



**CANADIAN
EMPLOYEE HANDBOOK**

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A – Forward

This Employee Handbook is intended to provide all MEDA employees with an outline of Company policies, procedures, requirements and benefits. Each employee is supplied their own personal copy; please read it thoroughly and retain it for future reference. This handbook replaces all earlier versions. For the purposes of this handbook MEDA represents MEDA Limited and the internal employees of MODERN Staffing.

This handbook will be revised on a timely basis to ensure that information remains current. MEDA reserves the right to revise, supplement, or rescind any benefits, policies, or portion of the handbook from time to time as it deems appropriate, in its sole discretion. Amendments to any part of this handbook must be in writing and issued by the Company President.

Revisions to the handbook will be communicated to all employees and updated pages will be provided. It is each employee's responsibility to maintain an updated copy and to read and understand all changes to this handbook. If there are any questions about the handbook or if there is any additional information you would like to see included, please speak to your supervisor or MEDA management.

Some of the employee benefit plans described in this handbook may be subject to legal requirements concerning reporting and disclosure; this handbook contains highlights of these plans. For complete details, employees should consult the summary plan description and official plan documents. In case of any discrepancy, the official plan documents govern. Changes in the law may also affect the benefit programs described in this handbook.

Comprehensive policies and procedures are available for review in the Human Resources department. In cases of conflict or uncertainty, the policies and procedures will be considered official and binding.

The provisions of this handbook do not establish contractual rights between MEDA and its employees. All employees must sign and return the acknowledgment form located at the end of this handbook.

Welcome

It is a pleasure to welcome you to the MEDA team. At MEDA we strive for success in all areas and are driven to be the best. We wish you great success in your position, and hope that your employment relationship with MEDA is a rewarding experience.



About Us

MEDA was established in 1970 in Windsor, Ontario. Since then, we have expanded our offices in Ontario, as well as Michigan and Texas. Our Mission is to add value for our customers and employees by uniting superior engineering, technical, and professional resources with rewarding opportunities for industry leaders in a variety of business segments. Respect for our customers, employees and environment is our foundation. We are the best in everything we do because we demand excellence in everything we do. The following statement outlines MEDA's history, business focus, and some customers we served.





MEDA

MEDA was established in 1970 by Mel and Carole Lawn.

MEDA provides consistently high-quality contract technical services, engineering, manufacturing, information technology, finance, administration, human resource support and services to the North American and Canadian Industries.

The objective of MEDA is to support its customers by providing unique cost-effective solutions. This is done through the development of new and innovative programs; perhaps fine-tuning a process to meet and/or exceed our customers' expectations. Due to the nature of the many programs in which we are involved, confidentiality is paramount. Many of our employee-generated inventions/ patents are now the property of our customers.



Within MEDA's long standing history, we have supported: military vehicle development; automobile dealership revitalization programs; major efficiency improvements and assembly/machining programs; powertrain design and development; and have authored many innovative and unique programs to help our customers meet challenges in today's global market.

During our almost 50 years of experience we have, and continue to perform design and analytical work in our offices for private industry. It was this work that began our development as a contract engineering firm. We act as an ideal adjunct to our customers' technical departments. MEDA is a leader in the contract engineering and technical services industry.

Our team is focused to meet and/or exceed customers' expectations. We are capable of supporting large and small scale projects for either short or long term needs. Our team has the ability to work at our customers' sites or our own site to complete programs as needed.

In addition to our own facilities, MEDA also has affiliates in other parts of North American, the European Economic Community and South America, functioning primarily as technical contractors and consultants.

MEDA is pleased to have the opportunity to have been supported by our many valued employees and customers throughout the years.



B – Communications

Our Principles of Business

Our Purpose

To build a solid foundation and provide long-term challenging and rewarding opportunities for our employees.

Our Mission

To add value for customers and employees by uniting superior engineering, technical and professional resources, with rewarding opportunities for industry leaders in a variety of business segments. Respect for our customers, employees and environment is our foundation. We are the best in everything we do because we demand excellence in everything we do.

Our Method

We serve our clients on a professional basis through a foundation of integrity and long-term investment in mutually beneficial relationships.

Our Culture

Wherever we do business,

We do what we say
We pay what we owe...on time
We treat each other, and our clients with dignity and fairness
We listen carefully, and learn

Our Work Ethic

1. We are a global firm; thus we as individuals are global in perspective. We adapt to the customs and needs of the host nation of each office, and we show respect for all nations.
2. We are conscious of our words, actions, appearance, and how we carry ourselves. That we are, in thought and reality, the class act of our industry.
3. We waste neither time, words, nor money. Given prudent base (both information and plan) we move crisply and decisively.
4. We do not criticize individuals if they are not present and correct discretely, without embarrassment, when necessary.
5. We strive to eliminate bureaucracy.
6. All correspondence is assumed to have an eventual external audience: It is clear, well presented, and consistent in quality to our foundation.
7. We speak of today and the future, and in the genre of sincere encouragement.
8. We are fully accountable to each other in frank, yet respectful, openness. Ambiguity, confusion and dichotomy are tested against our foundation and then the tactical plan.
9. We identify candidates for employment, and clients, who are exemplary in skill and character, and add value to them by our relationship.
10. Everyone who comes in contact with us is treated with consideration.
11. We are community citizens. We encourage good behaviour in others.
12. We are committed to sound and balanced growth, through trust and honesty, both as individuals and collectively as a corporation.

Equal Opportunity Employment

MEDA is an equal opportunity employer and will maintain and conduct all practices relating to recruiting, hiring, disciplining, and other terms and conditions of employment in a manner that is consistent with all applicable Provincial, Federal and local law and in a manner which does not discriminate on the basis of race, colour, religion, national origin, age, sex, disability, marital status, height, weight, veteran status, or other protected status. If you feel you have been treated unfairly on any of the foregoing, or if you observe someone else being so treated, report this to your supervisor, a member of the management team, or the President.

International Organization for Standardization (ISO) Certified

MEDA is an ISO 9001:2015 certified Company. All applicable employees are responsible for reviewing, understanding and complying with all ISO policies and procedures.

New Hire Orientation

MEDA strives to help new employees become a part of our organization as easily as possible. All new employees will be provided with an orientation on their first day of work. During orientation, employees will complete the necessary paperwork and will be provided with a tour of the building including the location of break areas, rest rooms and other building facilities. Door access and the use of entrances, exits and parking areas will also be explained at this time.

The goals of orientation are:

1. To provide a reassuring and welcoming environment
2. To establish effective communication between employees and the Company
3. To review the Company's mission and goals
4. To review Company policies, procedures and conduct guidelines
5. To provide information about the Company's benefit package
6. To provide health and safety training
7. To answer any questions employees may have
8. Employees placed on assignment at a Client's location will also undergo orientation as per the Client's onboarding practice

Bulletin Boards

Information regarding changes in working schedules, overtime, safety, Company policy and other matters related to your employment may be distributed or posted on designated Company bulletin boards. Employees are responsible for reading the bulletin boards regularly.

Employee Suggestions

MEDA strongly encourages employee suggestions and input on improving the operation of the Company. Employee ideas and active participation in our development greatly contributes to the ongoing success of the Company.

All suggestions should be submitted via email to your MEDA supervisor, MEDA Human Resource representative or a member of the MEDA senior management team. Suggestions will be reviewed by senior management.

Break Policy

MEDA recognizes that some religions require the observation of prayer periods at specific times. While this requirement may create a conflict with standard hours of operations, we will work to accommodate the employee's needs, short of undue hardship. Where possible, MEDA shall allow for a modified break schedule.

Attendance

MEDA places a high value on attendance and punctuality. Regular attendance and consistent punctuality are critical to the goals, objectives, effectiveness, and standards of MEDA and its business operations.

Employees who are chronically absent or tardy adversely affect productivity and morale, thus diminishing the quality and level of normal business operations. The Company's goal is to address and correct absenteeism and attendance issues before they become disruptive and counterproductive to efficient operations.

Attendance Guidelines

- Regular attendance is a condition of employment. MEDA expects employees to be at work and on time for every scheduled workday.
- Employees are expected to be prepared to commence work at the start of their workday.
- Unacceptable attendance includes (but is not limited to) tardiness, unexcused or persistent early departure during scheduled working hours, and abuse of established leaves. Absences without excuse will not be tolerated and are subject to corrective action.
- Employees are considered tardy if they arrive to work after their scheduled start time.
- Unapproved early departures during scheduled working hours are considered excessive if they exceed 4 per calendar year.
- Failure to provide required notification of any unexcused absence may result in disciplinary action. MEDA reserves the right to terminate any employee who is absent for two (2) or more consecutive working days without notification.
- Employees who are absent for three (3) consecutive business days without notification are considered to have abandoned their position.

- Employees who are absent for five (5) or more consecutive working days are required to submit appropriate documentation reasonable in the circumstances to support the absence
- Employees absent due to illness or injury may be required to submit to a physical exam or provide medical documentation in order to accommodate their return to work. The documentation and/or results of the physical exam must not include information about diagnosis or treatment of the employee's medical condition.
- Employees who are absent due to personal illness, injury or medical emergency more than 3 days per calendar year shall have their attendance record reviewed and may be subject to disciplinary action. Employees who are absent due family responsibility leave more than 3 days per calendar year shall have their attendance record reviewed and may be subject to disciplinary action.
- MEDA reserves the right, at their sole discretion, to request evidence that employees are eligible for Sick, Family Responsibility or Bereavement Leave. Evidence of absences not covered by the above Leaves may be required before employee is allowed to return to work.
- In cases where an employee has unacceptable attendance, their attendance record will be reviewed with them and the attendance corrective action procedure will be applied.
- Unauthorized absences are unpaid.
- Employees are expected to manage their prescheduled time off requests appropriately.

Reporting an Absence or Late

Absenteeism is defined as a failure to meet an established work schedule unless on an approved leave of absence. Tardiness is defined as the failure to report to work at the time scheduled.

- Employees unable to work as scheduled regardless of cause are responsible for personally notifying their supervisor of their absence by phone, text or email prior to the start of their scheduled workday and no later than 30 minutes before their scheduled work time. This applies to full day absences and lateness.
- Employees unable to work must clearly indicate the nature and the duration of the absence to their supervisor. If the supervisor is unavailable, employees must make every effort to contact a member of the management team.
- Absent employees are responsible for reporting when they are likely to return to work.
- Each employee is responsible to present appropriate documentation and/or an appropriate medical certificate to support absences after three or more consecutive days of absence or upon request from the supervisor.
- Employees placed on assignment at a Client's location must notify their on-site supervisor (or alternative contact per Client's direction) as well as their MEDA contact as per noted above.

Attendance Corrective Action

Attendance corrective action for excessive absenteeism, poor attendance, or other violations to attendance guidelines shall follow our performance Corrective Action Plan (CAP).

Personal Appearance

Employees are expected to maintain a neat, clean, and professional appearance at all times so that they create a positive impression in all work interactions.

Dress Code

MEDA strives to allow for religious accommodation where the accommodation does not conflict with established health and safety policies or where the work uniforms can be modified easily to permit the person concerned to wear the required item(s) of clothing. Clothing or gear with a health or safety rationale may constitute a reasonable occupational requirement.

Hygiene

- Maintain personal cleanliness and oral hygiene
- Use deodorant / anti-perspirant to minimize body odors
- Avoid the use of perfume, cologne and heavily scented lotion as they can cause allergic reactions, migraines and respiratory difficulty for some employees
- Wash hands after eating and using the restroom

Personal Grooming

- Complying with the Occupational Health and Safety Act
- Taking every reasonable precaution for the protection of its employees
- Clothing must be clean, pressed, in good condition, and not interfere with the safe operation of equipment
- Neat and well-groomed hair, sideburns, mustaches and beards
- Long hair must be secured to prevent it from being caught in equipment and machinery
- No dark glasses (unless prescribed by a physician)
- No dangling or hoop jewelry that may create a safety hazard to self or others (if a pencil can be passed through a hoop earring it is not safe to wear near operating equipment)
- No body jewelry that may create a safety hazard to self or others
- Tattoos that may be perceived as offensive, hostile, or that diminish the effectiveness of the employee's professionalism must be covered and not visible to staff, customers or visitors

Business Attire

MEDA employees shall wear Business or Business Casual attire at all times, excluding Casual Fridays. MEDA employees shall dress appropriately based on the meeting situation and participants.

Appropriate clothing includes:

- Men – jackets, shirts, ties, sweaters, collared shirts (dress or golf), slacks, khakis, dress or casual dress shoes
- Women – blouses, collared shirts (dress or golf), conservative tops, sweaters, pant-suits, slacks, khakis, Bermuda dress shorts, dresses, skirts (no more than 2” above the knee), dress shoes or dress sandals

Employees visiting customers or attending public events (trade shows, seminars, etc.) are encouraged to wear MEDA branded collared shirts.

Casual Friday

MEDA employs a “Casual Friday” policy, wherein our employees are welcome to wear:

- T-shirt, collared shirt, casual top (providing there are no large logos or inappropriate messages)
- Jeans without rips, tears or stains
- Running shoes without rips, tears or stains

Employees may wear casual clothing if scheduled to perform physical labour around MEDA offices where it would be expected to wear casual clothes.

Inappropriate Attire (applicable to Casual Friday)

The following items are not permitted in any area during normal working hours:

- Sweat pants, jogging pants, yoga pants, or workout pants
- Leggings or pants that expose the midriff or underwear
- Gym shorts
- Bicycle shorts or other athletic shorts
- Low-cut tops, halter tops, spaghetti strap tops
- Tops that expose the midriff or underwear
- Mini-skirts
- Any form of clothing that is mesh, sheer, see-through or otherwise revealing
- Any form of clothing that is generally offensive, controversial, disruptive or otherwise distracting
- Any form of clothing that is overtly commercial, contains political, personal or offensive messages
- Plastic flip-flops or sandals
- Beach footwear

Compliance

Employees are responsible for exercising sound judgment and common sense regarding their personal appearance. Management reserves the right to send any employee home to change if their attire falls within the unacceptable range. Departure from appropriate grooming, hygiene and attire standards will result in counseling and/or disciplinary action up to and including termination of employment.

Employees working in the field must follow all personal appearance standards of the client assigned. If you have questions about these personal appearance guidelines, contact your direct supervisor.

Changing Employee Information

Employees must ensure that MEDA is informed of their current name, address and telephone number, as well as dependent information where applicable.

C – Compensation

Employee Status

MEDA hires individuals to work as full-time, part-time, temporary/contract, seasonal, exempt and/or non-exempt employees. Consistent with applicable law, non-exempt eligible employees qualify for over time compensation. Job classifications and duties may change at the sole discretion of the Company.

General questions regarding your employment status or Company policy should be directed to the MEDA Human Resources Manager.

MEDA provides employees with a pay and benefit package that is competitive within the industry.

Hours of Work

Standard working hours are 8.5 hours per day, Monday to Friday. Start times vary depending on the assigned shift. Employees are entitled to a 30-minute unpaid lunch each workday. This time away from work is essential as a rest period and opportunity for nourishment to maintain positive energy levels throughout the full work shift. Employees must return from lunch promptly to ensure the Company maintains adequate service levels for our valued customers and to ensure that the work schedule of other employees is not disrupted. Office lunch periods are to be scheduled and completed between the hours of 12:00 noon and 2:00 p.m. Employees are expected to work their scheduled hours of work each workday.

The business demands may require flexibility in work schedules. Employees may be required to come in early, work late, or work on weekends.

Employees working in the field will follow the hours of work policy of the client assigned.

Banked Hours

If an employee works over their required hours in a week due to business needs and with their supervisor's permission, the extra time worked over their regular scheduled hours may be banked to be used within a two week pay period upon supervisor approval. If an employee works excessive hours without their supervisor's approval, those hours will not be banked or allotted back to them. Bankable time will only be considered in hourly intervals. Employees assigned to work at a client's site cannot earn lieu or banked time.

In the event that an employee needs personal time off through the week, they are required to make up that time within that pay period, unless otherwise approved by their supervisor.

Pay Procedures

MEDA follows a bi-weekly payroll schedule. Employees' pay is direct deposited on the Thursday following the last Sunday of the pay period. In the event that a Company recognized holiday falls on a pay day, employees will be paid on the day before the Holiday.

Compensation is confidential and this information should be protected. Statement of earnings will only be released to the applicable employee unless written permission is provided by the employee to release the paystub to another party.

It is every employee's responsibility to examine the statement of earnings to ensure that they are properly paid for all work time and that the payroll information is accurate. Employees must immediately inform their supervisor or MEDA's payroll department if they believe that there has been an error in processing their payroll information or deposit.

Overtime

MEDA may require employees to work overtime (work completed outside of regular working hours) during busy times in order to ensure that specific projects, products or assignments are completed on time.

Employees are not contractually entitled to work overtime. As such, employees must notify their supervisor in writing where possible when they anticipate that they will need to work overtime to complete the week's assigned task. All overtime hours must be authorized by a supervisor or management in advance of overtime hours worked. Approval is required for hours that exceed 40 hours in a workweek.

Employees placed on assignment at a Client's location will follow the overtime policy of that Client.

Employers will attempt to provide prior notification of at least (4) hours to the employee when they require an employee to work overtime hours.

Overtime Pay

MEDA provides employees with appropriate overtime pay for overtime hours worked as follows:

- All non-exempt employees are eligible for overtime compensation. Supervisory and management positions are not eligible for overtime pay.
- Overtime is paid to an employee when they work in excess of 44 hours in one workweek for internal staff.
- Overtime is paid according to Client specific policy for employees placed on assignment at a Client's location.
- The workweek runs from Monday morning at 12:00 a.m. and ends at 11:59 p.m. Sunday night.
- Overtime is paid at a rate of time and one half of regular pay for all overtime hours worked in excess of 44 hours in one workweek.
- Paid leave (holiday, vacation or sick time) may not be used towards overtime.
- Extra time worked at the employee's discretion or without supervisory approval (working through lunch or breaks, arriving early or staying late) may not be counted towards overtime.

Vacation Time

Vacation Entitlement – Full and Part-Time Employees

MEDA understands the importance of personal time off and employees are encouraged to use their paid vacation time for rest, relaxation, and personal pursuits. Vacation is earned throughout the calendar year and is based on years of service as follows:

Completed Years of Service	Vacation Entitlement
More than 1 year and less than 5 years	2 weeks
5 years and less than 10 years	3 weeks
10 years and less than 25 years	4 weeks
25 years or more	5 weeks

Vacation Entitlement – Contract, Casual, Summer Students, Interns, and Temporary Employees

Employees with less than five years of service are entitled to two weeks of vacation time after each 12-month period from January to December. Employees with five years of service or more are entitled to three weeks of vacation time after each 12-month period from January to December.

All employees continue to accrue vacation entitlement during approved leaves of absence. Note, vacation dollars will not be accrued during approved leaves.

Vacation Pay

Pay will be paid based on the vacation accrued.

Prorating Vacation Entitlement – All Employees

Vacation will be prorated in the following situations:

- In the first year of employment – employees are entitled to two (2) weeks of vacation prorated by the number of days in the calendar year that they are employed
- During years in which vacation entitlement changes – the increased vacation entitlement will be pro-rated from the employee's anniversary date to the end of the calendar year

Prorated hours are calculated as follows:

Prorated Vacation Entitlement = Number of weeks worked / 52 weeks x days of vacation entitlement

Scheduling Vacation

Vacation days earned by an employee during the calendar year may be used as accrued.

Vacation time may be divided into more than two periods if desired by the employee and upon supervisor approval. Employees must submit their vacation request to their supervisor (and Account Manager for employees assigned to a customer site) for approval as far in advance as possible and at least two (2) weeks in advance to taking the vacation time. Time off requests during peak vacation seasons (e.g. summer, spring break, Christmas, etc.) must be submitted at least four (4) weeks in advance.

Vacation approval is dependent on other employee requests, project and business needs. Any conflict in vacation requests between employees will be decided based on employee seniority, Company needs, and the good judgment of the supervisor. Refer to Appendix 2 for the Vacation Request form.

All employees are encouraged to use their allotted vacation time in full each year. Vacation time must be used in its totality within twelve (12) months after the end of the calendar year in which it is earned. Special circumstances may allow the transfer of up to one (1) week of vacation to the following year, with pre-approval from the President and notice to the Human Resource Department when vacation cannot be taken due to business constraints as determined by the Company. MEDA reserves the right to schedule vacation for employees as a method of ensuring that earned vacation time is utilized prior to year-end.

In the event that an employee leaves the employment of MEDA for any reason, payment of unused vacation will be included in the final pay. Under special circumstances if an employee used more vacation than they were owed resulting in a negative accrual amount, said amount will be deducted from employee's final pay.

In the event that an employee has vacation time preplanned prior to their start date, approval to take the vacation time off must be received from the supervisor and will be unpaid.

Employment Insurance

Employment Insurance (EI) is a government sponsored program designed to provide a continued source of income for workers who have lost their employment or are unable to work. The program is funded by contributions from both employers and employees.

Income Tax

Revenue Canada requires employers to deduct income tax employee's wages. Employees are required to complete a Federal (TD1) and Provincial (TD1ON) Form indicating the amount of personal exemptions claimed. Where the employee fails to complete these Forms, MEDA will deduct as though the employee were a single person without dependents. Employees should complete forms within seven (7) days of any changes to personal exemptions.

Garnishments

Garnishments will be handled as required by law.

Lieu Time

Lieu time is an arrangement that allows an internal employee (at their request) to receive paid time off from their usual scheduled hours for approved hours worked in excess of their regular scheduled hours in one workweek. Lieu time follows the same procedure as banked time. Employees assigned to work at a client's site cannot earn lieu or banked time.

Public Holiday Pay

All employees who qualify are entitled to take designated public holidays off work and be paid public holiday pay. An employee does not qualify for holiday pay if they have an unscheduled absence on either the last or first scheduled workday before or after the public holiday. In such case, they will not be paid for the holiday unless the absence is substantiated by evidence reasonable in the circumstances.

Public Holidays

Employees who qualify for statutory holiday pay shall receive holiday pay for the following holidays:

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

Holiday Pay Guidelines

Holiday pay is calculated as follows:

- The amount of public holiday pay to which an employee is entitled is all of the regular wages earned by the employee in the four work weeks before the work week with the public holiday plus all of the vacation pay payable to the employee with respect to the four work weeks before the work week with the public holiday, divided by 20.

Additional holiday pay guidelines:

- All hours worked on a public holiday are paid at 1.5 times the employee's regular rate for each hour worked on the holiday.

- An employee who is scheduled to work on a public holiday and, without reasonable cause, fails to perform all of the work agreed to (or required) on that day is not entitled to public holiday pay or to a substitute paid day off.
- In the event that a recognized public holiday occurs during an employee's vacation period, it shall not be counted as a vacation day and the employee will be granted one (1) additional day off work
- An employee on a leave of absence without pay, on Workplace Safety and Insurance Board (WSIB) benefits, or on Long Term Disability at the time of the holiday, is not eligible for public holiday pay.
- An employee has the right to request a substitute holiday in order to observe religious holidays of their faith.
- A substitute holiday in lieu of a paid holiday must be taken within three months of the designated paid holiday, unless prior approval has been granted by the supervisor.

Floater Days

Employees hired prior to December 17, 2007 are entitled to floater days according to the following schedule.

Years of Service	Number of Floater Days
1	1
2	2
3	3

Timesheets

Employees must accurately complete a timesheet, indicating the number of hours worked and the appropriate job to which that time is to be charged if applicable. Timesheets must be submitted by 9:00am Monday of the following week to the appropriate supervisor for review and approval.

MEDA employees who are working in a customer's facility must forward their timesheets to payroll before 12:00 noon Eastern Time each Monday morning. Employees will not be paid if their approved time sheet has not been received by this day/time. (Refer to Appendix 3)

The accurate completion of employee time records is critical to MEDA's continuing effort to maintain the integrity of its cost accounting system. The following timekeeping procedures will ensure accurate and complete recording of labour hours:

- All MEDA employees are required to accurately record their time worked each day and submit their timesheet each week.
- Regardless of overtime status, business unit, whether billable or not, or whether time is direct or indirect, all employees must record all hours worked on their timesheet.
- Time recorded must represent actual time worked.

- Supervisors are required to review and approve subordinates' timesheets weekly.
- Supervisory approval is necessary to be compensated for hours over 40 in a week.

Penalties for Labour Mischarging

In the event that MEDA determines through investigation that an employee has intentionally submitted falsified timecards, the employee will be subject to disciplinary action up to and including termination of employment.

Salary Confidentiality Policy

As the provision of competitive wages is paramount to our success, MEDA strives to ensure that we provide appropriate and fair wages for our employees in an effort to retain, motivate and provide maximum benefit for our staff. Under MEDA's Equal Pay for Equal Work policy wages and other forms of compensation are determined based on a large number of factors such as responsibility, performance reviews, years of experience, years of service, etc.

MEDA requests that all employees keep their wages, benefits, bonuses and any other form of compensation confidential and avoid providing or otherwise broadcasting this information with other MEDA employees or with any third-party that does not have a bona fide need to know. Disclosure of confidential information by employees may impede the Company's ability to effectively compete for talent or create unnecessary conflict and disputes.

D – Benefits

Extended Health, Dental, and Short-Term Disability Plan

Full-time employees become eligible to participate in MEDA's benefit plan the first of the month following the successful completion of 90 days of continuous employment. These benefits include:

- Dental
- Prescription Drug
- Vision Care
- Extended Medical Plan
- Out of Province coverage
- Short Term Disability
- Long Term Disability
- Life Insurance

The above benefit costs are paid by the Company.

Coordination of Benefits

If you have extended health or dental benefits from another source, your benefits can be coordinated with the alternative plan so that up to 100% of actual covered expenses are paid.

Pension Plan

Employees who have been employed for one (1) continuous year with MEDA are eligible to join the pension plan. Enrolment takes place once a year on October 1st. All eligible employees will receive a summary describing the plan in detail. Employees will be notified of the opportunity to enroll in the pension plan prior to the October 1st deadline. It is the employee's responsibility to ensure that they register with our pension plan provider.

OHIP

New employees from outside the Province of Ontario must contact the Ontario Ministry of Health directly to arrange for health care coverage available to Ontario residents. It is the employee's responsibility to notify the Ministry of Health of any changes affecting their health care coverage.

Making Changes

Contact Payroll / Benefits Coordinator with any changes in your dependent status as soon as possible.

Vehicle Allowances

Certain positions are eligible for a vehicle allowance based on the requirements of the position. Recipients are required to sign a document stating that they are insured to drive for business purposes and that they are in possession of a valid driver's license from their home jurisdiction. Any change in driving status must be reported to the Company immediately.

Vehicle allowances account for expenses incurred for on-going maintenance, repair, gasoline, insurance and all other vehicle expenses. Vehicle allowances are added to the employee's base salary and are subject to taxation.

Employees who use their personal vehicles for business purposes and are not eligible for vehicle allowances will be reimbursed for their business mileage at an approved standard mileage rate in accordance with the Business Mileage Reimbursement Policy. The rate includes reimbursement for gasoline and other normal operating expenses. When employees are required to travel in excess of 100 km one way, a rental car should be used.

Tuition Reimbursement

MEDA encourages its employees to pursue further education. Full-time employees who have been continuously employed for one (1) year or longer are eligible for MEDA's tuition reimbursement program, subject to the limitations of the available budget which changes from year-to-year.

Reimbursement may be made for the cost of tuition only for courses that are, in the Company's discretion, related to the employee's current job requirements or may qualify employees for a different job or promotion within MEDA. The cost of books, materials, supplies or other expenses will not be reimbursed. Employees must submit, in advance of commencing such course or courses, a letter of application to the supervisor for reimbursement of the cost of tuition. The letter of application shall list

the course or courses to be taken by course title and number along with a brief description of the course content. The letter of application shall also include the name of the educational institution, location of the course offering, dates, time, and tuition cost thereof.

Upon approval of the application, employees are required to sign the Tuition Reimbursement Program Promissory Note indicating that:

- Courses must be paid by the employee in advance
- Reimbursement will be paid only after the completion of the course, based on the achieved grade as follows:
 - Employees receiving an “A” in the course will receive 100% reimbursement
 - Employees receiving a “B” in the course will receive 75% reimbursement
 - No reimbursements will be given for grades of “C” or lower
- A receipt that clearly states the course tuition and credit hours is required to be attached to the submitted paperwork
- The reimbursement maximum is \$1,200 per employee per fiscal year
- If the employee leaves the Company for any reason within one (1) year (except for being laid-off or terminated without cause) of receiving tuition reimbursement, they must repay the money received

Employees must complete and submit the Tuition Refund Form to process the reimbursement.

Personal Protective Equipment

Every employee who is required, due to their assignment, to purchase their own safety shoes is eligible for a \$70.00 maximum reimbursement per year. To be eligible for this reimbursement an employee must be employed by MEDA for 90 days. Employees are required to complete an Expense Report Form with the original receipt and approval from their MEDA manager to receive the reimbursement. Safety shoes must be CSA approved to qualify for the reimbursement.

Travel and Business Expenses

Employees working in the field will follow the travel and business expense policy of the client assigned. Employees are entitled to claim necessary and reasonable travel and business expenses that may be incurred in carrying out their job duties. For those employees receiving a car allowance company travel must relate to necessary business transacted in excess of 100 km away from the employee’s normal workplace. Upon submission of an expense report, employees will be reimbursed for their approved expenses. The following guidelines must be followed with regard to travel and business expenses:

- Expenses must be pre-approved and supported with receipts
- Only those expenses actually incurred shall be reimbursed
- Receipts for meals with customers should be kept and submitted with the expense report that identifies the customer name(s) and reasons for the meeting
- Additional travel days beyond the number required for business purposes must be preapproved using vacation time entitlement

Air Travel

Air travel is required for employees traveling in excess of 500 km from the employee's normal workplace. All air travel will be conducted in the most economical manner possible using coach or economy class as the standard. Whenever possible, tickets should be booked at least seven (7) days in advance to benefit from any discounts offered by the carrier, or through the negotiations made by MEDA. All tickets shall be purchased from MEDA preferred vendors.

Rail Travel

All rail travel will be conducted in the most economical manner possible using coach class as the standard.

Bus Travel

Bus travel will only be used when travel by other means is not feasible, or when specifically requested by the employee.

Rental Vehicles

- Vehicles must only be rented when necessary and when rental of a vehicle constitutes the minimum cost method of transportation
- Vehicles will be rented through a preferred vendor (if applicable) in the most economical manner possible using compact or economy models as the standard
- Exceptions may be made regarding vehicle size in the event of two or more passengers or load requirements. Any exceptions must have written approval prior to their reservation.
- Rental of vehicles is discouraged in metropolitan areas that have substantial public transportation services available
- Personal liability and physical damage insurance is required on all rented vehicles, either pre-arranged through Company negotiations with a preferred vendor or through standard renting from a non-preferred vendor
- In the event of damage to a rental car, employees must contact their supervisor immediately. All accidents must be reported in writing immediately upon return to the workplace and within three (3) days after the damage has occurred if on an extended trip. A police report is also required.
- Employees must fill the gas tank prior to the return of the rental vehicle or be personally responsible for paying the fuel surcharge fee
- Pre-purchase of gas at the rental counter is discouraged
- Employees are responsible for any traffic violations including parking tickets

Public Transportation

The cost of public transportation for business purposes (taxi, streetcar, subway, etc.) will be reimbursed contingent on production of receipt.

Private Vehicles

Employees may use their own vehicle for business travel purposes if it is deemed less expensive than vehicle rental, public transportation, or if it offers a significant savings of time. In order to drive for any business purposes, employees must be insured for business use through their personal insurance provider and must be in possession of a valid driver's license from their home jurisdiction. Additional use of private vehicle rules follow:

- Required parking fees, road tolls, and ferry expenses will be reimbursed
- Standard mileage reimbursement is \$0.33 per kilometer/mile
- Any costs associated with insurance, maintenance, fuel, oil, vehicular depreciation, vehicular breakdown, damage incurred while driving a personal vehicle, etc. are covered in the standard mileage rate and will not be reimbursed
- Employees are responsible for any traffic violations including parking tickets

Commuting expenses to and from an employee's place of work are not reimbursable

Lodging

- Reservations for accommodations should be made with mid-range hotels with a preferred vendor (if applicable)
- In the interests of economy, minimum requirement reservations (i.e. single traveler – single occupancy) should be made
- Employees are responsible for cancelling reservations according to the individual hotel policy whenever possible. Room costs incurred due to failure to cancel will not be reimbursed

Meals

Receipts are always required for all meals and entertainment expenses except in the instances of per diem reimbursements as defined or agreed to. Tips included on meal receipts will be reimbursed. The normal tip should be approximately 15% of the total cost of the meal. Any tips considered excessive will not be reimbursed. No alcohol beverages will be reimbursed. The following chart provides meal expense guidelines.

Meal	Amount (including tax and gratuity)	Guidelines
Breakfast	\$10.00	Employee is required to leave for a day trip before 7:00 a.m. or is away overnight
Lunch	\$15.00	Employee is required to leave for a day trip before 11:00 a.m. and arrive back after 1:00 p.m.
Dinner	\$25.00	Employee is required to leave for a day trip before 5:00 p.m. and arrive back after 7:00 p.m. or is away overnight

Expense Reports

- Employees working in the field will follow the expense report policy of the client assigned
- Employees are expected to submit their expense report within 48 hours upon returning from business travel or within three (3) business days of the month end for reimbursement in the month following the expense
- All expenses must be incurred for valid business purposes and fall within Company guidelines
- Employees must retain and submit receipts for any and all business expenses not covered by the per-diem
- Entertainment costs will not be covered by the Company
- Incidentals will not be reimbursed when travel is less than one (1) full day

Expense reports require approval for reimbursement by the employee's manager. Upon approval, expense reports must be submitted to the Accounts Payable Department for payment.

E – Leave of Absences

Employees are provided with job protected leave as per applicable legislation without fear of a reprisal to their employment status or opportunities within the organization.

Pregnancy Leave

MEDA will grant an unpaid pregnancy leave of absence to an employee who has been employed with MEDA at least 13 weeks or more before the date the leave is planned to begin. Employees are entitled to up to 17 weeks of pregnancy leave and are eligible to apply for benefits from Human Resources and Skills Development Canada (HRSDC).

Employees requesting pregnancy leaves must complete the Leave of Absence Request form at least two weeks before the date the leave is to begin. The form must be accompanied by a statement from the attending physician, indicating the expected date of delivery.

Parental Leave

An unpaid parental leave of absence is granted to an employee who has been employed with MEDA at least 13 weeks or more before the date the leave is planned to begin and where the employee is the parent of a child. The employee is entitled to the leave no later than 52 weeks following the birth of the child or the coming of the child into the employee's custody, care and control for the first time.

Birth mothers who took pregnancy leave are entitled to up to 61 weeks' leave. Birth mothers who do not take pregnancy leave and all other new parents are entitled to up to 63 weeks' leave.

Employees are eligible to apply for benefits from Human Resources and Skills Development Canada (HRSDC). For information about maternity and parental benefits, contact Service Canada's Employment Insurance Automated Telephone Information Service at 1-800-206-7218.

Employees requesting parental leaves must complete the Leave of Absence Request form at least two weeks before the date the leave is to begin. The form must be accompanied by a statement from the attending physician, indicating the date of delivery or the date of the coming of the child into the employee's custody, care and control for the first time.

Returning from Pregnancy and Parental Leaves of Absence

Where an employee is off on a pregnancy or parental leave of absence and wishes to return to work on a date other than the previous date specified, MEDA must receive written notice of the revised date at least four weeks prior to the updated return. Upon the employee's return to work, every reasonable effort will be made to return them to the position held prior to the leave. If this is not possible, MEDA will provide a similar position at the same rate of pay.

Sick and Family Responsibility Leave

MEDA provides up to 3 unpaid days each calendar year for Sick Leave where an employee has been employed for 2 consecutive weeks. Leave is for employee's own personal illness, injury or medical emergency. MEDA may require evidence to ensure the employee is eligible for sick leave. An absence for a partial day will result in the use of a full Sick Leave day.

MEDA provides up to 3 unpaid days each calendar year for Family Responsibility Leave where employee has been employed for 2 consecutive weeks. To be used for illness, injury or medical emergency of a listed family member, or for an urgent matter that affects a listed family member. An absence for a partial day will result in the use of a full Family Responsibility Leave day

Listed Family Members are defined as:

- Spouse (includes both married and unmarried couples, of the same or opposite genders)
- Parent, step-parent, foster parent, child, step-child, foster child, grandparent, step-grandparent, grandchild or step-grandchild of the employee or the employee's spouse
- Spouse of the employee's child
- Brother or sister of the employee
- Relative of the employee who is dependent on the employee for care or assistance

Sick and Family Responsibility Leaves must be noted on the timesheet. MEDA may require an employee to provide evidence "reasonable in the circumstances" that they are eligible for Sick or Family Responsibility Leave.

Other Protected Leaves

Other leaves available include the following and can be requested by completing the Vacation / Unpaid Leave Request form. These leaves include:

- Family Medical Leave
- Reservist Leave
- Organ Donor Leave
- Family Caregiver Leave
- Critical Illness Leave
- Child Death Leave
- Crime-Related Child Disappearance Leave
- Domestic or Sexual Violence Leave
- Infectious Disease Emergency Leave

For more information regarding any of the above job protected leaves, refer to the Ministry of Labour's Employment Standards Act or speak to human resources.

Rights During a Leave

During any leave (except the reservist leave), employees are eligible to continue to participate in corporate benefit plans. Employees returning from a leave will have their vacation pay prorated in accordance with their days worked in the year. Because the employment relationship continues during a leave, the time on leave counts toward vacation entitlement and vacation entitlement is unaffected. Vacation pay is prorated in accordance with the number of weeks worked in the year.

Bereavement

Full-time employees are entitled to a maximum of three (3) 8-hour days of bereavement leave (excluding Saturdays, Sundays, and holidays) due to death in their immediate family (including spouse, parents or legal guardian, brother, sister, stepbrother, stepsister, mother-in-law, father-in-law, grandparents, grandparents-in-law, or child) during the period commencing with the date of death and ending the second calendar day after the day of the funeral. Compensation is provided at the employee's regular rate for any scheduled days of work approved as bereavement leave.

Employees must advise their supervisor as soon as possible of their situation and complete a written request. Proof of relationship to the deceased or proof of attendance at the bereavement proceedings may be requested. If the death of a family member occurs while an employee is on vacation, the employee's vacation period will be extended by the bereavement leave entitlement.

Common law relationships and same sex relationships are recognized under these bereavement provisions.

Jury Duty

Employees who are called for jury duty are eligible to receive their regular rate of pay for eight (8) hours for the working day or days of actual jury service, not to exceed five (5) days of pay in a calendar year.

In order to receive this pay, employees are required to provide to the jury summons, a statement of the number of days which were served, and the money received for jury service.

The following outlines the expectations of the employee related to Jury Duty:

- Employees who are selected for jury duty must provide as much advance notice as possible of the start of their jury duty
- Employees must include in their advance notice a copy of their summons to jury duty
- Employees will be paid for time off while serving as a juror in accordance with the parameters listed under *Compensation* in this handbook
- Where the jury duty lasts for only part of a day, the employee is required to return to work whenever feasible for the remainder of the day
- Once jury duty has concluded, the employee will be required to provide evidence from the court clerk confirming the days that the employee participated on the jury

Layoff and Recall

Circumstances may arise that make layoffs necessary. If the Company, in its sole discretion, determines that a layoff is necessary, affected employees will be notified of the effective date, pertinent benefits information, and specified possibility of recall (if any) as soon as it is practical. All layoffs and recalls will be based upon Company needs and employee ability, as determined by the Company.

Work Disruptions

When a strike or other work disruption occurs at a customer's site, employees normally working at that customer's site must contact their supervisor or Account Manager for direction. If the customer and MEDA decide that work will not continue, the time-off will be unpaid. However, with supervisory approval, employees may use available paid leave time such as vacation pay.

For work disruptions caused by natural disasters or other acts of God at MEDA or its customers (i.e. a power outage, flood, etc.), the approval for permission to leave work must come from either the supervisor or the President. In the event that employees are called back to work, all employees must return to the worksite. MEDA will follow customer guidelines regarding payment for work disruptions.

F – Performance Standards

MEDA ensures that all employees are provided with accurate and appropriate feedback regarding their performance in order to recognize and reward success, offer career planning information, and identify goals and objectives for the coming year.

Employees must meet and maintain certain performance standards. Inability to meet and sustain these standards may result in the application of the positive corrective action procedure up to and including dismissal. Your supervisor is available to discuss what constitutes acceptable performance standards for your position. You may also obtain a copy of your job description from your supervisor or management.

Probationary Period

The first 90 days of your employment, whether full or part-time, is considered a probationary period. Your supervisor will communicate specific performance criteria that will be evaluated during this time.

Prior to the end of the 90-day probationary period, all employees will receive a performance review. This comprehensive review process during the first three months ensures that there is a strong fit between the Company's position requirements and employee performance.

Annual Performance Review

All full-time employees shall receive an annual performance review in order to provide them with a clear understanding of the ongoing expectations, goals and objectives of their role. Supervisors utilize the performance review forms and procedures to ensure that each employee's evaluation is based on consistent criteria, is relevant to their position and is delivered on a timely basis.

- Performance is reviewed against previously established goals and objectives for the position as set out at the beginning of the review period
- Ratings and reviews from co-workers and superiors are discussed
- New goals and objectives are identified to continuously improve performance and assist in the development of the employee
- Career planning information is discussed and a plan for development is agreed upon
- Actions required including training to meet new goals and objectives are identified along with the time frame for completion
- A written report of the performance review is prepared, outlining performance improvement recommendations and newly established goals and objectives
- Salary or hourly compensation rate may be discussed

MEDA will work with assigned clients for employees working in the field and conduct performance

G – Conduct and Performance Corrective Action

If an employee's performance or conduct falls below the expectation of the position, the employee is informed of the problem and encouraged to take responsibility for improving performance. This process includes developing a plan of action for improving performance to the required level

If a conduct or performance issue arises your supervisor will meet with you to discuss the matter so that you clearly understand the problem and the improvement expectations. A record of this meeting will be placed into your employee file. Should the conduct or performance issue continue; or should a single conduct or performance issue be significant, a formal performance coaching will occur. This formal performance coaching will be captured using MEDA's Corrective Action Plan (CAP) and

Coaching Form. A copy of this CAP will be placed into your employee file.

Management reserves the right to apply the most appropriate level of corrective action dependent on the severity or frequency of the performance issue or conduct. This may include suspension up to and including termination.

Progressive discipline will follow the process outlined in the CAP, the process will be explained and will be dependent on the severity, or frequency of the performance issues or conduct.

H – Resigning Your Employment

In the event that you resign your position with MEDA, you are requested to submit in writing, a notice of intent to leave employment at least two weeks prior to the actual date of resignation.

Prior to leaving, submit any outstanding expenses and return all Company property including but not limited to cell phone, Company credit cards and ID badges.

Final compensation for hours worked will be handled in the normal manner, via direct deposit. In the event that you owe MEDA money, deductions will be processed in your final pay. All benefits including medical and dental stop immediately on the day following the last day in which you separate employment.

Prior to or on the last scheduled day of work, your supervisor will meet with you to conduct an exit interview.

I –References and Credit Checks

MEDA verifies the employment references of all applicants. We respect that other companies may wish to do the same with previous employees of MEDA. Only the Human Resources Manager, Director of Operations, and the President are authorized to respond to those reference check inquiries from other companies.

Responses to such inquiries may confirm only dates of employment and position(s) held. Current employees who require a verification of employment and wages may refer the requestor to the Human Resources Manager.

J – Other policies

Personal Phone Calls

MEDA does not support personal telephone calls or personal communication (texting, messaging, etc.) during working hours. This applies to communication via Company telephones and personal communication devices. Personal calls made during the workday interfere with employee productivity and can be distracting to others.

Employees are directed to make or receive personal calls only during scheduled breaks or lunch periods in non-working areas unless there is a family emergency. Failure to do so will result in corrective action.

Company Cellular Telephones

Employees who are issued Company owned or customer reimbursed cell phones must use them for business use only. MEDA reserves the right to charge the employee back for the cost of all personal calls at its sole discretion.

If a Company cell phone is not provided and your personal phone is needed for business reasons, the Company will reimburse you (upon approval) for monthly business use fees but not for the cost of the equipment. Reimbursement is made on a monthly basis against a properly approved expense report with the phone bill attached.

Cell phone Usage Behind the Wheel

MEDA prohibits the use of personal cell phones and Company provided cell phones or similar devices while operating a motor vehicle. Use refers to receiving or placing calls, text messaging, surfing the internet, receiving or responding to email, checking for phone messages, or any other usage. Incoming calls may be accepted with a hands-free device. Never take notes while talking and driving. Let voice mail pick up messages when in heavy traffic. Whenever possible, pull over to the side of the road or call the person back later.

Employees bear sole responsibility to personally pay any and all fines imposed by any legal jurisdiction that arise from the use of cell phones or other devices while operating a vehicle on Company time. Employees also bear sole responsibility to personally defend against any and all legal suits arising from any accident that occurs where the cause is determined to be the use of cell phones or other devices by the employee while operating a motor vehicle on Company time.

Gifts and Gratuities

Employees are discouraged from accepting gifts or other gratuities from stakeholders, customers and/or all other third parties so as to avoid the appearance of undue or inappropriate influence governing the activities of the Company.

Accepting or offering of bribes, kickbacks or other illegal payments in the carrying out of business activities is strictly prohibited. This is applicable to any immediate family member and includes, but is not limited to soliciting, receipt or payment such as cash, gift certificates, payments, loans, special discounts, personal services, etc. from suppliers, customers, competitors or any third party.

Alternative Employment

All employees are required to devote their efforts to the work activities and requirements of the Company. Therefore, it is requirement that all employees refrain from other employment activities that are:

- Inconsistent with, or in competition to, the interests of MEDA
- Detrimental to the reputation or standing of MEDA in the community, with our employees and with our stakeholders, suppliers and all other external associations, groups or individuals
- Adversely affecting the employee's ability to successfully complete work assignments

Conflict of Interest

Employees must avoid any conflict of interest during their employment. A conflict of interest is defined as any involvement that conflicts with an employee's duties or responsibilities or affects the employee's judgment in making a decision affecting MEDA. Examples of such conflicts include, without limitation, selling products or services of the same nature provided by MEDA and servicing customers for personal profit or gain during work hours. Employees must immediately disclose all situations that could result in a conflict of interest.

If a questionable situation develops, you are required to discuss the situation with a MEDA supervisor before it occurs. The resolution of such questionable situations will be decided on a case-by-case basis within the Company's sole discretion. Any actual or apparent conflict of interest, as determined by the Company, must immediately be stopped and may result in discipline up to and including immediate discharge.

Off Duty Conduct

All employees must conduct their personal affairs in a manner that does not adversely affect the Company's integrity, reputation or credibility. The Company shall not tolerate off duty conduct or an action that adversely affects MEDA's legitimate business interests or an employee's ability to perform his or her work. Progressive corrective action, up to and including the termination employment, will result from such conduct or action.

Confidentiality and Non-Disclosure

MEDA may provide and make available to employees, based on their assigned job function and responsibilities, certain information regarding our business. This information whether written or verbal, or contained on computer hardware or software, disk, tape, microfiche or other media of substantial value, is highly confidential, proprietary, and is not known to the general public.

Such information may include but is not limited to:

- Descriptions of MEDA's products and services
- Planned products and services
- Business plans
- Employee compensation plans
- Identities of suppliers
- Identities of customers and prospective customers
- Customer contracts and agreements
- Customer information
- Identities of employees and prospective employees
- Prices and pricing policies

Such information must not be used for any purpose other than required in the employment agreement and must not be disclosed to any third party. Each employee agrees that he or she:

- Will regard and preserve the information as highly confidential
- Will not disclose, nor permit to be disclosed, any of the information to any person or entity, absent written consent and approval from the Company
- Will not photocopy or duplicate, and will not permit any person to photocopy or duplicate, any of the information without the Company's written consent and approval
- Will not make any use of information for their own benefit or the benefit of any person or entity other than the Company
- Will return or destroy all information immediately upon request
- Will immediately contact the Company if any MEDA customer or stakeholder contacts you after the termination or resignation of your employment with the Company and requests private, confidential or other information directly related to the day-to-day business of the Company.

Company Equipment

All corporate business machines, equipment and furnishings, including but not limited to desks, cabinets, files and lockers are MEDA property and the Company reserves the right to monitor, access, and inspect such equipment and furnishings. Therefore, all employees should have no anticipation of privacy with respect to any information or material stored in Company owned equipment and furnishings.

Employees are issued, on occasion equipment in order to perform their assigned job. These items belong to the MEDA but are placed in the employees' care and custody. Employees are required to sign for these items and must return them upon termination of employment. In the event that equipment is not returned, its value will be deducted from your last pay cheque

Voicemail, Email, Software and Computers

Corporate provided voice mail, e-mail and computers are to be used for business purposes only, and may not be used for personal business. The Company reserves the right, at any time, to monitor and inspect system files, logs and other activity including emails stored on any server or individual computer.

Sending large email attachments greater than 15MB should be avoided unless authorized by the Systems Administrator. Each employee is allocated a certain amount of data storage space and must regularly delete non-work-related data that is no longer required.

The I.T. Manager must approve all incoming magnetic media (flash drives, software, data, etc.) prior to insertion in both stand-alone and networked machines. Unauthorized games, screen savers, etc. are strictly prohibited.

Sharing accounts, log-ins and passwords is prohibited unless pre-approved by senior management. Employees shall not alter, or attempt to alter, any security setting or disable virus protection or attempt to bypass firewall protections. Employees shall not install, or attempt to install, on any computer, personally owned software, shareware or freeware. Employees shall not upload, download, or make copies of copyrighted materials, trade secrets, proprietary information, or software other than those copies authorized in the software license and shall respect the copyrighted protection of materials found on the internet. Employees who make unauthorized copies of software or install illegal copies of software onto any Company computer will be subject to disciplinary action up to and including termination of employment and may face fines, prosecution and imprisonment under the law.

Computers are not to be used to access on-line data bases or the internet unless such access is for work related purposes. Allowing access to computing and network resources from the internet is strictly prohibited unless expressly authorized by the Company.

Blogging and Social Media

Employees shall not web log or “blog” during working time or while using Company equipment unless such activity is required of their position and approved by their supervisor. Each blog submission must be approved by the supervisor. This includes but is not limited to the use of Twitter, Facebook, and Linked In.

Employees must adhere to the following regarding social media:

- Do not discuss or disclose confidential or other information regarding the Company, stakeholders, customers, suppliers, products and services, legal issues, government issues, leaders, or employees on personal or corporate social media pages
- Do not post text, images or video created by someone else without proper attribution and authorization
- Notify employees who are in photos prior to posting so that they may approve the posting of those photos and use good judgment when posting photos
- Use positive language when responding to comments about the Company and on the Company's pages or applications
- Do not post inflammatory comments, disparaging remarks, negative or inappropriate language
- Report any formed group(s) that are discussing the Company or its services to management

Tools

Employees may provide and maintain their own small hand tools on Company or customer premises upon supervisor approval. MEDA or the customer may also provide tools for employee use. Employees are responsible for tracking and maintaining all personal and Company provided tools.

Unauthorized Software Duplication Policy

Unauthorized duplication of copyrighted computer software violates the law and is contrary to our organization's standards of conduct. Unauthorized software duplication constitutes copyright infringement and may be punishable pursuant to the Canadian Copyright Act, R.S.C., c.C-42 & 42 by a fine of up to \$25,000 and imprisonment for up to six months. Under certain circumstances, copyright infringement is an offence punishable by a fine of up to \$1,000,000 and imprisonment for up to five years.

Please be advised that this organization actively cooperates with the publishers of software products in reporting violations of copyright law. We will neither engage in nor tolerate the making or using of unauthorized software copies under any circumstances. Individuals who install illegal copies of software onto any computer at this organization will be subject to disciplinary action and may face prosecution.

Employee Identification Badges

MEDA employees who are assigned to work or visit a customer facility must adhere to the customer's rules and regulations regarding the use and display of identification. Customer identification that is not permanently issued to a MEDA employee must be surrendered at the end of each visit. Permanently issued badges are the property of the customer and must be surrendered at the end of the work term or upon request.

K – Health and Safety

Health & Safety Policy

The management of MEDA is vitally interested in the health and safety of its workers. Protection of workers from injury or occupational disease is a major continuing objective.

MEDA will make every effort to provide a safe, healthy work environment by adhering to the acceptable industry standards and complying with legislation. In keeping with occupational health and safety legislation, a healthy and safe workplace will be accomplished by valued and active consultation and cooperation between management and its employees.

MEDA, as employer, is ultimately responsible for the health and safety of all workers. As Director of Operations, I give you my personal promise that every reasonable precaution will be taken for the protection of workers.

Supervisors will be held accountable for the health and safety of workers under their supervision and investigating any issues brought to their attention.

Every worker must protect his or her own health and safety by working in compliance of the law and with safe work practices and procedures established and required by the employer.

All supervisors and workers must be dedicated to the continuing objective of reducing risk and injury.

It is in the best interest of all workplace parties to consider health and safety in every activity. A commitment to health and safety must form an integral part of this organization, from the managers to the workers.

Safety – A Mutual Responsibility

Safety and accident prevention are vital to MEDA's success. It is our continuing objective to provide a safe and healthy work environment, to conduct operations in a safe and healthy manner, to protect our employees from personal injury and health hazards, and foster an accident free workplace.

MEDA is committed to ensuring MEDA, its supervisors and employees are working in accordance to their responsibilities as set out in the Occupational Health and Safety Act:

Employer Roles & Responsibilities

- Ensure that equipment, materials and protective devices as prescribed are provided
- Ensure that equipment, materials and protective devices provided are maintained in good condition
- Ensure that measures and procedures prescribed are carried out in the workplace
- Ensure that equipment, materials and protective devices provided by the employer are used as prescribed
- Provide information, instruction and supervision to a worker to protect the health or safety of the worker
- When appointing a supervisor, appoint a competent person
- Acquaint a worker or a person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent
- Afford assistance and co-operation to a committee and a health and safety representative in the carrying out by the committee and the health and safety representative of any of their functions
- Only employ in or about a workplace a person over such age as may be prescribed
- Not knowingly permit a person who is under such age as may be prescribed to be in or about a workplace
- Take every precaution reasonable in the circumstances for the protection of a worker;
- Post, in the workplace, a copy of this Act and any explanatory material prepared by the Ministry, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers
- Prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy if over 5 employees
- Post at a conspicuous location in the workplace a copy of the occupational health and safety policy
- Provide to the committee or to a health and safety representative the results of a report respecting occupational health and safety that is in the employer's possession and, if that report is in writing, a copy of the portions of that report that concern occupational health and safety; advise workers of the results of a report referred to in clause (1) and, if the report is in writing, make available to them on request copies of the portions of the report that concern occupational health and safety.

Note: Where a designated substance or hazardous chemical or physical agent is present, consult the Ontario Health and Safety (OH&S) regulations for further responsibilities.

Supervisor Roles & Responsibilities

- Ensure that workers work in the manner and with the protective devices, measures and procedures required by the Ontario Health and Safety Act and the regulations
- Ensure that workers use or wear the equipment, protective devices or clothing that the employer requires to be used or worn
- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker
- Take every precaution reasonable in the circumstances for the protection of a worker

Worker Roles & Responsibilities

- Work in compliance with the provisions of the Health and Safety Act and the regulations
- Use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn
- Report to your employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself or another worker
- Report to your employer or supervisor any contravention of the Health and Safety Act or the regulations or the existence of any hazard of which he knows
- Not remove or make ineffective any protective device required by the regulations or by your employer, without providing an adequate temporary protection device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately
- Not use or operate any equipment, machine, device or thing or work in a manner that may endanger yourself, or any other worker
- Not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct
- You are required to complete your full shift, if you do not have pre-approval to leave your shift early, you will be paid for to a maximum of four hours as per the Employment Standards Act
- You must follow the Client's health and safety procedures. If you do not understand them, or do not feel that you have received adequate training in them it is your responsibility to contact your MEDA supervisor, who in turn will work with the Client to resolve the issue
- Breaks/Lunches are to be taken as instructed by your on-site supervisor
- While on assignment you are expected to work to the best of your ability. You are representing yourself as well as MEDA
- You may not receive or give out any type of medication while on an assignment. This includes Tylenol, Advil etc.
- Smoking is permitted only in the designated areas as per the Client's smoking policy
- No alcohol or drugs will be permitted or tolerated while on assignment with MEDA
- Do not remove any materials from the facility where you are working at any time

Safety Guidelines

Staff must be aware and conform to all safety practices in the area(s) in which they work. The local safety issues are very important and all regulations and practices must be followed diligently. If in doubt about any safety procedure ask your direct supervisor for guidance.

It is particularly important in a plant environment while working in or around moving equipment that appropriate practices in regard to such items as jewelry and hair style be consistent with safe working conditions. Loose clothing, ties and jackets should not be worn in these areas. Long hair, which could get caught in moving machinery, should be contained in a hat or hair net. Loose chains, necklaces or bracelets should not be worn and rings should be removed or covered with tape.

We want to keep all of our staff safe and trust you will be very diligent in protecting yourself and those around you.

- Obey safety rules and exercise caution in all work activities
- Be constantly alert for hazardous conditions; report any unsafe conditions or practices which might cause injury to employees or damage equipment to your supervisor immediately
- Wear proper protective gear as required in your job description, safety policies, or posted safety instruction notices. If your job requires that you wear safety glasses, you will be issued a pair at the commencement of your employment. Additional safety glasses may be purchased.
- Use proper protective guards on mechanical equipment at all times
- Maintain a clean and orderly work area free from objects that could cause accidents or injury to you or to others. Put equipment away when not in use.
- Keep all aisles and emergency exits clear at all times (refer to posted escape notices)
- Be aware of your fire evacuation route and your safe meeting area
- Perform only tasks that you are qualified to perform. Ensure the correct tools and personal protective equipment are used in the correct manner at all times.
- Follow all safety procedures at customer locations and refer to their safety policies and procedures if uncertain

Health and Safety Committee

The Health and Safety Committee is committed to improving health and safety conditions in the workplace. Roles and responsibilities of the committee include:

- Identifying actual and potential workplace hazards
- Inspecting the workplace at least once a month
- Making recommendations to the employer about health and safety in the workplace
- Participating in the first and second stage investigation of work refusals and inspecting workplaces when there are critical injuries or fatalities

If you have a safety concern or identify a hazard, please notify your supervisor or a member of the Health and Safety Committee immediately. Everyone's help is needed to make our workplace as safe as possible.

Right to Refuse Unsafe Work

A worker can refuse work if they have reason to believe that:

- Any equipment, machine device or thing the worker is to use or operate is likely to endanger themselves or another worker
- The physical condition of the workplace is likely to endanger themselves
- Workplace violence is likely to endanger themselves
- Any equipment, machine, device or thing they use or operate, or the physical condition of the workplace is in contravention of the Occupational Health and Safety Act or is likely to endanger themselves or another worker

The worker shall promptly report the circumstances of the refusal to their supervisor who will then investigate the report in the presence of the worker and the health and safety representative. The worker will remain in a safe place near the area until the investigation is completed.

If the worker still has reason to believe that they could be in danger, they will be assigned to other reasonable work and a government inspector will be contacted to assist in further investigation.

Pending the investigation, no worker shall be assigned the work that has been refused by another worker unless the worker has been advised of the other worker's refusal and of the reasons for the refusal.

No reprisals will be taken against any worker who acts in compliance with, or seeks enforcement under the provisions of provincial health and safety legislation

Workplace Hazardous Materials Information System (WHMIS)/GHS

WHMIS is a short form for Workplace Hazardous Materials Information System. Canada has incorporated the Globally Harmonized System of Classification and Labelling of Chemicals (GHS). It is a comprehensive plan for providing information on the safe use of hazardous materials used in Canadian workplaces. Information is provided by means of product labels, safety data sheets (SDS) and worker education programs.

The SDS describes the hazard created by the product, safe handling procedures, and directions to follow if a worker comes into contact with the product. Employees must always check the SDS if they have not handled the product before or are unsure about the proper procedure.

All employees are WHMIS trained during orientation.

Personal Protective Equipment

All MEDA employees, guests and visitors must wear any Personal Protective Equipment (PPE) required at a specific work location. All PPE must be CSA approved when applicable. Employees who are required, based on their position, to wear specific PPE need to ensure that they arrive daily with the approved PPE. Failure to arrive at their scheduled shift without proper PPE may result in being sent home without pay. It is each employee's responsibility to maintain their PPE.

Any company issued PPE will be: within the requirement of the Occupational Health and Safety legislation; maintained in accordance with manufacturer's instructions and requirements; inspected at the time of issue and before each use by the employee or their manager; and be subject to review and appropriate inspections.

All PPE that has been removed from service will be tagged "OUT OF SERVICE." Any PPE tagged "OUT OF SERVICE" will not be returned to service until repaired and inspected by a qualified person. MEDA will maintain appropriate inspection and service logs for specialty PPE owned by MEDA.

No piece of PPE shall be modified or changed contrary to manufacturer's instructions or specifications or Occupational Health and Safety legislation.

Injury/Accident Reporting

In order to ensure that you receive all compensations to which you are entitled in the event that you are injured while on the job, it is important that you report any such injury to MEDA as soon as possible. This applies regardless of whether or not you lost time at work due to the injury or accident. The information to provide to MEDA should include where, when and how the accident or injury took place, who may have witnessed it, to whom it was reported, and details of any medical attention you received. Once MEDA receives this information, we will file the required forms with the Workplace Safety and Insurance Board so that you can receive any benefits to which you may be entitled. If you have any questions, please contact the HR Manager at 519-944-7221.

If you are involved in any type of occupational illness or injury, no matter how minor, you must notify your supervisor immediately. Your input will be required for the completion of an Accident or Near Miss Form. This form assists MEDA in determining root cause or a near miss, or accidental injury / illness for the purposes of improving work practices, preventing a recurrence, and completing a Workplace Safety and Insurance Form 7 if one is required.

The Workplace Safety and Insurance Board (WSIB) helps provide you with a continuing supplemented income should you temporarily or permanently become disabled in the event of an industrial injury or occupational disease. Failure to report work related injuries in a timely manner will result in the delay or denial of a WSIB claim and is subject to corrective action.

Early and Safe Return to Work

In the unfortunate event that an employee is injured or becomes ill and is temporarily unable to perform their full duties (as determined by their attending physician), MEDA will make every effort to help maximize their healing by helping them return to work safely and as soon as possible. Employees, who are capable of carrying out work of a modified nature as evidenced by a written statement from their health care professional will be eligible to return to work on modified duties with the expectation of returning to their regular pre-accident job duties as soon as they are able.

Early and safe return to work includes the following return to work opportunities:

- Modified duties (pre-injury job with accommodation)
- Alternate duties (with accommodation if required)

Emergency Response

In the event of an emergency, remain calm and follow the direction of your supervisor or management. In the case of serious personal injury or emergency, call 911 immediately.

Building Evacuation

If there is an announcement to evacuate the building:

- Leave the building via the safest exit nearest to you at the time
- Proceed to your designated safer meeting area and report to your supervisor
- If you notice anyone, inform your supervisor immediately
- Do not leave the premises until directed to do so
- Do not go back into the building until an “all clear” has been announced

Refer to the Appendix for the Evacuation Plan.

Accessibility for Ontarians with Disabilities

The Accessibility for Ontarians with Disabilities Act (AODA) provides standards that employers in Ontario must meet in order to achieve accessibility for Ontarians with disabilities with respect to goods, services, facilities, accommodation, employment, buildings, structures and premises. MEDA is committed to providing information, services, and education to all employees and customers including people with disabilities.

All employees are trained and familiar with various assistive devices that may be used by customers with disabilities while accessing our services. The Company allows any assistive devices in the workplace including wheelchairs, walkers, and oxygen tanks as well as service animals and support persons.

Accommodating Job Applicants

MEDA will meet all legislative requirements in providing accommodation to job applicants. Any applicant who communicates the need for accommodation shall be considered in a manner that is non-discriminatory, and respectful of the Ontario Human Rights Code.

Employee Accommodations for Disability

Any employee requiring accommodations in the workplace due to a disability is encouraged to notify their supervisor of the need for accommodation as soon as possible. Accommodation may be temporary or permanent based on the requirements of the individual.

Accommodation requests should, whenever possible, be made in writing. The Company recognizes that some individuals may be unable to disclose or communicate their accommodation needs due to the nature of their disability. While it is preferable that accommodation requests be made formally and in writing, MEDA will take all accommodation requests seriously, regardless of the format of the request recognizing that some individuals may not be able to identify what their accommodation needs are, or they may be reluctant to disclose their needs in fear of stigma or stereotypes. No person will be penalized for making an accommodation request.

The Human Resources Manager, the employee's supervisor, and the employee shall work together to create an accommodation plan in order to:

- Identify the need for accommodation
- Determine objectives for performance in the role and potential barriers
- Examine the options for accommodation
- Select the most appropriate avenue for accommodation and create a plan for achieving performance objectives in an alternative manner
- Implement the accommodation plan
- Provide training as appropriate
- Review and revise based on outcomes and feedback

Job Redesign

In the event that the accommodation requires a substantial change in the position, involving duties or hours, the position may be redesigned.

Inability to Accommodate

In the event an employee cannot be accommodated in their current position, it may be reasonable to accommodate an individual in another position. The Human Resources Manager, working with appropriate management and the employee, will attempt to place the employee in another available position. This may require the assistance of third parties with specialized expertise.

Where an employee is placed in an alternate position, MEDA shall ensure that the employee has the requisite qualifications and skill-sets necessary for success in the position, is capable of performing the

tasks associated with the position, and that the employee agrees that the alternate work is acceptable.

In the event that the employee requesting accommodation feels that their needs have not been met in a reasonable manner, they may file a written complaint to the Human Resources Manager.

Religious Accommodation

MEDA is committed to respecting the religious beliefs and practices of all employees and strives to accommodate employees that require any type of accommodation or must be absent from work for all or part of a regularly scheduled working day due to a bona fide religious obligation. Employees that require religious accommodation are directed to provide as much advance notice as is possible.

In the event that a day of religious observance falls on a day the employee is scheduled to work and the organization is unable to accommodate a request for time off, the employee shall be entitled to use standard provisions for time off with pay or receive the day off without pay.

Accommodation Records

MEDA shall document information related to accommodation including:

- The accommodation requests
- Any documentation provided by the accommodation seeker or by experts
- Notes from any meetings
- Any accommodation alternatives explored
- Any accommodations provided
- Number of religious accommodations granted
- Costs of accommodations

This information will be maintained in a secure location, separate from the accommodation seeker's personnel file, and will be shared only with those persons who require the information.

Where the accommodation required necessitates an investment in materials, equipment or increased budget for the position, requests for financing must be directed to management

Violence in the Workplace Policy

The management of MEDA is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps reasonable to protect our workers from workplace violence from all sources: the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or a statement or behavior that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker. Notably, the definition of "workplace violence" is not limited to acts, attempts or threats made by a worker against a worker (though the conduct must occur in the "workplace")

Violent behavior in the workplace is unacceptable from anyone. This policy applies to everyone that is employed by MEDA and anyone that MEDA does business with, for example: visitors, clients, delivery persons and volunteers. Everyone is expected to uphold this policy and to work together to prevent workplace violence. A workplace violence program that implements this policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents, or raise concerns. MEDA as the employer, will ensure this policy and the supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence in the workplace. Supervisors will adhere to this policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats. All concerns need to be reported to a member of the Health and Safety team or any manager, there will be no negative consequences for reports made in good faith.

Management pledges to investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned as much as possible. A full investigation will be conducted and proper steps will be taken to ensure compliance with the Act. The workplace harassment policy will be consulted whenever there are concerns about harassment in the workplace.

Definitions:

The following definitions are taken from the [Occupational Health and Safety Act](#):

Workplace violence or bullying: workplace violence or bullying is the exercise, statement, or behaviour of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker, such as:

- Physical acts (e.g., hitting, shoving, pushing, kicking, sexual assault, throwing an object at a worker, kicking an object the worker is standing on such as a ladder, or trying to run down a worker using a vehicle or equipment such as a forklift);
- Any threat, behaviour, or action which is interpreted to carry the potential to harm or endanger the safety of others, result in an act of aggression, or destroy or damage property; or
- Disruptive behaviour that is not appropriate to the work environment (e.g., yelling or swearing)

Domestic violence: a person who has a personal relationship with a worker—such as a spouse or former spouse, current or former intimate partner or a family member—may physically harm, or attempt or threaten to physically harm, that worker at work. In these situations, domestic violence is considered workplace violence.

Personal harassment: any unsolicited, unwelcome, disrespectful, or offensive behaviour that has an underlying sexual, bigoted, ethnic, or racial connotation and can be typified as:

Racial/ethnic harassment: any conduct or comment which causes humiliation to an employee because of their racial or ethnic background, their colour, place of birth, citizenship, or ancestry. Examples of conduct which may be racial or ethnic harassment include:

Workplace Harassment:

- engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome; or
- workplace sexual harassment.

Fraudulent or Malicious Complaints

This Anti-violence, Harassment, and Sexual Harassment Policy must never be used to bring fraudulent or malicious complaints against employees. It is important to realize that unfounded or frivolous allegations of personal harassment may cause both the accused person and the company significant damage. If it is determined by the company that any employee has knowingly made false statements regarding an allegation of personal harassment, immediate disciplinary action will be taken.

Disciplinary Measures

If it is determined by the company that any employee has been involved in a violent behaviour, unacceptable conduct, or harassment of another employee, immediate disciplinary action will be taken. Such disciplinary action may involve counselling, a formal warning, or dismissal.

Sexual Harassment Policy

MEDA is committed to providing a work environment in which all workers are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace (including customers, clients, other employers, supervisors, workers and members of the public, as applicable).

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome or workplace sexual harassment.

Workplace Sexual Harassment (as per the [Occupational Health and Safety Act](#)):

- engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Reasonable action taken by the employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

Workers are encouraged to report any incidents of workplace harassment to the appropriate person. Any incident(s) of workplace harassment should be reported immediately to the Human Resource Manager.

Management will investigate and deal with all complaints or incidents of workplace harassment in a fair, respectful and timely manner. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

Managers, supervisors and workers are expected to adhere to this policy, and will be held responsible by the employer for not following it. Workers are not to be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace harassment.

If a worker needs further assistance, he or she may contact a member of the Joint Health & Safety Committee, Human Rights Legal Support Centre or employee assistance program.

Infection Disease Policy

The MEDA will take safeguards to protect employees' health and well-being during widespread outbreaks of infectious bacterial or viral diseases. Staffing levels and work locations (at the office or working from home) will be evaluated on a case-by-case basis. MEDA will do what is required to maintain operations, including providing essential employees with the tools to work remotely. During these times it is important that all employees exercise confidentiality of company information, and equipment and property provided to them.

MEDA expects employees who contract an infectious disease or are exposed to infected family members or other persons to stay home and seek medical attention as required by the local health professionals. MEDA also expects these employees to notify MEDA as soon as possible of their exposure or illness in an effort to minimize the spread.

We will grant leaves to employees who are absent because of an infectious disease that affects them or their family members.

MEDA makes all reasonable efforts to reduce the need for travel through the use of virtual meetings wherever possible.

Psychological Health in the Workplace

Intent

MEDA is vitally interested in the ongoing health and safety of our staff, which includes mental health and stress. This policy has been adopted to ensure the promotion and protection of the mental well-being of our staff.

Promotion of Mental Health

MEDA will promote the mental well-being of all staff by:

- Providing staff with resources and information regarding mental health in the workplace
- Providing a safe work environment that promotes and supports stress reduction and mental health
- Provide assistance for staff members who experience problems relating to mental health in the workplace
- Providing staff with support and reasonable accommodation when returning to work after a period of absence due to stress and/or mental health issues

To create a workplace environment that promotes the mental well-being of all employees.

Objectives

MEDA shall work to create a workplace that that minimizes excessive sources of stress and poor mental health by addressing workplace issues that contribute to stress, and assist staff members in the development of techniques for managing stress and mental health problems. MEDA will provide support for staff members that experience workplace stress.

In pursuit of these objectives, MEDA:

- Provide employees with information to increase awareness of the importance of mental health
- Provide employees with stress reduction activities, including social events and physical activity
- Set achievable goals and objectives and avoid unnecessary overtime
- Provide for staff: clear expectations, clear job roles, and the tools needed for success.
- Provide a workplace free of violence, harassment, bullying and discrimination
- Promote open communication

MEDA shall provide a system of support and reasonable accommodation for employees who experience stress and/or mental health issues.

Policy Actions:

- Provide staff with understanding and support in managing mental health issues.
- Encourage staff to obtain medical advice and/or treatment as required
- Identify and address workplace issues that contribute to increased levels of stress, and work to eliminate or mitigate these areas of concern.
- Where staff members require time off due to mental health issues, MEDA shall work with the employee to ensure that they can return to work safely, providing reasonable accommodation where appropriate.
- Handle all cases of reported mental health/stress leave and problems with mental health in a confidential manner.

MEDA provides all staff members with the following resource to help support Workplace Mental Health:

Family Services Windsor

Speak in complete confidence to health care professionals

24-Hour Crisis Line

519-973-4435

If you are in danger of injuring yourself or another,
please **immediately** proceed to your nearest Emergency Room.

Medical Marijuana in the Workplace

MEDA will provide reasonable accommodation to an employee who is prescribed marijuana for medical reasons where appropriate medical evidence is provided. Medical evidence must include sufficient medical indication that the employee actually has to ingest marijuana during working hours, together with sufficiently detailed information regarding the frequency, volume and method of ingestion relating to such prescribed medical use. Employees prescribed marijuana for medical reasons and who need to ingest marijuana during working hours for medical reasons have a duty to disclose any use of marijuana in the workplace.

MEDA's duty to accommodate does not include:

- Allowing an employee to work in an impaired state;
- Allowing an employee to work where safety will be compromised; or
- Allowing an employee to smoke marijuana at work.

Recreational Marijuana in the Workplace

Employees are strictly prohibited from smoking, vaping, using electronic cigarettes, consuming edible marijuana, or consuming marijuana by any other means for recreational purposes during working hours and/or coming to work intoxicated. Employees whose behaviour raises safety concerns who attend work in an intoxicated state are subject to disciplinary action up to and including termination of employment.

Tobacco Use

MEDA does not permit smoking, use of tobacco products, or vaping within any Company facility, vehicle or arranged rental vehicle or on Company time. Smoking, use of tobacco products, or vaping may be allowed outside of the facility in designated areas and at designated times as solely determined by the Company.

L – Employee Guidebook Acknowledgement

Acknowledgement and Receipt of Employee Handbook

I have received my copy of the Employee Handbook.

The employee handbook describes important information about MEDA and I understand that I should consult with Human Resources, my direct MEDA manager, or the President regarding any questions not answered in the handbook.

I understand that this employee handbook is intended as a guide and the language is not intended to create, nor is it to be construed to constitute, a contract or guarantee of continued employment between MEDA. This employee handbook does not cover every situation that might arise during my employment but is a general guide to the goals, policies, benefits, and expectations of MEDA.

This employee handbook and the policies and procedures contained herein supersede any prior practices, oral or written representations, or statements regarding the terms and conditions of your employment with MEDA. By distributing this handbook, the Company expressly revokes all previous policies and procedures which are inconsistent with those contained herein.

All policies and practices may be changed at any time by MEDA. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the President of the organization has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Signature

Employee's Name (Print)

Date

APPENDIX



VACATION / FLOATER / UNPAID LEAVE REQUEST FORM

Employees hired prior to December 17, 2007

DATE: _____

NAME: _____

DATES REQUESTED:

(please indicate V - vacation day, F - floater day (Canada only) or U - unpaid leave day)

FROM: _____ F V U

TO: _____ F V U

ADDITIONAL INFORMATION: _____

CLIENT APPROVAL: _____

SUPERVISOR'S SIGNATURE: _____

DATE: _____

IN ORDER TO ENSURE RECEIPT OF YOUR VACATION PAY/FLOATER PAY A COMPLETED COPY OF THIS FORM MUST BE FORWARDED TO MEDA'S ACCOUNTING DEPARTMENT PRIOR TO TAKING ANY VACATION TIME OR FLOATER DAYS OFF AND THE TIME SHEET SHOULD REFLECT THE APPROVAL GIVEN ON THIS FORM.

PLEASE SUBMIT ONLY ONE FORM PER PAY PERIOD.

VACATION / UNPAID LEAVE REQUEST FORM

Employees hired after December 17, 2007

DATE: _____

NAME: _____

DATES REQUESTED:

(please indicate V - vacation day or U - unpaid leave day)

FROM: _____ V U

TO: _____ V U

ADDITIONAL INFORMATION: _____

CLIENT APPROVAL: _____

SUPERVISOR'S SIGNATURE: _____

DATE: _____

IN ORDER TO ENSURE RECEIPT OF YOUR VACATION PAY A COMPLETED COPY OF THIS FORM MUST BE FORWARDED TO MEDA'S ACCOUNTING DEPARTMENT PRIOR TO TAKING ANY VACATION DAYS OFF AND THE TIME SHEET SHOULD REFLECT THE APPROVAL GIVEN ON THIS FORM.

PLEASE SUBMIT ONLY ONE FORM PER PAY PERIOD.

WEEK ENDING: _____

CLIENT NAME: _____

FOR PROVISION OF
SERVICE OF:

Last Name

First Name

Initial

HOURS	MON	TUE	WED	THUR	FRI	SAT	SUN	SUB-TOTAL
REGULAR								
OVERTIME								
HOLIDAY								
VACATION								

Please complete sub-totals

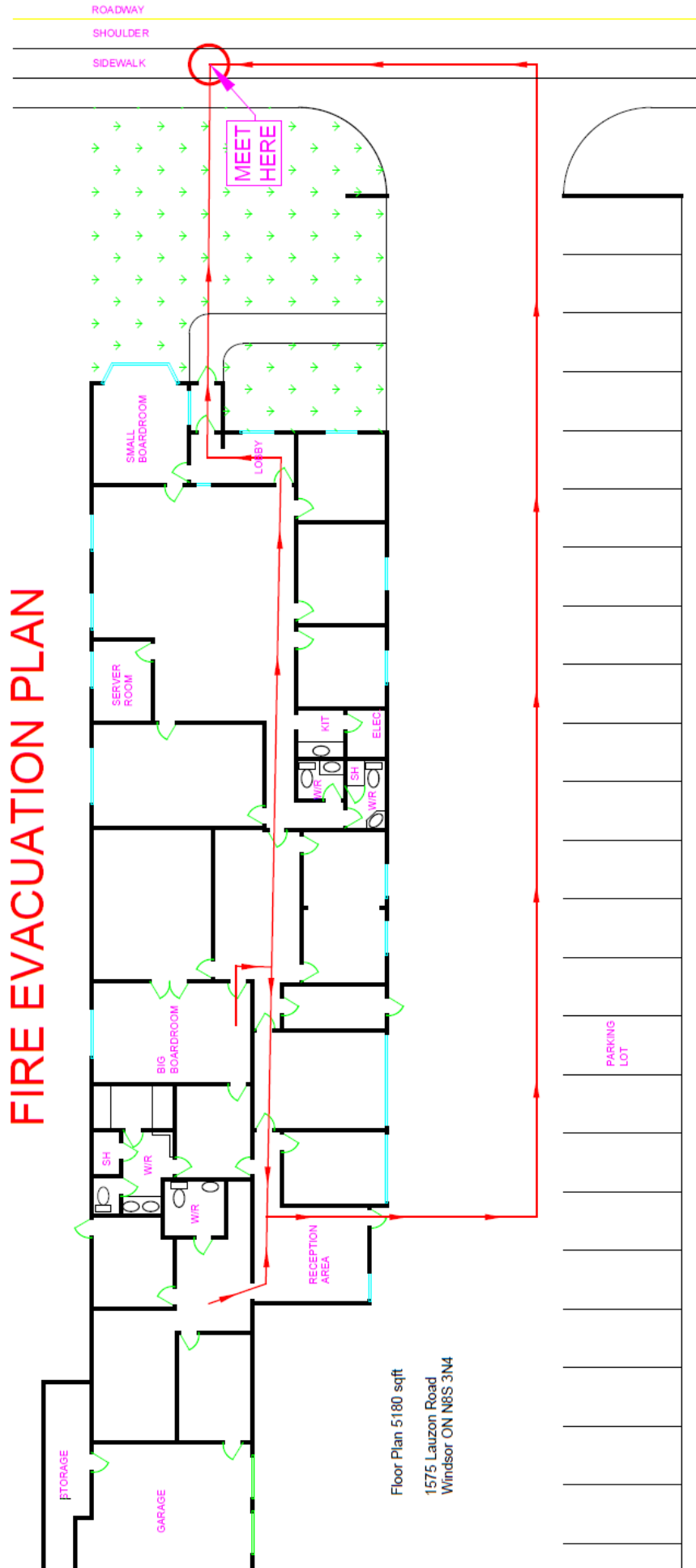
NOTES: _____

PLEASE DELIVER A TIMESHEET BEFORE NOON ON MONDAY OR EMAIL TO:
payroll@medagroup.com

SUPERVISOR'S SIGNATURE FOR HOURS ONLY

EMPLOYEE SIGNATURE





FIRE EVACUATION PLAN

Floor Plan 5180 sqft
1575 Lauzon Road
Windsor ON N8S 3N4