



CONFIDENTIAL
Employee Orientation Package

Name: _____

WCC Orientate: _____

Orientation Date: _____

Review	Complete
<input type="checkbox"/> Employee Information	<input type="checkbox"/> WHMIS 2015 Test
<input type="checkbox"/> S.1 Health & Safety Policy	<input type="checkbox"/> Orientation Test
<input type="checkbox"/> S.2 Hazard Assessment and Control	<input type="checkbox"/> 90 Day Probationary Period Disclaimer
<input type="checkbox"/> Hazard Assmt / Daily Reports/Tailgate Mtgs	<input type="checkbox"/> Medical Disclosure
<input type="checkbox"/> Safety Permit	<input type="checkbox"/> Health & Safety Policy Disclaimer
<input type="checkbox"/> S.3 Safe Work Practices / Job Procedures	<input type="checkbox"/> Safety Equipment Training Disclaimer
<input type="checkbox"/> S.4 Company Rules	<input type="checkbox"/> Safety Course Disclaimer
<input type="checkbox"/> Invoicing & Payroll & Emailing Paystubs	<input type="checkbox"/> PPE Disclaimer
<input type="checkbox"/> Standard Work Site Hours / Overtime Hours	<input type="checkbox"/> Use of Company Vehicles Disclaimer
<input type="checkbox"/> Averaging Agreement Policy	<input type="checkbox"/> Time Off Request Policy
<input type="checkbox"/> Time Off Requests / Vacation Policy	<input type="checkbox"/> Construction Employees Basic Rules
<input type="checkbox"/> Reimbursements	<input type="checkbox"/> Insurance Benefits / ENCON Enrollment Forms
<input type="checkbox"/> Employee Warning / Dismissal	<input type="checkbox"/> RRSP Contributions
<input type="checkbox"/> S.5 Personal Protective Equipment (PPE)	<input type="checkbox"/> Deposit Authorization / Attach Void Cheque
<input type="checkbox"/> PPE Bags / Inventory List	<input type="checkbox"/> Overtime Banked Hours Agreement Form
<input type="checkbox"/> S.6 Preventative Maintenance	<input type="checkbox"/> Current Year Tax Forms
<input type="checkbox"/> S.7 Training & Communication	<input type="checkbox"/> Orientation Acknowledgement
<input type="checkbox"/> Training Log & Responsibilities	<input type="checkbox"/> Copy of Driver's License
<input type="checkbox"/> Contractors/Subs/Visitors on Site	<input type="checkbox"/> Copy of WHMIS 2015 Ticket
<input type="checkbox"/> Safety Ticket Certification Policy	<input type="checkbox"/> Copy of CSTS Ticket
<input type="checkbox"/> Safety Stations / Fire Extinguishers	<input type="checkbox"/> Copy of Standard First Aid / CPR Level C Ticket
<input type="checkbox"/> Safety Board Schematic / Information	<input type="checkbox"/> Copy of Fall Protection Ticket
<input type="checkbox"/> S.8 Inspections	<input type="checkbox"/> Copy of Lift Ticket (Aerial & Scissor)
<input type="checkbox"/> Safety Meeting / Site Inspections	<input type="checkbox"/> Copy of Plumbing Journeyman Ticket
<input type="checkbox"/> S.9 Investigations & Reporting	<input type="checkbox"/> Copy of Gas Fitting Journeyman Ticket
<input type="checkbox"/> Incident / First Aid Form	<input type="checkbox"/> Copy of Company Incorporation (S/C)
<input type="checkbox"/> Hazard / Near Miss Form	<input type="checkbox"/> Copy of Independent Contractor Agreement (S/C)
<input type="checkbox"/> S.9 Emergency Preparedness / ERP	<input type="checkbox"/> WCB Clearance Letter Provided (S/C)
<input type="checkbox"/> S.11 Legislation	<input type="checkbox"/> Copy of Insurance & Registration (S/C)
Take Home Items	
<input type="checkbox"/> Orientation Take Home Information	<input type="checkbox"/> Face Shield
<input type="checkbox"/> WHMIS Booklet / WHMIS Card	<input type="checkbox"/> High Visibility T-Shirt(s) & Safety Vest
<input type="checkbox"/> PPE Bag	<input type="checkbox"/> WCC Brochure
<input type="checkbox"/> Gloves, Ear Protection, Safety Glasses	<input type="checkbox"/> Personal Tools & PPE Inventory Sheet
<input type="checkbox"/> Hard Hats (Blue & Red)	<input type="checkbox"/> Personal Training Record

Please Ensure the Site Orientation is Completed during your initial day on Site



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Employee Orientation Package

90 Day Probationary Period

An employee's first ninety (90) days of employment are a probationary period and are considered a continuation of the employment selection process. The ninety (90) day probationary period provides World Class Contracting Ltd. an opportunity to observe and evaluate the work habits and conduct of the employee. In the construction industry, your employer is not required to provide termination notice or pay in lieu of termination notice.

Employee Signature

Medical Disclosure

World Class Contracting Ltd. requests that all medical issues or illnesses that may affect an employee on the job are disclosed at the time of hire. (Example: Diabetes, High blood pressure, Skin disorders, Epilepsy, Allergies)

You are also required to inform World Class Contracting Ltd., if you have any pre-existing injuries that may be affected by the type of work assigned to you. (Example: Vehicle accidents, work-related injuries, WCB claims, chronic neck/back pain, bad knees, acute physical restrictions).

This information is needed to ensure that we can provide you with the proper medical aid in case of an incident. If you have any serious medical conditions you must wear a medical Symbol at all times.

Employee Signature

Construction Employee Basic Pay Rules

All Construction Employees are entitled to vacation pay, from the start of employment, at the rate of 6% of their regular wages. WCC Vacation Pay Policy is to bank Vacation Pay, and pay out whenever the Employee requests, alternatively you can request to have the Vacation Paid with each Payroll.

Construction employees are entitled to General Holiday pay of 3.6% on all regular hours worked in lieu of 'Stat Pay' on the General Holiday. In the construction industry, if you work a general holiday, it is treated as a regular day of work with respect to the calculation and payment of wages.

Construction Employees are not entitled to notice of termination or pay in lieu of this notice.

It is WCC Policy to pay out earned holiday & vacation pay on each pay check.

A group Overtime Agreement is in effect for WCC Employees. Employees are to work 44 regular hours per week, any additional hours must be pre-approved by the Project Manager and will be banked at regular rate of wages. Please review and sign the following Overtime Agreement.



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Employee Orientation Package

It is agreed between:

_____ of _____
Employee Name Employee Address

and

World Class Contracting LTD. of 38327 HWY 596 Red Deer County, AB

Employer/Company Name Employer/Company Address

That:

1. Employees are to work **44** regular hours per week. If any additional hours are required, any additional hours must be pre-approved by the Project Manager and will be banked at regular rate of wages.
2. The employee will take time off, with banked pay at a time that the employee could have worked and received wages from the employer in place of overtime pay. The time off shall be provided, taken, and paid at the regular rate of wages within **6 months** of the pay period in which the banked hours were earned, and treated as wages
3. Time off will be provided within a project shift schedule or can be requested for approval by the Project Manager with appropriate notice.
4. The employer shall provide a copy of this agreement to the employee upon request. No amendment or termination of this agreement shall be effective without at least one month's notice in writing by one party to the other.

Dated this _____ day of _____ 20 _____

Signed by:

_____ *For Employer* _____ *Employee*



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Employee Orientation Package

Safety Course Disclaimer

I understand that all new employees require safety tickets. **WHMIS 2015 and CSTS must be obtained before the first day of work on site**; Standard First Aid & CPR Level C, Fall Protection, and Lift Tickets are due by the end of the three month probationary period.

It is the responsibility of the Employee to cover the cost of their **Initial** Safety certification. World Class Contracting does not pay labor time for attending courses, but does cover the cost of the **Recertification only** for employees that have been employed with WCC for a period of six months and then stay for an additional six months following that certification. If an employee quits working for WCC before six (6) months from the date of the course, WCC retains the right to deduct the cost of the course from that employee's final pay. If WCC does pay for an employee's initial safety certification, WCC retains the right to deduct the cost of the course from that employee's following pay cheque.

I hereby authorize World Class Contracting Ltd. to deduct the cost of Initial Safety Ticket Certification from my pay, OR Recertification from my pay if I quit or my job is terminated within six (6) Months of WCC paying for that Training.

Employee Signature

PPE Disclaimer

World Class Contracting Ltd. is committed to ensuring that all employees have proper Personal Protective Equipment and that it is kept in good working order.

I understand that as an employee I am required to have the following personal protective equipment in my PPE Bag at all times and ready for use.

- | | |
|---|---|
| <ul style="list-style-type: none"> • Steel toe boots • Safety Glasses* • Gloves* • Ear Protection* • Hard Hat* • Safety Vest* • Face Shields* • Fall Protection Harness • 6' Lanyard | <ul style="list-style-type: none"> • CSTS Ticket • WHMIS 2015 Ticket* • First Aid Ticket • Fall Protection Ticket • Lift Ticket • Journeyman Tickets (if applicable) • Policy & Procedures Training Sheet* • Personal Tools & PPE Inventory Sheets* |
|---|---|

I hereby authorize World Class Contracting Ltd. to deduct \$150 for a PPE Bag with the above Starred* items from my pay. This cost will be taken off in two \$75 deductions.

Employee Signature



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Time Off Request Policy

After one (1) year of employment, employees are entitled to three (3) weeks of vacation time, totalling fifteen (15) days off per year, not including General (Statutory) Holidays. All Vacation and /or Time Off Requests must be received well in advance of the requested dates; for 3 or more consecutive days off, one month's notice is required. For one or two days off, a couple of weeks' notice is required. Approval for time off including any additional time in excess of the 15 days off per year is up to the discretion of WCC Management. Depending on the project work load, time off requests may not be approved, or the employee may be asked to adjust the request to coincide with the flow of work.

Employee Signature

Health & Safety Policy Disclaimer

I have read and fully understand the General Rules and Health & Safety Policy at World Class Contracting Ltd.

Employee Signature

Use of Company Vehicles

I understand that all WCC employees are required to adhere to current Alberta Driving Legislation, Regulations, and Limits. No one under the age of 19 is permitted to operate a company vehicle. Company vehicles must be maintained properly; employees are expected to notify management immediately if there is an accident or unexpected maintenance issue. Alcohol, drugs and smoking are strictly prohibited from the vehicles. Employees are responsible for the cost of any driving infractions incurred. **WCC Vehicles are for work use only and will be charged back per km for personal use.** **I hereby authorize World Class Contracting Ltd. to deduct the cost of any traffic violation fines including parking and/or speeding tickets while using a company vehicle from my pay, to remain in effect for the duration of my employment with WCC.**

Employee Signature

Apprenticeship Management

I understand that my apprenticeship is my responsibility to manage. It is my responsibility to have my bluebook updated yearly at my annual review or when attending each term of trade school. If I do not have my Bluebook updated regularly, I understand that my hours may not be accessible for reporting purposes.

Employee Signature

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Employee Orientation Package

Harassment Prevention Policy

World Class Contracting LTD. is committed to a healthy, harassment-free work environment for all employees and persons involved in our operations. The Company has developed a company-wide policy intended to prevent harassment of any type, including sexual harassment, of its employees and to deal quickly and effectively with any incident that might occur.

This Harassment Policy applies to all employees working for all subsidiaries and/or affiliates of the Company. In Alberta, the Human Rights Legislation provides that no person shall discriminate against a person with respect to employment, or any term or condition of employment, on any of the following grounds:

• Age	• Mental or Physical Disability
• Ancestry	• Source of Income
• Place of Origin	• Race
• Color	• Family Status
• Marital Status	Sex (Gender)
• Sexual Orientation	Religious Beliefs

These are referred to as “*Prohibited Grounds*”.

Other examples of harassment that will not be tolerated in the company are: Verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts where the comments or behavior are based on one or more of the prohibited grounds set out above. The Company also will not tolerate the display of pornographic, racist, or offensive signs or images; practical jokes that result in awkwardness or embarrassment; unwelcome invitations or requests, whether indirect or explicit. This includes passing offensive or suggestive items through the email system. Please see the Safety Manual for the procedure.

Employee Signature



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Employee Orientation Package

Violence Policy

World Class Contracting LTD. believes that all persons are entitled to a working environment that is free of violence. Any person displaying a violent behavior will be appropriately disciplined according to the Company's Disciplinary Policy and/or prohibited access to all World Class Contracting LTD. property and work sites. Persons who are subjected to violent behavior or witness such behavior must report it immediately to a World Class Contracting LTD. representative.

Violence is a crime punishable under the Canadian Criminal Code and the Company reserves the right to report all violent behavior to the local police and enforcement office. Any employee who is subjected to violent behavior must report it immediately to World Class Contracting LTD. management.

Employee Signature

Safety Equipment Training Disclaimer

I understand that as an employee I am responsible to inform WCC Management and/or a Foreman if I am unfamiliar with a tool, machine, or job task so that I can receive proper training. I am required to keep a log of this training on a provided training log sheet. I understand that I can be held personally liable by fine or prosecution if I use **any** equipment without proper training or Safety Tickets whether it causes injury and harm or not, by the standards of Alberta Occupational Health & Safety.

Employee Signature

Insurance Benefits

Employees are eligible for Group Benefits provided by Canada Life after six (6) consecutive months of employment. Enrollment forms should be filled out at Orientation or no later than your five (5) month anniversary and handed in to the office, to ensure your benefits are available at your six month date. WCC pays for the Health & Dental Portion of the benefits plan, the remaining Health and Dental balance plus the Insurance portion is the responsibility of the employee. Health and Dental Benefits may be waived only with proof of spousal coverage. The Insurance portion, which includes short and long term disability, and life insurance is mandatory and cannot be waived.

I hereby authorize World Class Contracting Ltd. to deduct from my pay the Health, Dental, and Insurance Benefit Premium as required from the Group Benefits Provider for remittance on my behalf.

Employee Signature



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RRSP Contributions

Employees are eligible for RRSP contributions after six (6) consecutive months of employment **and** a positive employee review has been completed. At that time we will issue an RRSP Package to set up an account with our Group RRSP Representative.

World Class Contracting contributes \$ **0.50** per regular hour worked for this RRSP Program.

You are responsible for setting up your CI Investment Group RRSP account with: Tim Gardiner of Sun Life Financial. RRSP Funds will not be paid or remitted until confirmation is received from either the employee or Tim Gardiner that the RRSP account has been set up.

RRSP Deposit Authorization

I hereby authorize World Class Contracting Ltd. to deduct from my pay and remit on my behalf to my RRSP account with CI Investments an amount as listed in one of the selections below:

1. The WCC Contribution amount plus an amount equal to that contributed by World Class Contracting Ltd. at every pay period.

Employee Signature

OR

2. The WCC Contribution amount plus a specified amount of \$_____ every pay period.

Employee Signature

This authorization is to remain in effect until cancelled in writing.



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Direct Deposit Application

I hereby authorize World Class Contracting Ltd. through Royal Bank of Canada to make deposits to my chequing account: *(Please provide a Void Cheque or Fill in banking information)*

Financial Institution: _____

Address: _____

Full Name on Account: _____

Account Number: _____

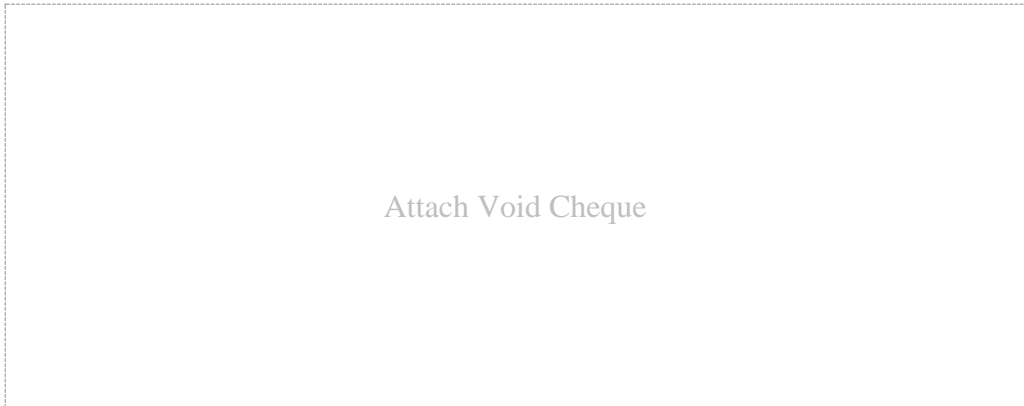
Transit/ Branch Number: _____

Institution/Bank Number: _____

This authorization is to remain in effect until cancelled in writing.

Signature

Email Address to be used for Paystub emailing is: _____





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Orientation Test

1. World Class Management keeps a copy of our Safety Manual in the following places.
 - a. Office and Job Sites
 - b. Safety Stations
 - c. Office and Safety Stations
 - d. Job Sites

2. Safety Stations are located in the following places:
 - a. Units (vehicles)
 - b. Long Term Job Sites
 - c. Office
 - d. All of the Above

3. Tailgate Meeting, Hazard Assessments and Sign In is Done:
 - a. Before each day of work, for each task, by all workers
 - b. At the end of the work day or when hazards are corrected
 - c. In the a.m. only if hazards are present
 - d. By the project foreman

4. Have you read and understood the Company Rules and Health & Safety Policies
 - a. Yes, they are posted in the office, long term job sites, given to me in orientation, and in the company safety manual
 - b. Yes, they are in the safety manual
 - c. No, but I can access if I want to read them
 - d. Yes, I read it at my company safety orientation

5. If you observe an unsafe condition you should:
 - a. Correct it if possible and report it to your Supervisor and others
 - b. Discuss it at the next tailgate meeting
 - c. Let someone else worry about it
 - d. A and B would be best



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Employee Orientation Package

6. Your safety (PPE bag is like your tools, always with you and kept organized accompanied with: *(circle all that apply)*)
- a. Hearing Protection
 - b. Safety Glasses
 - c. Visible Vest
 - d. Steel Toe Work Boots
 - e. Hard Hat
 - f. Safety Tickets
 - g. Gloves
 - h. Tool Inventory / Training Record
7. Unit, Tool and Job Site Inspections are completed:
- a. Daily
 - b. Weekly
 - c. Monthly
 - d. Yearly
8. How are hazards identified:
- a. Assessed in the a.m. documented and corrected
 - b. Assessed at the end of the day and signed off
 - c. Throughout the day as hazards become present and as work procedures change
 - d. A and C
9. How are defective tools handled:
- a. Reported and repaired
 - b. Tagged, reported and repaired
 - c. Fixed immediately
 - d. B and C
10. Circle the items that you should be aware of at every job site, and if not, you should ask
- | | |
|-----------------------------|---------------------|
| a. Emergency Response Plan | f. First Aid Kit |
| b. Personnel with First Aid | g. Fire Exit |
| c. Safety Station Location | h. Phone Location |
| d. Muster Point | i. Nearest Hospital |
| e. Address of Work Site | |



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Employee Orientation Package

11. Circle the items found in a Safety Station:

- a. Safety Manual
- b. MSDS binder
- c. OHS Handi-guide
- d. Fire Extinguisher
- e. First Aid Kit
- f. Eyewash Station
- g. Site Emergency Response Plan
- h. Extra PPE
- i. Equipment Tags
- j. Investigation Kit
- k. Lens Cleaning Kit

12. There is a copy of the legislation (OHS Government rules) available to read in the safety station.

- a. True
- b. False

13. What are your three rights laid out by OH&S?

14. What is a Safe Work Practice?

15. What is a Safe Job Procedure?

16. After reading and understanding the Safety Manual, are there any safe work practices or job procedures that you think should be added or revised?



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17. How does the company Safety Manual apply to you?

18. List five company rules:

19. List five things you would do in case of a Fire Emergency?

20. List five things you would do in case of a 'Man Down' emergency?



CONFIDENTIAL Employee Orientation Package

21. If you feel overworked, underpaid or have an issue with any of the policies or circumstances, you should:

- a. Complain to other workers and bring down company morale
- b. Keep it to yourself and host a poor attitude
- c. Talk to a supervisor to find out if the problem can be resolved
- d. Quit and tell others the company is unreasonable

22. What is the last resort for cutting pipe?

- a. Chop Saw
- b. Wheel Cutters
- c. Sawzall

Why?

23. A good tradesman executes a task in order, in the following steps:

- a. Material > Plan > Manpower
- b. Plan > Material > Manpower
- c. Manpower > Plan > Material
- d. Plan > Manpower > Material

24. What happens if someone continues to break company rules?

- a. Verbal Warning > Dismissal
- b. Verbal Warning > Written Warning > Re-orientation (no pay) > Dismissal
- c. Re-orientation
- d. No big deal, I'm too cool to be part of the team

25. What should you do if your PPE needs to be updated or organized?

- a. Complain that you don't have time
- b. Take the time to stay organized
- c. Let your supervisor know if you need anything
- d. B and C
- e. Blame someone for taking your stuff



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Employee Orientation Package

26. What are the consequences if personal tools and PPE are not kept organized?

- a. Verbal warning
- b. No big deal
- c. Will be advised to take time off without pay, to get organized
- d. All except B
- e. Will eventually be laid off because you are not a World Class tradesman

27. Your supervisors will be rating you in the following areas. How would you rate yourself?
(1 = Lowest, 10=Highest)

- | | |
|------------------------|---|
| _____ Respect | _____ Safety Ethic |
| _____ Accepting Advice | _____ Organization |
| _____ Taking Criticism | _____ Accountability for Personal Actions |
| _____ Courtesy | _____ Physical Ability |
| _____ Attitude | _____ Adapting to Plan Changes |
| _____ Leadership | _____ Being a Team Player |
| _____ Work Ethic | |

28. What three tools does a “World Class” tradesman have on him at all times?

29. Our goal at World Class Contracting Ltd. is to live up to the ideology of “from start to finish”. Always catering to our clients through the changing plans of the construction industry. To work together as a team respecting and supporting each other in each job position. As we continue to build on our reputation of being near, organized, and professional, it is your task as an individual to bring a positive attitude to work, support the safety program, and be a team player.

- a. I agree with the above statement
- b. I disagree with the above statement

30. Best Hockey Team is Alberta is:

- a. Edmonton Oilers
- b. Calgary Flames



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Employee Orientation Package

Orientation Acknowledgement				
Item	Yes	No	N/A	Date Completed
Health and Safety Manual Reviewed and Discussed Health & Safety Policies				
Reviewed and Discussed Policies <ul style="list-style-type: none"> ○ Safety Ticket & Tool Policies ○ Violence & Anti-Harassment ○ WCC Group Benefits Plan 				
Responsibilities Reviewed and discussed responsibility to: <ul style="list-style-type: none"> ○ Refuse unsafe work, to participate ○ Know about the hazards present in the workplace 				
OHS Legislation Reviewed and Discussed				
Hazards Reviewed and discussed job-specific health and safety hazards				
Training Reviewed and discussed job-specific training required				
WHMIS Reviewed WHMIS program, completed WHMIS test and discussed location of MSDS				
HAZARD MANAGEMENT Review and complete Worksite Booklet questions				
Emergency Plans Reviewed Safety Board and Where to Find ERP				
First Aid Where to locate first aid treatment and supplies				
Reporting Reviewed and discussed hazard/near miss and incident reporting procedures				
Personal Protective Equipment Where to locate, care, maintenance and rules				
I verify that I have completed my orientation with World Class Contracting Ltd. I understand the responsibilities and job duties that are expected from me.				
Employee Signature:	WCC Rep Signature:			
Date:	Date:			

I understand the information provided regarding Safety Tickets, PPE and equipment training. I will comply with all of the rules and guidelines as set within the World Class Contracting policies. I hereby affirm that I will meet the terms of the WCC safety requirements as well as those legislated by applicable governing bodies (Alberta OHS, ACSA).



CONFIDENTIAL Employee Orientation Package

Welcome to World Class Contracting Ltd.

World Class Contracting Ltd. specializes in Mechanical construction and management providing plumbing, gas fitting, hot water heating and mechanical systems for the construction industry in Alberta. We also provide a complete mechanical sub-contract service including: Sprinklers, H.V.A.C, Controls, Insulating, Fire Protection and Sheet Metal. The company was incorporated in 2001 and our team is built with reputable tradesmen who take pride in our profession. Our experience and credentials range from: residential properties, estates, shops, processing plants, schools, hotels, hospitals, agricultural barns, government buildings, commercial buildings, high rises and site services.

Our mission is to provide exceptional customer service with a commitment to quality, completing our projects on time, and within budget.

Business Conduct

Ethical business practices are fundamental components of World Class Contracting Ltd. This policy is founded on a number of important principles:

- ❖ All employees deserve equal treatment, with performance being the only basis for advancement or disciplinary action
- ❖ World Class Contracting Ltd. employees are representatives of the company, in attitude and when handling company assets, and must consider the image they project
- ❖ All World Class Contracting Ltd. employees have a responsibility to work safely, in an environmentally friendly manner, and to follow the established safety rules of the company
- ❖ Every reasonable effort will be made to avoid possible conflict of interest that may arise during the course of work. Employees and contract workers must avoid situations where their activities in other areas undermine or conflict with their employment to World Class Contracting Ltd.

90 Day Probationary Period

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Violence is a crime punishable under the Canadian Criminal Code and the Company reserves the right to report all violent behavior to the local police and enforcement office. Any employee who is subjected to violent behavior must report it immediately to World Class Contracting LTD. management.

Use of Company Vehicles

I understand that all WCC employees are required to adhere to current Alberta driving legislation and limits. No one under the age of 19 is permitted to operate a company vehicle. Company vehicles must be maintained properly; employees are expected to notify management immediately if there is an accident or unexpected maintenance issue. Alcohol, drugs and smoking are strictly prohibited from the vehicles. I agree to allow World Class Contracting to deduct the cost of any traffic violation fines including parking or speeding tickets while driving a company vehicle from my pay. WCC Vehicles are for work use only and will be charged back to the employee per km for personal use.

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Equipment & Safety Training

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Insurance Benefits

Employees are eligible for Canada Life Group Benefits after six (6) consecutive months of employment. Enrollment forms should be filled out at Orientation or no later than your five (5) month anniversary and handed in to the office, to ensure your benefits are available at your six-month date. WCC pays for 50% of the Health & Dental Portion of the benefits plan, the remaining Health and Dental balance plus the Insurance portion is the responsibility of the employee. Health and Dental Benefits may be waived only with proof of spousal coverage. The Insurance portion, which includes short and long term disability, and life insurance is mandatory and cannot be waived.

RRSP Account

Eligibility for RRSP contributions begins after the (6)-month probationary period, a positive 90-day Review, and an RRSP Account with our Group Administrator has been set up. **To set up your RRSP account, contact Lynnette in the office for our Group RRSP Rep's contact information.**

Personal Protective Equipment (PPE)

Note: Employees without the proper PPE will not be allowed on the work site.

*All PPE must be Maintained in Proper Condition – no rips or tears or substantial oil or grease
Please See Attached PPE Personal Inventory Sheet for Tools Required*

Hard Hats

Hard hats are issued upon hiring with the PPE bag; and must be accessible at all times. Hard hats will be replaced free of charge if damaged or wrecked due to work. All damaged or wrecked hard hats must be turned in to management to receive a replacement.

Safety Glasses

Safety Glasses are issued to new employees at the date of hire, and must be accessible at all times. They will be replaced free of charge if damaged or wrecked due to work. All damaged or wrecked safety glasses must be turned in to receive a new pair.



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Employee Orientation Package

Hearing Protection

You will be supplied hearing protection at the date of hire, and must be accessible at all times. Hearing protection must be worn at all times when working in an environment with 85dba or higher over a period of 8 hours.

Steel Toe Boots

All workers are to provide CSA approved steel toe boots. Steel toe boots must be worn at all worksites, at all times.

Apprenticeship Management

I understand that my apprenticeship is my responsibility to manage. It is my responsibility to have my bluebook updated yearly at my annual review or when attending each term of trade school. If I do not have my Bluebook updated regularly, I understand that my hours may not be accessible for reporting purposes.



CONFIDENTIAL Employee Orientation Package

General Rules & Regulations

- YOU HAVE THE RIGHT TO REFUSE UNSAFE WORK!
- YOU HAVE THE RIGHT TO PARTICIPATE!
- YOU HAVE THE RIGHT TO KNOW!
- Abide by World Class Contracting Ltd. and the “Prime” contractors safety manual as well as the current government regulations
- Take responsibility and accountability for all safety issues
- You are to know what your responsibilities are for the owners site specific Emergency Response Plan.
- You are to not to enter into a site that you do not operate or have permission to be on.
- No worker/contractor shall present them self at a site unless they are competent and trained to perform their job duties.
- You must report any unsafe acts or practices that you see to your supervisor immediately.
- Tobacco smoking is permitted only in those designated areas.
- The use of alcohol or drugs at work is prohibited.
- All accidents/incidents must be reported immediately.
- Horseplay, fighting, violence, racism, and practical jokes lead to unsafe acts and are prohibited.
- You must arrive to work on time!
- Theft, vandalism, abuse and misuse of company property will not be tolerated and may result in immediate dismissal.
- All company vehicles must be maintained properly.
- No one under the age of 19 shall drive any company vehicles.
- You must wear you seatbelt at all times.
- All workers/contractors are prohibited to the carrying of firearms and ammunition.
- Wear your PPE when appropriate and keep it properly maintained.
- Clothing made of synthetic fibers such as 100% polyester, Nylon, or Rayon should not be worn when exposed to high temperatures.
- Hearing Protection must be worn by all workers/contractors when exposed to excessive noise
- You must dispose of any hazardous or controlled substances in the appropriate manner.
- You must disclose all information that may pertain to an accident/incident investigation.
- Maintain good housekeeping in your vehicle and equipment areas.
- Sunflower seeds are not allowed on work sites, or in vehicles
- Listening to music/television at the work site is a safety hazard and is not allowed



CONFIDENTIAL Employee Orientation Package

Job Expectations

- Be aware of and follow the current Safety program
- Keep daily reports
- Complete safety reports daily
- Bring snacks & liquids
- Have lunch with you, alternatives may not be within lunch hour distance
- Keep units & tools organized and stocked daily
- Take note of things needed and not in stock
- Keep job site tidy during and after work
- Dress professionally – Carharts, Jeans, WCC wear, Smocks
- Address safety issues daily
- Wear the proper PPE at all times (gloves, ear protection, hard hat, boots, glasses, HiVis-vest)
- Be respectful to other trades and job sites
- Go the extra mile for perfection (clip, hanger, level, measurement)
- Review all work before leaving it
- Foreman are responsible for the work being done by the crew
- Communication between trades foreman > contractor > management is very important
- Visualize weigh scale balance: Quality vs. Quantity
- Approach each task in sequence: #1 Plan, #2 – Material, #3 Manpower
- Regroup after each task and start fresh
- When the going gets tough the tough get going (your attitude sets the pace)
- Nothing is written in stone, so expect the unexpected daily
- Always address new concerns, things change rapidly
- Respect tools and lock-up at the end of the day
- Attend Annual safety meeting (June)



CONFIDENTIAL Employee Orientation Package

General Health & Safety Policy

Please refer to the WCC Safety Manual for our full Safety Policies, practices and procedures. World Class Contracting Ltd. assures that the safety of its employees, the employees of others on the job site, and the general public at large, is given the highest priority in all aspects of the firm's activities. We are committed to being an industry leader in Workplace Health, Safety and Environmental practices. The following principles guide and measure our objectives in Health, Safety and Environment.

- ❖ We believe all occupational injuries and illnesses are preventable; employees, supervisors and managers share in the responsibility to ensure that our work sites are safe
- ❖ We believe that managers and supervisors are responsible for identifying safety needs with employees, communicating safety hazards, providing training, and supplying appropriate safety equipment
- ❖ We will continually promote employee safety on and off the job through holding regular safety meetings and producing a new edition of the safety manual each year
- ❖ We expect that all employees and others on company work sites will follow established safety rules, follow recommended safe work procedures, wear their personal protective equipment when required, participate in safety training programs and inform supervisors of unsafe working conditions
- ❖ We conduct our business to meet or exceed all applicable laws and regulations and minimize risk to our employees, the public and the environment and continually improve our HSE performance
- ❖ Employees, contractors and subcontractors who violate their safety responsibilities may face disciplinary action, dismissal, legal action and/or fines for violations of regulatory requirements. Visitors also must follow all rules or face the possibility of legal action.

World Class Contracting Ltd. acknowledges that safety is a responsibility that is shared by everyone in the company. Everyone is encouraged to look for ways to improve the safety of our operations and to communicate those ideas with the management.



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Safety Tickets

All new employees require the following **Mandatory** safety tickets. **WHMIS and CSTS must be obtained before the first day of work on site; the remaining tickets are due by the end of the three month probationary period.**

Mandatory

- WHMIS Ticket (*Training through WCC*)
- C.S.T.S Training – (*Online*)
- Standard First Aid with CPR Level C
- Aerial & Scissor Lift Tickets
- Fall Protection

Job-Specific

- Plumbing Journeyman Certification
- Gas Fitting Journeyman Certification
- Leadership for Safety Excellence (*Supervisors*)

World Class Contracting does not pay labor time for attending courses, but does cover the cost of the **Re-Certification** courses for employees that have been employed with WCC for a period of six months and then stay for an additional six months following that re-certification. If an employee quits working for WCC before six (6) months from the date of the course, WCC retains the right to deduct the cost of the course from that employee's final pay.

Safety Course	Certifying Company	Contact Information
WHMIS 2015	World Class Contracting	Completed at Orientation
CSTS - <i>Online</i>	ACSA	Toll Free: 1-800-661-2272 Website: www.acsa-safety.org
Standard First Aid & CPR Level C	Safety Now - Red Deer	Phone: 403-340-1883
	Titan Health & Safety - Calgary	Phone: 403-452-7727
Fall Protection & Lift Course – (Aerial & Scissor Lift)	Safety Now - Red Deer	Phone: 403-340-1883
	Arresting You – Red Deer	Phone: 1-877-909-9099
Various Safety Courses	United Academy	Phone: 1-844-222-2345
	www.unitedacademy.ur.com	
Fall Protection & Lift Combo Courses	AIP Safety - Calgary	Phone: 403-452-7727



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Employee Orientation Package

Site Orientation Acknowledgement				
Item	Yes	No	N/A	Date Completed
Health and Safety Manual Reviewed and Discussed Health & Safety Policies/Location				
Reviewed and Discussed Policies Applicable at the Site				
Responsibilities Reviewed and discussed responsibility to: <ul style="list-style-type: none"> ○ Refuse unsafe work, to participate ○ Know about the hazards present in the workplace 				
OHS Legislation Reviewed and Discussed				
Hazards Reviewed and discussed job-specific health and safety hazards				
Training/Safe Work Practices/ Safe Job Procedures Reviewed and discussed job-specific training required				
WHMIS Discussed location of MSDS				
Emergency Plans Reviewed Safety Board/Where to Find ERP				
First Aid Where to locate first aid treatment and supplies				
Reporting Reviewed and discussed hazard/near miss and incident reporting procedures				
Personal Protective Equipment Where to locate, care, maintenance and rules				
Health & Safety Representative Who the Safety Rep is on site? Explain their role is to advise and assist responsibilities for health and safety in the workplace				
I verify that I have completed my site orientation with World Class Contracting Ltd. I understand the responsibilities and job duties that are expected from me.				
Employee Signature:		WCC Site Foreman Signature:		
Date:		Date:		

Please Complete Within the First Day of Work on Site with Your Foreman and Send Back Into Office