a profile page for ATI Canada 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 ATI Canada
- Posting comments for and on behalf of ATI Canada on any public and/or private web-based forums or message boards or other internet sites.

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

All employees, contractors and sub-contractors of ATI Canada must ensure they do not communicate any:

- Confidential Information relating to ATI Canada 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 ATI Canada 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 ATI Canada and related bodies, clients, or businesses, which is not in the public domain.

Private / Personal Use of social media

ATI Canada 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 ATI Canada, however, inappropriate behaviour on such sites has the potential to cause damage to ATI Canada, as well as its employees, clients, business partners and/or suppliers.

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

All employees, contractors and sub-contractors of ATI Canada 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 ATI Canada or its clients, business partners or suppliers.
- Is defamatory or could adversely affect the image, reputation, viability or profitability of ATI Canada, or its clients, business partners or suppliers; and/or
- Contains any form of Confidential Information relating to ATI Canada, or its clients, business partners or suppliers.

All employees, contractors and sub-contractors of ATI Canada 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 ATI Canada '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 ATI Canada 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 ATI Canada accommodations policies.
- Complete and submit daily timesheets in an accurate and timely manner
- Maintain ATI Canada -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 Company 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
- Assist management in challenging and improving the health and safety program to meet the ever-changing needs of the work site.
- Shall participate in the company's safety program, understanding that safety is everyone's role and is a part of their everyday duties.
- Will carry out work in a manner so as not to create a hazard for themselves, their fellow workers, management, supervisors, or anyone on site.
- Shall not operate any equipment that they have not received proper training
- Will assist site management by sharing expertise when asked and by working to help create a safe workplace.

Company Truck Policy

Daily Expectations

- **Coveralls are not to be worn in Company 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.
- ATI Canada 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 report.
- All service trucks and tooling will be provided by ATI Canada, 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.

Refuelling

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
- No cell phone use, or smoking/vaping during refueling

Pre-Trip Inspections

- Accurate unit numbers and HRS/KMS to be report on Pre-Trips each day
- Pre-Trip Inspection forms 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 are 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 must 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 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 ATI Canada PM Service sticker showing next 8000KM interval for service.
- Windows must display ATI Canada PM Service stickers with current HRS for next 250HR service initialed by employee who did the last service.
- AT NO TIME can an employee tamper with the GPS unit in the company vehicles. This can result in termination if the unit is tampered with

- ***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. OT is paid to keep the vehicles washed.***

Driver Fuel Card & Credit Card Policy

Employees of ATI Canada may be 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 ATI Canada Fuel Card. Each of these cards is only to be used for ATI Canada 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.

Distracted Driving Policy

The main purpose of this policy is to protect the health and safety of ATI Canada 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.

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 cellphone (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 driver's offences, violations or warning **MUST** be reported immediately to management. Serious offences could result in termination.

All fines for automobile, cellular, or other personal infractions while travelling on company business will be the responsibility of the employee by payroll deduction.

Company Tools & Equipment

- All tools are provided by ATI Canada 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 ATI Canada supervisors/lead hands.

COVID-19

Exposure Controls for Employees

ATI Canada has implemented new controls to minimize the possible exposure of employees to COVID-19. These controls require travel approval procedures, eliminating face-to-face meetings, monitoring the health status of employees and control of visitors to ATI Canada locations. Employees who are exhibiting symptoms of COVID-19 or have been advised to self-isolate by a medical professional or public health are prohibited from coming to work until a medical professional or Health Services clears you to return to work. Prior to returning to work, employee must be deemed fit for duty. The following outlines the requirements which will be immediately required for all ATI Canada employees regardless of work location. In general, the ATI Canada exposure controls consist of the following:

- Non-essential business travel to any location should be eliminated.
- Business critical travel to non-high-risk locations may be taken by exception but will require approval by the Managing Director or Project Director.
- Employees travelling to any high-risk locations (for work or pleasure) are required to follow any public health guidelines in place regarding self-isolation or self-quarantine prior to returning to work. Further, notification of travel and quarantine status to a designated company email is required to allow for tracking/follow-up of their health status.
- Anyone who develops symptoms is required to notify ATI Canada via the designated company email and contact their local health department for information regarding testing. Notifications to the CMT are also required to allow for an investigation of who the traveler may have come into contact with.
- Eliminate face-to face meetings whenever possible and rely on teleconferencing and emails.

ATI Canada work's locations will operate as per usual until one of the following occurs:

- Confirmed cases of COVID-19 in the community reaches epidemic proportions – which will be defined as a rapid increase in cases beyond what would normally be expected for that community as compared with others. This will be determined by the site, or Health Services.
- Local or federal government authorities dictate that heightened measures are required.
- Case(s) of COVID-19 are confirmed in a supplier, customer, or other common site visitor.
- ATI Canada makes the decision to implement screening.
- Always maintain 2 meters of separation between employees and limit the length of any face-to-face discussion to less than 10 minutes if possible.

- Limitations on the size of any employee group meetings or number of employees using common facilities, such as kitchens, and living room areas, and crew trucks were ever possible.
- All employee(s) shall wear a mask at all times when travelling with more than one person in the vehicle.
- Sites shall adhere to any local public health or government mandates that impose additional measures to control the spread of the virus.

Responding to a Suspected or Positive COVID-19 Case

Notwithstanding the travel provisions above, exposure to COVID-19 may consist of several additional scenarios as follows:

- Employee has been at ATI Canada work location and is confirmed as infected.
- Employee has not been at ATI Canada location for a period of one week or more and falls ill, is tested, and confirmed as infected.
- Employee has been directly exposed through contact while on a client worksite, with infected family member or friend, but infection not confirmed, awaiting results.
- Employee is confirmed positive while working at client jobsite.

Each work location must adhere to local regulations pertaining to individual or employee privacy when communicating anything associated with personal health status. Further, should anything in this section conflict with client or local regulations, each ATI Canada location or client jobsite may edit/adjust the following accordingly.

Employee at Work is Confirmed as Infected

- An employee who has been at his/her normal work location that falls ill and has tested positive as infected for the COVID-19 virus will be managed as follows:
- Notify the ATI Canada Management Immediately.
- Consult local health authorities (Call 811) to ensure the infection has been reported and for advice on suggested decontamination techniques.
- Employee will be required to follow all response actions recommended by the local health department (811)
- The employee will not be allowed back to the work location for a minimum period of 14 days; Health Services will determine how long the quarantine will be
- An investigation shall be launched to identify where the infected employee spent time within the work area and who may have come into contact with the employee.
- Employee shall be contacted and asked the questions on the Health Screening Questionnaire to help determine if the source of their infection is workplace related.
- To determine who may need to be quarantined, ask the infected employee to identify, as best they can, any individuals with whom they had close contact at or in the workplace

during the 2 days prior to when the employee first noticed symptoms. Any co-worker or individual with whom they had physical contact or a 15-minute (or more) face-to-face discussion during the 2-day period in question is considered too have been in close contact and should be quarantined for 14 days.

- The employees work area and surrounding common areas must be decontaminated as soon as possible using an approved method and cleaning agents.

Employee not in the Workplace Confirmed as Infected

- If an employee is confirmed as infected but has not been in his/her assigned workplace for more than 14 days, the following is required:
- Notify ATI Canada Management Immediately. **DO NOT GO TO WORK**
- Employee will be required to follow all response actions recommended by the local health department (811).
- If it is confirmed that the infected employee was working with other employees or present in other ATI Canada work locations, items c. through g. in section 14.1 shall apply.
- If it is confirmed that the infected employee had not been in contact with any ATI Canada employees or their family members, ATI Canada management shall notify all site personnel of the employee's exposure and maintain communications should others develop symptoms if required.

Employee has been Exposed but infection not Confirmed

Should an employee become exposed to the virus via worksite, family member/friend or was present in a gathering where someone was confirmed as infected, the following shall apply:

- Notify ATI Canada Management Immediately.
- Employee should immediately call 811 and follow the instructions from Health Services. self-quarantine for a period of 14 days.
- Where possible and with Supervisor permission, the employee may work from home.
- Should an infection be confirmed at some later date, the employee should notify ATI Canada and the 14-day clock will re-set from the date of confirmation.
- All actions present in Section 14.1 shall apply.

Employee is Confirmed Infected at Client Jobsite

Should an infection be confirmed while working at a client jobsite, the client will most likely have response plan and ATI Canada personnel will be subject to those requirements. Whenever possible, the points included below should be established prior to mobilizing to a client jobsite. Regardless, the following will apply wherever feasible:

- Notify ATI Canada Management
- Have the employee(s) call 811 immediately and follow their instructions. All employees will need to make sure they have their Health Care Cards with them at all times. If possible HSE and/or HR will call 811 for the employee(s) if they are required to leave site, and drive to the nearest town, or home if they are able to go straight home without having to make any stops. (For example: Gas, groceries) and will follow Health services request.
- Isolate any other ATI Canada personnel from the infected person as soon as possible.
- Maintain regular communication with infected personnel and monitor condition.
- Participate in investigations establishing who may have been exposed and planned measures to prevent any further spread.
- Once repatriated, the employee will be subject to the 14-day quarantine period prior to returning to work.

Notification by Employee of Absenteeism Due to Illness

Should an employee call in with an illness during a pandemic the following shall be followed:

- Employees shall notify their supervisor and stay home if they feel ill or are sick consistent with the absenteeism protocols in place at their worksite location.
- Where there is any doubt about the employee's health suitability to return to work. ask the employee to provide a doctor's note clearing them for a return to work.
- ATI Canada will be responsible to periodically follow-up with leadership to ensure proper staff accounting is in place and working.
- Procurement personnel who must work remotely must identify how shipments of critical equipment or supplies can be received and distributed.
- All applicable Company policies remain in effect.
- Remote workers should notify their supervisor if they are developing COVID-19 symptoms and then notify their local health department.
- Notify the CMT to allow close monitoring.
- Remote workers who are confirmed as positive will be subject to the 14-day quarantine period prior to returning to work.

NOTE: When onsite and prior to arrival to site, ATI employees are required to follow all client, government and ATI internal regulations and policies in regard to COVID vaccinations and protectionary protocols. In the unfortunate event of a “close contact” situation, or positive / inconclusive test (deemed to be grounds for quarantine until a conclusive test can be attained) an employee may be required to quarantine. All costs for quarantine accommodations will be covered and arranged where needed by ATI. Flights and travel home when released from quarantine will be provided and covered by ATI. ATI will NOT be compensating any employee with wages if an employee is forced to quarantine while on or off shift. Should an employee not abide by any of the client, government or internal COVID policies or regulations while working for ATI, you may be immediately terminated and removed from site.

Employee Privacy Policy

This Employee Privacy Policy Statement contains the policies, procedures, and practices to be followed by ATI Canada and any of its present or future subsidiaries (the Company) pertaining to the collection, use and disclosure of personal information (Personal Information) of an identifiable person (the Individual) that is a present, future, or former employee of the Company.

The Company recognizes the confidential nature of the Personal Information in its care and is accountable for the compliance of itself and its directors, officers, management, employees, representatives, and agents including consultants and independent contractors (the Staff) in protecting this Personal Information.

Personal Information includes but is not limited to name, home address, phone number, home email address, identity verification information, Social Insurance Number, age, gender, salary, education, personal hobbies and activities, medical information, employment history, contents of resume, references, interview notes, performance review notes and emergency contact information.

Corporate Privacy Policy

ATI Canada and the Staff will always respect the confidentiality of the Personal Information placed in its care. The Company will endeavour to ensure that the policies affecting the collection, storage and disclosure of Personal Information reflect the confidential nature of the information.

Personal Information will be collected, used, and disclosed for purposes pertaining to the Individual's employment relationship with ATI Canada, including but not limited to the administration of employee hiring, performance reviews, the administration of employee payroll, processing of employee benefit claims, and for the purpose of complying with all applicable labour and employment legislation.

ATI Canada may use Personal Information **for a purpose other than the originally stated purpose where the new purpose is required by law or where the Company** has obtained consent in writing from the affected Individual for each new purpose.

Collection of Personal Information

The type and amount of Personal Information collected by the Company will be limited to the minimum necessary to accomplish reasonable business purposes. Personal Information will not be collected maliciously, indiscriminately or without a reasonable business purpose.

Access by Authorized Company Representatives

All Personal Information will be released internally only on a need-to-know basis. In the course of normal reasonable business practices, it is the policy of the Company to grant designated Company representatives' access to Personal Information files. This access will not exceed

that necessary to accomplish the specific business function of the Company representative nor the purpose for which the information was originally collected.

Use and Disclosure of Personal Information

The Company and the Staff will keep confidential all Personal Information in its control except where one or more of the following conditions apply:

Where the Individual who is the subject of disclosure has provided written consent.

Where the Company is permitted or required to do so by applicable legislation or regulation.

Where the disclosure is directed to health benefit providers and where the purpose of the disclosure is in accord with the purposes for which the Personal Information was originally collected.

Where the disclosure is required by authorized government representatives who are acting to enforce any federal, provincial, or territorial law or carrying out an investigation relating to the enforcement of any federal, provincial, or territorial law or gathering information for purposes of enforcing any federal, provincial, or territorial law.

Where the Company is required to comply with valid court orders, warrants or subpoenas or other valid legal processes.

In an emergency to protect the physical safety of any person or group of persons

Security

The Company will take and enforce all reasonable security measures appropriate for the sensitivity of the information to ensure that all Personal Information for every Individual is protected against any form of unauthorized use including but not limited to accidental or malicious disclosure, unauthorized access, unauthorized modification, unauthorized duplication, or theft.

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 ATI Canada.

Please read each of the policies listed below and tick were shown to indicate you are aware of the rules and responsibilities you have whilst employed by ATI Canada

Employee Declaration

Initial each section to acknowledge you have read and understood the policies below	Initial
Code of Conduct Policy	
Travel Policy	
Health, Safety and Environmental Policy	
Incident Reporting Policy	
Personal Protective Equipment Policy	
Safety, The Right to Know, Participate or Refuse	
Impairment (Zero Tolerance) Policy	
ATI Canada Housing/Accommodation Policy	
Non-Smoking Policy	
Workplace Harassment and Violence Policy	
Violence & Harassment Prevention Policy	
Workplace Respect Policy	
Intellectual Property & Conflict of Interest Policy	
Internet, Email and Social Media Policies Policy	
Company Truck Policy	
Distracted Driving Policy	
Company Tools and Equipment Policy	
COVID-19 Policy	
Privacy Policy	
Nektar Training	

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.

Employee Name: _____

Employee Signature: _____

Date: _____

ATI Canada Trainer Name & Signature