

EMPLOYMENT PRINCIPLES

1 **POLICY**

Bongarde Media is committed to the fundamental principles of equal employment opportunity. We are committed to treating people fairly, with respect and dignity, and to offer equal employment opportunities based upon an individual's qualifications and performance—free from discrimination or harassment because of race, colour, ancestry, place of origin, political belief, religion, sex, sexual orientation, sexual identity or expression, age, marital status, family status, physical or mental disability, or a criminal or summary conviction offence unrelated to a person's employment or intended employment.

These principles apply to all aspects, terms and conditions of employment at Bongarde Media, including recruitment, hiring, training, transfer, promotion, discipline, demotion, dismissal and layoffs.

2 **PURPOSE**

The purpose of this Statement of Policy and Procedure is to express those principles which must be observed by employees in all aspects of the employment relationship.

3 **SCOPE**

This Statement of Policy and Procedure applies to all employees in British Columbia.

4 **RESPONSIBILITY**

Each individual is responsible for ensuring the principles outlined in paragraph 1.01 are adhered to throughout all business activities.

5 **DEFINITIONS**

“Age” means an age that is nineteen (19) years or more

“Ancestry” includes where a person's family is from

“Colour” refers to a person's colour

“Criminal Conviction” includes being charged with or convicted of an offence under the Criminal Code or another law that is unrelated to a person's employment or intended employment.

“Family status” includes being related to another person by blood, marriage or adoption including family type (e.g., a single parent family) and who is in your family

“Gender expression” is how a person presents their gender. This can include behaviour and appearance, including dress, hair, make-up, body language and voice.

This can also include name and pronoun, such as he, she or they. How a person presents their gender may not necessarily reflect their gender identity.

“Gender identity” is a person’s sense of themselves as male, female, both, in between or neither. It includes people who identify as transgender. Gender identity may be different or the same as the sex a person is assigned at birth.

“Harassment” means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.

“Marital status” includes being married, single, widowed, divorced, separated or living common-law.

“Mental disability” includes mental conditions that affect or are seen as affecting a person’s abilities including such conditions as a learning disorder, developmental disability, or illness such as depression or bipolar disorder.

“Physical disability” includes physical conditions that affect or are seen as affecting a person’s abilities. Physical disability includes conditions that impair a person’s ability to carry out the normal functions of life. It includes addiction, amputation, asthma, acne, diabetes, cancer, epilepsy, high blood pressure, hypertension, obesity and impairments to hearing, speech, vision and mobility. It does not include short-lived conditions such as a cold.

“Place of Origin” includes the fact of being born in a particular country or group of countries.

“Political belief” includes support of a political party or group that advocates political change, and beliefs about the organization and governance of communities.

“Race” includes socio-cultural or ethnic groups such as First Nations, Metis, Chinese, South Asian or other similar groups.

“Religion” includes adherence to the practices of a particular faith or genuinely held religious beliefs, and not having religious beliefs.

“Sex” includes being a man, woman, inter-sexed or transgender. It also includes pregnancy, breast-feeding and sexual harassment.

“Sexual orientation” includes being heterosexual, gay, lesbian or bisexual.

6 **PROCEDURE**

All forms and procedures used for employment purposes and human resources administration within Bongarde Media shall comply with the principles contained within this Statement of Policy and Procedure.

EMPLOYMENT CLASSIFICATIONS

1 POLICY

The following categories are used for human resources administration:

- Payroll Category
- Employment Category
- Occupational Category

Employees are advised of their appropriate categories at the time of hire and at any time their status changes thereafter.

2 PURPOSE

The purpose of this Statement of Policy and Procedure is to establish and maintain consistent Employment Classifications for the purpose of payroll and human resources administration.

3 SCOPE

This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

The President, or a designated nominee is responsible for authorizing the assignment of jobs to the Occupational Category designated Executive and/or Manager.

Managers are responsible for accurately indicating the correct Employment Classifications on each Personnel Change Form.

5 DEFINITIONS

Payroll Category

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|---------------------|--|
| (a) Salaried | An employee who is not a member of a bargaining unit and receives a weekly, bi-weekly, semi-monthly or monthly rate of pay regardless of hours worked. |
| (b) Hourly | An employee who is paid an hourly wage for hours worked. part-time, temporary, casual and seasonal employees are normally included in this category. |

Employment Category

- | | |
|----------------------|---|
| (a) Full-time | A person employed for an indefinite duration who regularly works 40 hours or more each week. Full-time employees may be placed on either the hourly or salary payroll. |
|----------------------|---|

- (b) **Part-time** A person employed for an **indefinite duration** who regularly works fewer than 32 hours each week. Part-time employees are normally placed on the hourly payroll. Part-time employees are ineligible for employee benefits.
- (c) **Temporary** A person employed for a **defined duration** regardless of the hours worked. The duration of temporary assignment shall not exceed a period of three (3) months. Temporary employees are placed on the hourly payroll and are ineligible for employee benefits.
- (d) **Casual** A person employed on an intermittent basis, for not more than one-third (1/3) of regular full-time hours, and who may elect to work or not when requested to do so. Casual employees are placed on the hourly payroll and are ineligible for employee benefits.
- (e) **Seasonal** A person who is employed for not more than sixteen (16) weeks in a calendar year. Seasonal employees are placed on the hourly payroll and are ineligible for employee benefits.
- (f) **Inactive** An employee who remains on either the hourly or salary payroll and who may be in receipt of benefits payment, but no pay. This category is also used for employees who are on an approved leave of absence, for whatever reason, for a period that is longer than one (1) month in duration.
- (g) **Probationary** An employee who has not completed the Probationary Period

Note: Independent contract personnel are not considered employees of Bongarde Media. They are either self-employed or work for another organization with which Bongarde Media has contracted for their services. Contract personnel are paid via invoice through Accounts Payable; however; contract personnel are expected to observe the relevant policies and practices of Bongarde Media when working on company premises.

Occupational Category

- (a) **Executive** An employee who is an officer of the company and whose prime responsibility is to plan, implement and monitor long term strategies that impact the success of one or more

organizational units of the business and who is held accountable for the overall performance of those organizational units.

(b) **Manager**

An employee whose prime responsibility is the management of one or more organizational units, within prescribed guidelines, and who is accountable for the daily operation of those units. Managers normally report to an executive. Organizational units managed are normally in charge of subordinate supervisors.

(c) **Supervisor**

An employee whose prime responsibility is to actively supervise (for at least 60% of the time) the work of four or more subordinate personnel and who has the authority to hire, train, appraise the performance of, discipline and release employees within the Supervisor's jurisdiction.

(d) **General**

All other employees whether hourly or salary.

7 **PROCEDURE**

All documents, including hiring documents, that change or modify an employee's Employment Classifications shall indicate the revised and approved Employment Classifications.

The designation of personnel to Occupational Categories of Executive and/or Manager requires the approval of the President or a designated nominee. Jobs assigned to other Occupational Categories may be approved consistent with established signing authority and/or approvals authority.

The correct Employment Classifications shall be shown on all Job Descriptions and documents related thereto.

CONDUCT AND BEHAVIOUR

1 POLICY

Regulations for the acceptable conduct and behavior of employees are necessary for the orderly operation of any business, for the benefit and protection of the rights and safety of employees and the protection of Bongarde Media's assets. Employees are expected to govern their conduct and behavior in a manner consistent with the guidelines set out herein.

Bongarde Media is committed to maintaining a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. The possession, transfer, sale, or use of such materials on company premises or during the conduct of Bongarde Media's business is prohibited. A breach of this policy will result in discipline up to and including discharge.

2 PURPOSE

The purpose of this Statement of Policy and Procedure is to provide guidelines, which may be changed from time to time, to promote understanding of what is considered acceptable and unacceptable conduct and behavior; and to encourage consistency throughout the company.

3 SCOPE

This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

Each employee is responsible for observing rules of conduct that are normally accepted as standard in a business enterprise.

Managers are responsible for counselling employees promptly when their conduct or behavior is inconsistent with the intent of this Statement of Policy and Procedure.

5 PROCEDURE

Appropriate Conduct and Behaviour includes but is not limited to:

- Adherence to published policies, practices and procedures
- Competent performance of all job duties assigned
- Prompt and regular attendance at work
- Courtesy to and respect for co-workers, customers, suppliers or any other person who deals with Bongarde Media in the conduct of its business
- Wearing proper business attire and footwear during working hours, appropriate to the job performed.

Inappropriate Conduct and Behaviour includes but is not limited to:

- Loitering or loafing
- Leaving work early or leaving department without supervisor's permission
- Using obscene, abusive language
- Spreading malicious gossip or rumours
- Harassing, threatening, intimidating, coercing any person at any time
- Horseplay or throwing objects
- Reporting to work or working while under the influence of alcohol, drugs, or prohibited substances
- Creating or contributing to unsanitary conditions
- Gambling, lotteries, or any other game of chance while on company premises
- Insubordination
- Excessive personal use of telephones or computer facilities
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Unacceptable Conduct or Behaviour includes:

- Possession of guns, weapons or explosives on company property
- Possession, consumption or use of alcoholic beverages or illegal substances while on company premises
- Solicitation of other employees, for any reason, during working hours, unless approved in advance by the President
- Willful violation of safety rules and procedures
- Willful neglect and/or mishandling equipment and machinery
- Unsafe driving of company or in-plant vehicles
- Theft and/or falsification of company records
- Indecency
- Fighting
- Poor or careless work
- Sleeping while on duty
- Accepting gifts, favours or gratuities from firms, organizations, agents, employees, or other individuals who may or do conduct business with Bongarde Media with a dollar value in excess of \$20.00 per item and in excess of \$100.00 cumulatively.

Unacceptable conduct could result in disciplinary action up to and including termination without notice or pay in lieu thereof.

EMPLOYEE ORIENTATION

1 **POLICY**

All new workers and young workers employed by Bongarde Media shall have health and safety training and orientation specific to the worker's workplace, prior to beginning work.

Newly hired employees shall receive appropriate orientation to all other matters regarding their employment with Bongarde Media within their first month of employment.

2 **PURPOSE**

The purpose of this Statement of Policy and Procedure is to ensure that newly hired employees receive an effective and uniform introduction to Bongarde Media and its business objectives, and that young or new workers receive adequate health and safety orientation and training to maximize accident and injury prevention at Bongarde Media.

3 **SCOPE**

This Statement of Policy and Procedure applies to all managers who are assigned supervisory responsibilities and all newly hired employees, young and new workers.

4 **RESPONSIBILITY**

Managers are responsible for developing and providing an effective orientation program to a newly hired employee, young worker or new worker, and for ensuring that any training deemed necessary is scheduled and/or provided, including health and safety orientation and training. Additionally, managers are responsible for maintaining records of orientation and training provided.

5 **DEFINITIONS**

"Newly hired employee" includes all employees commencing work with Bongarde Media who have either never been employed by Bongarde Media or have not been employed by Bongarde Media for at least one year.

"New worker" means any worker who is

- (a) new to the workplace
- (b) returning to a workplace where the hazards in that workplace have changed during the worker's absence
- (c) affected by the change in the hazards of a workplace or
- (d) relocated to a new workplace if the hazards in that workplace are different from the hazards in the worker's previous workplace.

"Young worker" means any worker who is under the age of 25.

6 PROCEDURE

New employee documentation is required for the following:

- Tax deduction forms including Social Insurance Number (SIN)
- Proof of eligibility to work in Canada
- Employee benefit enrolment or exemption forms, where appropriate
- Other documents deemed necessary from time to time
-

As a minimum, each newly hired employee shall receive information, instruction, and/or training about:

- Organization structure and reporting relationships
- Conditions of employment
- Conduct and behavior expectations
- Job duties and performance standards
- Pay and pay administration practices
- Employee benefits
- Complaint procedures
- Personal development opportunities
- A site map of location and a tour of business premises, if necessary
- Introduction to co-workers
- Assignment of a “buddy” for the first quarter, if necessary
- Other information deemed appropriate by the hiring manager

As a minimum, each young worker and new worker shall receive orientation and training about:

- The name and contact information for the young or new worker’s supervisor
- The employer’s and young or new worker’s rights and responsibilities under the *Workers Compensation Act* and the *Occupational Health and Safety Regulation* including the reporting of unsafe conditions and the right to refuse to perform unsafe work
- Workplace health and safety rules
- Violence in the workplace
- Location of first aid facilities and means of summoning first aid and reporting illnesses and injuries
- Emergency procedures
- Instruction and demonstration of the young or new worker’s work task or work process
- Contact information for the occupational health and safety committee or the worker health and safety representative, as applicable to the workplace

Upon the earlier of:

- (a) Two weeks prior to the completion of a new employee's Probationary Period;
- and
- (b) The completion of the employee's orientation program

Managers shall complete and sign an Employee Orientation Check Chart Form. The Form shown in Attachment A, or a reasonable facsimile thereof, may be used for this purpose. The completed and signed form shall be submitted to the President and be filed in the employee's Personnel file.

ATTACHMENT

Attachment A – Employee Orientation Check Chart

EMPLOYEE ORIENTATION CHECK CHART

Day 1

- 1 VERIFY AND/OR RECORD THE FOLLOWING EMPLOYEE DATA:
 - Full name, address, telephone number, birth date, SIN, marital status.....
 - Who to notify in emergencies and telephone number.....

- 2 EXPLAIN AND OBTAIN COMPLETED FORMS FOR THE FOLLOWING
 - TD1 Form (Income Tax).....
 - Benefit programs enrolment forms (Group Life, AD&D, Health, Dental, Provincial Health, etc.)

- 3 REVIEW, ISSUE AND/OR DESCRIBE:
 - Method of paying wages (when and where).....
 - Vacation policies.....
 - Holidays observed.....
 - Health and Safety policy and procedures.....
 - Review and/or provide departmental safety rules, WHMIS requirements, personal protective safety devices.....

 - Conduct and behaviour standards.....
 - Complaint procedures.....
 - Confidentiality and Inventions Agreement and/or other agreements.....
 - Policy Manual

- 4 PROVIDE THE FOLLOWING ADDITIONAL INFORMATION:
 - Job Responsibility Record and Job Performance Standards.....
 - Tour of facilities and department.....
 - Show location of First Aid stations, lunch room, rest rooms, bulletin boards.....
 - Review timing of and procedures for lunch and rest periods.....
 - Issue and/or review: telephone lists, office layout, organization charts.....
 - Provide list of co-workers' names and job titles; introduce to co-workers.....
 - Notify Reception of name and department location of new hire.....

- 5 PROVIDE THE FOLLOWING HEALTH & SAFETY ORIENTATION & TRAINING:
 - Name and contact information for the young or new worker's supervisor.....
 - Review right and responsibilities under the *Workers Compensation Act* and *Occupational Health and Safety Regulation* including the reporting of unsafe conditions and the right to refuse to perform unsafe work.....

- Review workplace health and safety rules.....
- Review hazards to which the young or new worker may be exposed,
including risks from robbery, assault or confrontation.....
- Review violence in the workplace.....
- Review location of first aid facilities and means of summoning first aid
and reporting illnesses and injuries.....
- Review emergency procedures.....
- Provide instruction and demonstration of the young or new worker's work task
or work process.....
- Provide contact information for the occupational health and safety committee
or the worker health and safety representative, as applicable to the workplace.....

DAY 2 ONWARDS

- Review important company policy/practices, Quality Standards,
Job Performance Standards, complaint procedures, accident reporting,
training and development opportunities, special departmental procedures, if any.....
- Explain employee benefit program details, enrolment, effective dates.....

DAILY

- Briefly review employee's progress.....
- Discuss and resolve any employee concerns.....

Completed by _____ Date _____

CONFIDENTIALITY and INVENTIONS

1 **POLICY**

Bongarde Media is committed to protecting its trade secrets, confidential and proprietary information and to ensuring that inventions remain the sole and exclusive property of Bongarde Media. Consistent with this objective, new employees, as a condition of employment, are required to read and sign a Confidentiality and Inventions Agreement prior to the commencement of their employment.

2 **PURPOSE**

Because of the sensitive nature of Bongarde Media's business it is important to protect its business interests by ensuring trade secrets, confidential or proprietary information are not disclosed to anyone outside the organization, whether or not that person could benefit directly or indirectly from having that information; and that inventions remain the property of Bongarde Media.

3 **SCOPE**

This Statement of Policy and Procedure applies to all employees who may have access to technical, confidential or proprietary information of Bongarde Media.

4 **RESPONSIBILITY**

The President or designated nominee is responsible for ensuring the Confidentiality and Inventions Agreement is signed:

- (a) by employees, at the hiring stage
- (b) by others, before they are given access to information covered by the Agreement

5 **DEFINITIONS**

The term "**Trade Secret**" includes technical and non-technical data, a formula, a pattern, a compilation, a program, a device, a method, a technique, a drawing, a process, financial data, a financial plan, a product plan, or a list of actual or potential customers and suppliers which:

- (a) derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by other persons who can obtain economic value from its disclosure or use; and
- (b) is the subject of reasonable efforts by Bongarde Media to maintain its secrecy.

The term "**Confidential or Proprietary Information**" means any secret, confidential or proprietary information of Bongarde Media, or any secret, confidential or proprietary information entrusted to Bongarde Media by any other person or entity, which is not otherwise included in the definition of "Trade Secret" above.

The term "**Invention**" includes any invention, discovery, idea, research, engineering method, practice, system, formula, design, product, improvement, machine, device, apparatus, process, plans or programs developed, reduced to practice, or received by an individual (whether solely or jointly with others), whether or not patentable:

- (a) during the period of and in the course of that person's employment with Bongarde Media, or
- (b) on Bongarde Media's premises, or
- (c) with the assistance of any of Bongarde Media's employees or consultants, or
- (d) with Bongarde Media's equipment or supplies

6 PROCEDURE

All employees, as a condition of employment, shall sign the Confidentiality and Inventions Agreement during their initial hiring documentation and any time thereafter when an updated version requires signature.

The President, or a designated nominee, will send a letter to employees who cease their employment, within five (5) days of their termination, reminding them of their duty of confidentiality.

RECRUITMENT and SELECTION

1 **POLICY**

Bongarde Media is committed to recruiting and selecting individuals who are the most qualified to perform the requirements of each position available. Candidates for job vacancies may be from existing staff or from outside sources. Where qualifications are deemed equivalent, preference will normally be given to internal candidates.

All external recruitment requires the prior approval of the President, or a designated nominee.

The successful applicant(s) for a job vacancy shall be given a written offer of employment which outlines all the terms and conditions of employment in that job. The applicant(s) must accept the offer by signing it before commencing work. There shall be no verbal or informal offers provided to the applicant. Instead, the applicant should be told that Bongarde Media will be making a formal, written offer, which the applicant should carefully review and consider.

No offers or commitments, financial or otherwise, are to be made to any job candidate until all appropriate approvals have been obtained, final approval to be from the President.

2 **PURPOSE**

The purpose of this Statement of Policy and Procedure is to ensure a consistent approach to the recruitment and selection of staff and to ensure compliance with all legislative requirements.

3 **SCOPE**

This Statement of Policy and Procedure applies to all managers who have responsibility for recruiting and selecting personnel to fill a new or existing job vacancy.

4 **RESPONSIBILITY**

Managers are responsible for: Initiating the recruitment process, as necessary

- (a) Initiating the recruitment process, as necessary
- (b) If required, developing and placing media job advertisements which comply with provisions of the British Columbia (or province of employment) *Human Rights Code*.
- (c) Developing and/or understanding the job selection criteria for the job vacancy
- (d) Screening candidates in accordance with the job selection criteria
- (e) Selecting final candidate(s) to fill a job vacancy
- (f) Conducting candidate reference checks, as necessary
- (g) Providing each successful applicant with a written offer of employment
- (h) Ensuring the offer of employment is accepted before the candidate starts work

- (i) Ensuring the successful applicant receives a proper and thorough orientation to the new position and, where necessary, to the company

5 PROCEDURE

Each job vacancy for which recruitment is deemed necessary, either for a replacement candidate or a new position, requires the approval of the President. Supporting documentation shall include:

- the reason for the vacancy
- a job description
- anticipated salary and salary range
- the number of candidates to be hired
- job selection and candidate criteria
- a recruiting plan and budget

External candidates

- (a) External candidates may be recruited from many locations using varied means including print, video, and personal contacts. In some cases, it may be deemed necessary to use recruitment agencies or executive search organizations to assist in the search for qualified candidates.
- (b) If recruitment agencies or executive search houses are expected to be used to identify external candidates, the approval of the President is required before any such agency is engaged to assist in a recruitment assignment. Only one organization may be used at any time on any recruiting assignment. Representatives of outside organizations who contact managers directly, regarding job vacancies, should be referred immediately to the President. No information regarding vacancies, staff levels, names of employees, or organization plans, are to be divulged to outside organizations unless done so by the President or a designated nominee.

Selection

- (a) Performance, skill and ability to perform the job, are the primary considerations for the selection of internal candidates. Previous directly related experience, skill and ability are the primary considerations for selecting external candidates.
- (b) Final candidates (internal or external) for a job vacancy may be required to complete employment tests deemed necessary to determine their skill, knowledge, or ability to perform the job.

Pre-employment medical examinations, if deemed necessary, may be arranged only after an offer of employment has been extended.

All offers of employment shall be approved by the President or a designated nominee prior to being extended to a successful candidate. A written offer of employment shall include the following components:

- Title of the position being offered
- Starting salary stated in monthly terms
- Name of the Department in which position is located
- Name and title of manager to which the individual will report
- Duration of the Probationary Period, if any
- Date of first salary review
- Effective date of hiring and reporting time
- Summary of benefit plans including date(s) of eligibility for each plan
- Special arrangements such as relocation (requires President's approval)
- Confidentiality and Inventions Agreement (if applicable)
- Conditions of employment that must be observed
- A statement that the offer of employment is conditional on the candidate's ability to satisfy Bongarde Media's medical requirements (if applicable).
- Termination clause

TERMS and CONDITIONS of EMPLOYMENT

1 POLICY

Eligibility for Employment

In compliance with federal legislation, new employees, if requested, and as a condition of employment, must present documentation establishing their identity and their eligibility to legally work in Canada. A valid Social Insurance Number, landed immigrant papers, employment visa, or temporary work permit is deemed sufficient for this purpose. Failure to prove eligibility for employment in Canada constitutes just cause for immediate dismissal, without notice or compensation in lieu of notice.

Pre-employment Medical Examinations

Medical examinations are required only **after** an offer of employment has been made to an applicant. The medical examination is performed at Bongarde Media's expense by a health professional of Bongarde Media's choice. Because an offer of employment is contingent upon satisfactory completion of the examination, applicants **should not** give notice to their existing employer until the full results of a medical examination are known by the applicant. Information on an employee's medical condition or history is kept separate from other employee information and maintained confidentially. Access to this information is limited to those who have a legitimate need to know. Only medical information that is rationally connected to the performance of the job applied for will be sought by Bongarde Media.

Employment Application

Any misrepresentations, falsifications, or material omissions in any data requested on the Employment Application or data requested during the hiring documentation process shall result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment for cause, without notice or compensation in lieu of notice.

Employment Reference Checks

Bongarde Media checks the employment references of all final candidates for employment. Offers of employment are contingent upon obtaining satisfactory reference checks. In order to protect an applicant's privacy and so as not to jeopardize his or her current employment reference checks with a candidate's current employer are not made unless the candidate's permission is obtained. Reference checks from current employers are requested only **after** a conditional offer of employment is accepted.

Probationary Period

All newly hired employees are required to serve a Probationary Period during the first three (3) months after their date of hire. Significant absences during the Probationary Period will automatically extend the period by the length of the absence. The employee

is classified as Probationary during this period and is ineligible for employee benefits during this time.

Confidentiality and Inventions Agreement

Certain employees are required to sign a non-disclosure agreement titled the Confidentiality and Inventions Agreement. Employees who improperly use or disclose inventions, trade secrets and/or other confidential business information will be subject to appropriate disciplinary action, up to and including termination of employment, and possibly legal action, even if they do not actually benefit from the disclosed information. The obligations under the Confidentiality and Inventions Agreement survive termination of employment and form part of the contract of employment between the employee and Bongarde Media.

Driver's License & Driving Record

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a driving record acceptable to our insurer. Any changes in an employee's driving record must be reported to the President immediately. Failure to do so may result in disciplinary action, including possible dismissal. Employees who operate company vehicles during their assigned work, or operate their own vehicles in performing their jobs, are financially and legally responsible for any traffic or parking violations. Employees driving their own vehicle for business purposes must maintain adequate insurance at all times at their own expense.

Employees are required to observe and adhere to Bongarde Media's published policies and practices at all times.

The conditions in this Statement of Terms and Conditions shall be outlined to each prospective employee either during the selection process and/or when an employment offer is extended and forms part of the offer of employment.

2 PURPOSE

In order to protect our business and to ensure consistency throughout Bongarde Media, employees must agree to certain conditions of employment before employment commences. This Statement of Terms and Conditions sets out those conditions.

Bongarde Media is required by legislation to employ only individuals who are legally authorized to work in Canada. Under the *Canada Immigration Act* and the *Employment Insurance Act*, Bongarde Media is required to report those individuals who are not legally entitled to work in Canada to Human Resources Development Canada.

3 SCOPE

This Statement of Terms and Conditions applies to all new hires.

4 PROCEDURE

A copy of the appropriate terms and conditions shall be provided by the hiring manager to each individual at the time of extending an offer of employment as part of the offer of employment.

PERSONAL INFORMATION PROTECTION

1 POLICY

Bongarde Media is committed to protecting the privacy of its employees, clients/customers and confidential business information.

Employees are obligated to ensure that personal information to which they may have access remains confidential is only used for the purposes for which it was collected, is not disclosed without authorization or used for personal gain.

Employees are required to follow all procedures regarding collection, use and disclosure of personal information as set out in this policy.

Employees who disclose personal information contrary to this policy will be subject to disciplinary measures, up to and including discharge for cause.

The Human Resources Manager is accountable for the implementation of this policy. Any issues or questions regarding this policy should be directed to the Human Resources Manager.

2 PURPOSE

Employees at one time or another may receive personal, privileged and/or confidential information which may concern other employees, company operations or clients/customers. The purpose of this policy is to preserve the privacy of employees, clients and Bongarde Media, by outlining employee obligations and procedures for dealing with personal, privileged and/or confidential information.

3 SCOPE

This policy applies to all employees, contractors, subcontractors of Bongarde Media or anyone else who is granted access to personal, privileged and/or confidential information.

4 RESPONSIBILITY

Employees are responsible for:

- keeping their own employee files current regarding name, address, phone number, dependents, etc.
- being familiar with and following policies and procedures regarding personal information
- obtaining the proper consents and authorizations prior to disclosure of personal, privileged and/or confidential information
- immediately reporting any breaches of confidentiality to their Supervisor
- keeping private passwords and access to personal, privileged and/or confidential data

- explaining this policy to clients and referring them to the Human Resources Manager if necessary
- relinquishing any personal, privileged, confidential or client information in their possession before or immediately upon termination of employment

Supervisors are responsible for:

- notifying employees of the purposes of the collection, use and disclosure of employee personal information and obtaining consent from employees
- ensuring policies and procedures regarding collection, use and disclosure of personal information are consistently adhered to
- responding to requests for disclosure only after the proper release is obtained
- cooperating with the Human Resources Manager to investigate complaints or breaches of policy
- obtaining from employees prior to their termination any personal, privileged, confidential or client information in their possession
- ensuring that disclosure of personal information or personal health information to a third party is done with the approval of the Human Resources Manager in order to minimize risk of non-compliance with applicable legislative or regulatory regimes

Human Resources and/or Payroll personnel are responsible for:

- ensuring that appropriate consents have been obtained from employees with respect to the collection, use and disclosure of employee personal information
- maintaining systems and procedures to ensure employee records are kept private
- obtaining the proper consents and authorizations prior to disclosure of information contained in employee records
- responding to employees' requests for access or corrections to their employee personal information records
- ensuring proper disposal of unnecessary files/information
- maintaining separate files to ensure that personal information and personal health information is protected
- ensuring that disclosure of personal information or personal health information to a third party is done with the approval of the Human Resources Manager in order to minimize risk of non-compliance with applicable legislative or regulatory regimes
- internal compliance with application policies or legislation
- cooperating with supervisors, human resources and/or payroll personnel in developing internal policies for the collection, use and disclosure of personal information and personal health information of employees and clients
- monitoring and responding to third party requests for personal information or personal health information
- ensuring appropriate consents are obtained for the collection, use and disclosure of personal information and personal health information

- where collection, use or disclosure is permitted without prior consent, notifying individuals of the collection, use and disclosure of personal information and/or personal health information after such occurrence

5 DEFINITIONS

“Contact information” means information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business e-mail or business fax number of the individual.

“Employee personal information” means personal information about an individual that is collected, used or disclosed solely for the purposes reasonably required to establish, manage or terminate an employment relationship between the organization and that individual, but does not include personal information that is not about an individual’s employment.

“Personal information” means information about an identifiable individual and includes employee personal information but does not include:

- (a) contact information, or
- (b) work product information

Personal information may also include information such as race, ethnic origin, colour, age, marital status, family status, religion, education, medical history, criminal record, employment history, financial status, address, telephone number, WCB claims information and any numerical identification, such as Social Insurance Number. Personal information may also include information that may relate to the work performance of the individual, any allegations, investigations or findings of wrongdoing, misconduct or discipline.

“Personal health information” is information about an identifiable individual that relates to the physical or mental health of the individual, the provision of health care to the individual, the individual’s entitlement to payment for health care, the individual’s health card number, the identity of providers of health care to the individual or the identity of substitute decision-makers on behalf of the individual.

“Third party” is an individual or organizations other than the subject of the records or a representative of Bongarde Media. Note that in certain circumstances Bongarde Media may be entitled to provide personal information to a third party acting as an agent of Bongarde Media.

“Work product information” means information prepared or collected by an individual or group of individuals as a part of the individual’s or group’s responsibilities or activities related to the individual’s or group’s employment or business but does not include personal information about an individual who did not prepare or collect the personal information.

“Service provider” means any organization, including, without limitation, a parent corporation, subsidiary, affiliate, contractor or subcontractor that, directly or indirectly, provides a service for or on behalf of Bongarde Media.

6 PROCEDURE

Employee Records

- (a) An employee’s supervisor, higher level managers, human resources and payroll personnel shall have access to employee records containing employee personal information. An employee’s supervisor, higher level managers, human resources and payroll personnel may have access to an employee’s personal information or personal health information if the Human Resources Manager determines that such access is permissible and necessary. Personal information and personal health information will not be disclosed outside of the organization without the knowledge and/or approval of the employee. Notwithstanding the foregoing, Bongarde Media will cooperate with law enforcement agencies and will comply with any court order or law requiring the use or disclosure of personal information without the employee’s consent.
- (b) Employees may request access to review their employee personal information records in accordance with the policy Access to Employee Records. No material contained in an employee records may be removed from the file and a representative of the Human Resources Department will be present during the viewing of the file.
- (c) An employee may provide a written notice of correction related to any data contained in the employee’s employee personal information record. The notice of correction shall be provided to the Human Resources Department. If Bongarde Media is satisfied on reasonable grounds that such a request should be implemented, the information shall be corrected as soon as reasonably possible and the corrected employee personal information will be sent to each organization to which the employee personal information was disclosed during the year before the date the correction was made. If no correction is made, Bongarde Media shall annotate the employee personal information under its control with the correction that was requested but not made.
- (d) Employee requests for disclosure of their own personal employee information to third parties must be accompanied by a completed, signed and dated Authorization to Release Personal Information form. Attachment A to this policy is used for this purpose. This form should also be used in dealings with insurance companies with respect to employee benefits and to provide confirmation of earnings to financial institutions for lending purposes.
- (e) Unless retention of employee personal information, personal information or personal health information is specified by law for certain time periods, any personal information that is no longer required to fulfill the identified purpose shall be destroyed, erased or made anonymous within twelve (12) months after its use.

Client Information

- (a) Personal, privileged and/or confidential information about customers and clients may only be collected, used, disclosed and retained for the purposes identified by Bongarde

Media as necessary, and only after such purpose has been disclosed to customers and clients prior to collection, and their consent obtained.

- (b) Employees must ensure that no personal, privileged and/or confidential client information is disclosed without the client's consent and then only if security procedures are satisfied.
- (c) Client information is only to be accessed by employees with appropriate authorization.
- (d) Unless retention of personal information is specified by law for certain time periods, personal information that is no longer required to fulfill the identified purpose shall be destroyed, erased or made anonymous within twelve (12) months after its use.

Work product information

Work product information may be collected, used or disclosed without consent and employees do not have the right of access to this information.

Notwithstanding, personal information that is the subject of a request by an individual or a Privacy Commission shall be retained as long as necessary to allow individuals to exhaust any recourse they may have under PIPEDA or PIPA.

Concerns or complaints related to privacy issues must be made, in writing, to the Human Resources Manager setting out the details of the concern or complaint. The Human Resources Manager shall investigate the matter forthwith and make a determination related to the resolution of the concern(s) or complaint(s).

No employee shall be disadvantaged or denied any benefit of employment by reason that Bongarde Media believes that an employee will do anything referred to in paragraphs (a), (b) or (c) below or by reason that an employee, acting in good faith and on the basis of reasonable belief:

- (a) has disclosed to a Privacy Commissioner that Bongarde Media or any other person has contravened or intends to contravene a provision of PIPEDA or PIPA related to the protection of personal information
- (b) has refused or stated the intention of refusing to do anything that it is in contravention of a provision of PIPEDA or PIPA related to the protection of personal information
- (c) has done or stated an intention of doing anything that is required to be done in order that a provision of PIPEDA or PIPA related to the protection of personal information not be contravened.

An employee who is found to be in breach of this policy will be subject to discipline up to and including discharge for cause.

The Privacy Commissioner shall be notified without delay of any incident involving the loss of or unauthorized access or disclosure of personal information under Bongarde Media's control where there is a reasonable risk of significant harm to an individual as a result of the loss, access or disclosure.

In the event that Bongarde Media uses a service provider outside Canada to collect personal information about an individual for or on behalf of Bongarde Media, directly or

indirectly, transfers to a service provide outside Canada personal information that was collected with the individual's consent the individual will be notified in writing or orally of:

- (a) the way in which the individual may obtain access to written information about the service provider's policies and practices with respect to personal information, and
- (b) the name or position name or title of a contact person who is able to answer on behalf of the service provider the individual's questions about the collection, use, disclosure or storage of personal information by service providers outside Canada for or on behalf of the organization.

Attachment A

AUTHORIZATION TO RELEASE PERSONAL INFORMATION

I, _____ hereby authorize Bongarde Media to release personal Information listed below to _____.

Choose whichever apply:

- Confirmation of employment and salary information (usually used for banking/lending purposes).

- All employment information in company's possession, including dates of hire, positions held, information relating to performance and attendance (both objective and subjective), salary information and all related matters (usually used for reference checking purposes).

- Any medical information in the company's possession including absences, medical notes or reports (usually used for sick leave, disability benefits or health insurance).

- Other (specify information to be released):

I hereby release and discharge Bongarde Media from any claim whatsoever relating to Bongarde Media acting in accordance with this Authorization.

Employee's Signature

Date

PROBATIONARY PERIOD

1 **POLICY**

All new and rehired Full-time employees shall serve a Probationary Period during the first three (3) months after their date of hire. Significant absences during the Probationary Period will automatically extend the period by the length of the absence.

During the Probationary Period, an employee is classified as Probationary. Either the employee or Bongarde Media may end the employment relationship any time during the Probationary Period. Bongarde Media is not obligated to provide any notice or pay in lieu of notice if the employee's employment is terminated during the Probationary Period.

Unless the Probationary Period is extended due to an absence, it shall end after three (3) months.

2 **PURPOSE**

The purpose of this Statement of Policy and Procedure is to establish a time period during which new employees can evaluate their new job responsibilities while, at the same time, providing Bongarde Media with the opportunity to assess their suitability as a potential member of our team.

3 **SCOPE**

This Statement of Policy and Procedure applies to all Non-union employees.

4 **RESPONSIBILITY**

Managers are responsible for:

- Ensuring each new employee receives proper orientation to Bongarde Media's working environment and philosophies
- Ensuring new employees receive adequate coaching and training to enable them to succeed in our environment
- Monitoring the progress of new employees during the Probationary Period
- Recommending whether or not the employee's employment continues after the end of the Probationary Period.

5 **PRODECURE**

The Probationary Period shall be noted in all offers of employment

Employees shall be advised when they successfully complete the Probationary Period.

Exceptions to this Statement of Policy and Procedure require the prior approval of the President.

HOURS OF WORK

1 POLICY

- (a) Regular Full-time Working Hours are eight (8) hours per shift, Monday to Friday, for a total of forty (40) hours per week. The normal work day commences at 8:00am and ends at 4:30pm with an unpaid one-half (1/2) hour eating period to be taken between 11:30am and 2:00pm. Exceptions to these working hours require the President's approval. Overtime must be approved in accordance with the Overtime Policy.
- (b) An employee has the right to refuse to work more than eight (8) hours per day or forty (40) hours a week. Regular working hours in excess of the daily and weekly statutory limits may be permitted subject to a written agreement between Bongarde Media and an employee. Attachment A to this policy is provided for this purpose.

EATING PERIOD

Employees scheduled to work a full regular shift shall observe a thirty (30) minute unpaid eating period. Eating Periods shall commence at a time that is no longer than five (5) hours after the shift starting time. The exact time of the half-hour eating period shall be established by the employee's immediate supervisor in light of operational requirements. Employees are not allowed to forego their eating period and are not allowed to leave early if they forego their eating period.

SHIFT REST PERIOD (Optional)

Employees who work a full regular shift are granted, workload permitting, one 15 minute paid rest period each half shift. Employees are not allowed to leave early if they forego their rest period.

HOURS FREE FROM WORK

- (a) An employee shall have a period of at least eight (8) hours free from performing work in each day.
- (b) An employee shall have a period free from the performing work equal to at least thirty-two (32) consecutive hours in every work week.

2 PURPOSE

The purpose of this Statement of Policy and Procedure is to establish standard weekly hours of work and to ensure consistent administration of working hours.

3 SCOPE

This Statement of Policy and Procedure applies to all full-time non-union employees.

4 RESPONSIBILITY

Managers are responsible for ensuring essential services (e/g/ telephone answering, customer service, and building services) are maintained in their departments throughout regular working hours. Managers have the discretion to vary or stagger the time when eating and/or rest periods are taken by employees. Managers are also responsible for securing the approval of the President if regular scheduled hours of work vary from forty (40) hours per week.

Employees are responsible for being punctual in their work habits. Tardiness is not acceptable and repeated tardiness may lead to termination for cause, without notice or pay in lieu thereof.

The President is responsible for securing necessary employee and government approvals, if required, for variations in working hours beyond those outlined herein.

5 DEFINITIONS

“Work week” means a recurring period of 5 consecutive days selected by Bongarde Media for the purpose of scheduling work.

6 PROCEDURE

Variations in the shift starting and quitting times of some positions may be approved by the President if the purpose is to provide more effective access to the incumbents of those positions by customers, suppliers and/or other employees.

Eating or Shift Rest Periods not taken:

- are not recorded for additional remuneration
- are not accumulated for extra time off
- cannot be used for the purpose of leaving work early
-

For purposes of Payroll administration, the week begins on Monday.

An employee may be required to work more than maximum number of hours specified in the (Hours of Work) Policy or to work during a period that is required to be free from performing work as specified in Hours Free From Work and Double Shifts, only under the following circumstances and only so far as is necessary to avoid serious interference with the ordinary working of Bongarde Media’s establishment or operations:

- (a) To deal with an emergency
- (b) If something unforeseen occurs, to ensure the continued delivery of essential Public services, regardless of who delivers those services; or to ensure that Continuous processes or seasonal operations are not interrupted.
- (c) To carry our urgent repair work to Bongarde Media’s infrastructure or equipment

Subject to a written agreement between Bongarde Media and an employee related to Averaging Hours of Work, an employee may be required to work hours which are greater than those specified in the British Columbia *Employment Standards Act*. Attachment A to this policy is used for this purpose.

Attachment A

HOURS OF WORK AGREEMENT

This Agreement made as of _____ (Date)

BETWEEN

_____ hereinafter referred to as “**Employee**”
(Employee Name)

and

_____ hereinafter referred to as “**Employer**”
(Employer Name)

Part 4 of the British Columbia *Employment Standards Act* and Regulations (“the Act”) contains provisions for an employer and employee to agree with respect to the number of hours that an employee can work per day or per week. Pursuant to the Act, Employer and Employee by means of this Agreement wish to establish an agreement with respect to averaging hours of work in accordance with the terms and conditions set out below.

- 1 Employee and Employer agree that Employer shall be permitted to set Employee’s work schedule in accordance with the requirements set out in this section. Employee agrees to work the hours as scheduled by Employer in accordance with this Agreement. Either part to this Agreement may request a change to the work schedule by providing at least two (2) weeks of advance written notice to the other party. The schedule will be adjusted only if Employee and Employer agree to the changes.

(1) This Agreement shall commence on _____ (“Commencement Date”) and shall apply indefinitely or until a new agreement is drawn up and signed.

(2) Employer and Employee agree to the weekly work schedule shown herein.

Monday to Friday
Hours: _____ to _____

(3) The scheduled hours of work during the term of this Agreement shall not exceed an average of forty (40) hours per week

(4) The provisions contained in the British Columbia *Employment Standards Act* and Regulations with respect to eating periods, rest periods, split shifts, hours free from work daily and/or weekly, and calculating overtime wages, if applicable shall be observed.

(5) Employee shall obtain written authorization from _____
(Supervisor, Manager or President) in order to work hours in excess of those scheduled on any day shown.

2 Employee and Employer agree that the provisions set out herein shall expire on _____ unless renewed in writing and such renewal is signed by both Employee and on behalf of Employer.

3 This Agreement may be revoked by either Employee or Employer after giving two(2) weeks of written notice to the other.

4 Where any provision of this Agreement violates any provision of, or Regulation Enacted under, the British Columbia *Employment Standards Act*, the provisions of the Act and/or Regulations shall supersede this Agreement.

5 This Agreement may be repeated [26] times.

Employee Signature

Date

Employer Signature

VACATION AND VACATION PAY

1 POLICY

Vacations are granted annually, based on completed years of continuous employment with Bongarde Media.

For the purpose of this policy the vacation year is defined as January 1 to the following December 31.

Vacation Entitlement

- (a) Employees on the active payroll at January 1 of the current year and who have not completed one (1) year of continuous employment at the preceding December 31 are entitled to a prorated vacation period reflecting the period they have worked.
- (b) Employees on the active payroll at January 1 of the current year are entitled to:
 - two (2) weeks of vacation after completing one (1) but less than five (5) years of continuous employment as at the preceding December 31
 - three (3) weeks of vacation after completing five (5) but less than ten(10) years of continuous employment as at the preceding December 31
- (c) Earned vacation entitlement cannot be carried over from one vacation year to another, except with the written approval of the President.

Vacation Pay

- (a) Employees with vacation entitlement of two (2) weeks or less receive vacation pay of 4% of total wages for the period in which vacation entitlement was earned.
- (b) Employees with vacation entitlement of three (3) weeks receive vacation pay of 6% of total wages for the period in which the vacation entitlement was earned.

Vacation Scheduling

- (a) Bongarde Media reserves the right, in the future, to schedule vacations or to institute a company-wide vacation shutdown period.
- (b) Due to the nature of our business certain employees or roles are not eligible to take vacation during specific periods of time. Please refer to your employment contract for details of any restrictions. If you must take vacation during these restricted times you may make a special request. Note that we may not be able to accommodate any vacation requests during this period.
- (c) Bongarde Media's business cycle runs monthly; the busiest revenue producing days are often in the last 5 working days of any given month, especially so on the last business day of the month.
- (d) Vacation entitlement earned shall be taken during the period from January 1 to December 31 of the current year. Vacation scheduling must be approved in advance by the employee's immediate manager. Employees should not make any vacation commitments until vacation scheduling has been approved in writing. Except where

operational and/or customer service interfere, employees' requests for vacation scheduling will receive preference.

Requesting Approval

- a) All requests for vacation leave must be submitted in writing to an employee's direct supervisor a minimum of 2 weeks prior to the first date of the requested vacation period. (Form found on google drive)
- b) The request must include the proposed start date and end dates and total number of days/hours being requested.
- c) It is the employee's responsibility to first confirm that the required vacation hours have been accrued or will be accrued prior to the vacation start date before making the request.
- d) The supervisor will present the request with approval or non-approval recommendation to a senior department manager for final approval. This request must include the employees name, job title, department, name of direct supervisor, duration of the vacation leave and the start date.
- e) In the event a direct supervisor is absent the request may be submitted directly to the supervisor's supervisor or manager following the same request process.
- f) Every effort will be made to approve an employee vacation request within 3 business days.

2 PURPOSE

The purpose of this Statement of Policy and Procedure is to specify vacation entitlements that are earned by employees and to ensure consistency in the calculation and payment of vacation pay.

3 SCOPE

This Statement of Policy and Procedure applies to all non-union employees.

4 RESPONSIBILITY

Managers are responsible for receiving vacation requests, reviewing, scheduling, approving and monitoring vacation time requested and taken, and for advising Payroll of any changes to approved vacation plans.

Payroll is responsible for monitoring vacation schedules and shall ensure vacation pay is paid in a timely manner, consistent with the provisions of this Statement of Policy and procedure.

5 DEFINITIONS

"Wages" include

- (a) salaries, commissions or money, paid or payable by an employer to an employee for work

- (b) Money that is paid or payable by an employer as an incentive and relates to hours of work, production or efficiency.
- (c) money, including the amount of any liability under section 63 (termination pay) of the *Employment Standards Act*, required to be paid by an employer to an employee
- (d) money required to be paid in accordance with
 - (i) a determination, other than costs required to be paid under section 79(1)(f) of the *Employment Standards Act*
 - (ii) a settlement agreement or an order of the tribunal
- (e) in Parts 10 (Complaints, Investigations and Determinations) and 11 (Enforcement) of the *Employment Standards Act*, money required under a contract of employment to be paid, for an employee's benefit to a fund, insurer or other person, but exclude gratuities; money that is paid at the discretion of the employer and is not related to hours of work, production or efficiency; allowances or expenses; and penalties.

“Continuous employment” means a period of 12 consecutive months of employment including approved vacation time and/or approved leaves of absence(s).

6 PROCEDURE

Vacation Scheduling

- (e) Bongarde Media reserves the right, in the future, to schedule vacations or to institute a company-wide vacation shutdown period.
- (f) Due to the nature of our business certain employees or roles are not eligible to take vacation during specific periods of time. Please refer to your employment contract for details of any restrictions. If you must take vacation during these restricted times you may make a special request. Note that we may not be able to accommodate any vacation requests during this period.
- (g) Bongarde Media's business cycle runs monthly; the busiest revenue producing days are often in the last 5 working days of any given month, especially so on the last business day of the month. If you are in a sales position, it is only in special circumstances that vacation requests for these high revenue potential days will be approved.
- (h) Vacation entitlement earned shall be taken during the period from January 1 to December 31 of the current year. Vacation scheduling must be approved in advance by the employee's immediate manager. Employees should not make any vacation commitments until vacation scheduling has been approved in writing. Except where operational and/or customer service interfere, employees' requests for vacation scheduling will receive preference.
- (i) In the event the operation of a work unit may be impaired by scheduled vacations, the manager may limit the number of employees who can take vacation at the same time. In such cases, the manager, in his or her sole discretion, will approve vacations based on the operational needs of Bongarde Media. Where all other factors are equal, the manager will give preference to vacation requests in order of the employee's length of service with Bongarde Media.

Duration of Vacation

- a) Vacation may be taken intervals of not less than ½ days and no more than 2 weeks in a row. If seeking approval for vacation leave of more than 2 weeks in a row a special request must be submitted through an employee's direct supervisor to senior administration. Note that it may not be possible to grant a vacation leave of more than 2 weeks.

Vacation Request Conflicts

- a) Vacation requests will be managed on a first come first serve basis. In the case of a conflict in vacation period request from two or more employees received at the same time, priority approval will be granted to the employee with the most seniority.

Holiday Occurring During Vacation

When a recognized holiday occurs, or is granted, on a normal working day during an employee's vacation, the employee is entitled to one of the following options:

- (a) Observe the holiday on a day at the beginning or at the end of the vacation and the vacation period is extended by one (1) day
- (b) Subject to the approval of the employee's manager, observe the holiday on any normal working day prior to the earlier of the employee's next annual vacation or the date employment terminates
- (c) Have the holiday pay credited to the employee's overtime bank, if applicable

Illness During Vacation

If an employee becomes ill or is injured after commencing vacation, the period of illness or injury is considered as part of the scheduled vacation and no adjustment or extension of vacation time will be made.

Leave of absence and Vacation conflict

1. An employee who is on statutory leave may defer taking vacation until the leave expires or, if the employer and employee agree to a later date, until the later date, if
 - (a) Under the terms of the employee's employment contract, the employee may not defer taking vacation that would otherwise be forfeited or the employee's ability to do so is restricted; and
 - (b) As a result, in order to exercise his or her right to leave, the employee would have to
 - (i) Forfeit vacation or vacation pay, or
 - (ii) Take less than his or her full leave entitlement
2. If an employee is on a statutory leave on the day by which the employee's vacation must be completed (within 12 months after the vacation was earned), the uncompleted

- part of the vacation shall be completed immediately after the statutory leave expires or, if the employer and the employee agree to a later date, beginning on that later date.
3. Upon the written request of the employee and subject to paragraph 7.07(b), the employee may forgo vacation and receive vacation pay in accordance with the Act or this policy, whichever is the greater, rather than completing his or her vacation.

Vacation Pay on Termination

An employee who ceases employment, for any reason, will receive vacation pay for vacation time accrued to the date of termination, but not yet taken.

Payment in Lieu of Vacation

No payment will be made in lieu of vacation except where:

- (a) An employee ceases employment
 - (b) An employee who is entitled to vacation is on leave of absence and/or is physically unable to take earned vacation within the specified time limits and the Director of Employment Standards approves such payment.
 - (c) In those rare and exceptional cases where it is clear an employee cannot schedule the earned vacation entitlement within the authorized period. In such cases, payment in lieu of vacation may be made only for vacation entitlement in excess of two (2) weeks if the employee is employed for less than five (5) years or in excess of three (3) weeks if the employee is employed for five (5) years or more. Pay in lieu of vacation requires the approval of the immediate manager and the President, or a designated nominee.
-
- (a) In the event the operation of a work unit may be impaired by scheduled vacations, the manager may limit the number of employees who can take vacation at the same time. In such cases, the manager, in his or her sole discretion, will approve vacations based on the operational needs of Bongarde Media. Where all other factors are equal, the manager will give preference to vacation requests in order of the employee's length of service with Bongarde Media.

EMPLOYMENT REFERENCES

1 POLICY

All candidates for employment are required to provide the names and contact information for at least two (2) employment references. All offers of employment are conditional on receipt of satisfactory reference checks, unless waived by the President.

References will be checked prior to a candidate being issued with an offer of employment.

Reference checks shall be carried out in a fair and consistent manner, and where there is more than one candidate for a particular position, the same person shall conduct all reference checks related to that position.

- (a) For positions that require a criminal reference check, candidates will be required to obtain a criminal reference check report from the local police service at their own expense, and to provide that report to Bongarde Media prior to receiving an unconditional offer of employment.
- (b) Criminal records will not necessarily disqualify a candidate from receiving an offer of employment. However, where there is a *bona fide* occupational requirement, the nature and circumstances surrounding the criminal record will be evaluated in light of the following factors:
 - (i) the specific duties and responsibilities of the job in question and the relevance of the criminal record to the position
 - (ii) how long ago the conviction/crime occurred
 - (iii) any efforts taken by the individual to rehabilitate him/herself
 - (iv) the risk posed to clients, other staff, company property
 - (v) any other considerations mandated by legislation
- (c) Any concerns regarding the suitability of a candidate with a criminal record for employment shall be referred to the President who shall make a final determination.
- (d) Any employees who work with children or vulnerable adults must provide a criminal reference check authorization upon request of Bongarde Media and at least once every five (5) years, at the expense of Bongarde Media.

Employment reference check records and/or any criminal record information shall be kept in a confidential, secure file.

2 PURPOSE

Employment and, where applicable, criminal reference checks provide valuable information about a candidate's qualifications, experience and suitability for a vacancy, and help to minimize potential risks associated with the employment process.

3 SCOPE

Bongarde Media will check employment references for all candidates prior to issuing an offer of employment to the candidate.

Where there is a *bona fide* occupational requirement or when required by legislation, and before a successful candidate's hiring may be finalized, some candidates will be required to provide a criminal reference check prior to receiving an unconditional offer of employment.

The policy applies to both external and internal job applicants.

4 RESPONSIBILITY

Candidates

(a) It is the responsibility of the candidate to provide at least two (2) employment references and contact information and to ensure that the referee is given permission to communicate with Bongarde Media about the candidate's work history.

(b) Where necessary, it is the candidate's responsibility to provide the President with a current criminal reference check from the local police service, at his or her own expense.

Employees

Upon the request of Bongarde Media, and at least every five years, it is the employee's responsibility to provide the President with a current criminal reference check authorization from the local police service, at Bongarde Media's expense.

It is the President's responsibility to deal with any concerns raised by a criminal record, and to assess the risk, if any, posed by hiring a candidate with a criminal record.

5 DEFINITIONS

"Employment references" are supervisory contacts from a candidate's previous place of employment.

"Criminal reference check" is a report from a local police service or a criminal background checking service.

"Criminal record" means a conviction for a federal offense for which a pardon has not been granted.

6 PROCEDURE

In most cases, reference checks shall be conducted as a final step in the selection process, but in all cases, prior to making an unconditional offer of employment, unless waived by the President.

Reference checks shall be conducted in a fair and consistent manner as follows:

- (i) the referee shall be contacted by telephone, email (where possible) or by mail.
- (ii) the reference checker shall introduce him/herself, state their position, the candidate's name and a description of the position being applied for.
- (iii) the reference checker shall verify the key information given by the candidate regarding his/her employment with the referee.
- (iv) the referee shall be asked to expand on areas which require more detail or shall be asked specific questions regarding the candidate's suitability for the position
- (v) the reference checker shall thank the referee for their insight and ask if he or she can be called again if any further information is required.
- (vi) the reference checker shall keep detailed notes of the conversation, recording both questions, answers, the name and title of the referee and the date of the interview.

The reference checker shall provide a summary of the reference checks and make a recommendation to the hiring Manager for final disposition of the selection process.

Candidates who are subject to a Criminal Reference Check shall be given written notice of the requirement, outlining the need for it, along with a deadline to provide the Criminal Reference Check. Alternatively, the candidate may be requested to consent to a criminal background check conducted by a third-party provider at the expense of the Company. The results of such criminal background check shall be reviewed prior to the candidate receiving an unconditional offer of employment.

Criminal Reference Checks shall be reviewed by the hiring Manager, and if there is any concern about a particular candidate, the file shall be referred to the President for determination of the candidate's suitability for the position.

All records of reference checks and criminal reference checks shall be kept in a confidential and secure file. Reference check records for candidates who do not become employees of Bongarde Media shall be retained in a confidential and secure file for a period not to exceed one (1) year.

THIRD PARTY REFERENCE REQUESTS

1 POLICY

Only employees authorized through a specific assigned job responsibility are permitted to respond to third party reference requests. In the event a reference request, either oral or written, is received by an unauthorized employee, the request shall be forwarded immediately to the Human Resources Manager for action and/or response.

If the request for information is related to a credit or loan application, the employee must authorize release of this information in writing. Alternatively, the Human Resources Manager, or designated alternate, may provide a letter of confirmation to the employee, on company letterhead, which can then be used by the employee.

If the request for information relates to an ex-employee of Bongarde Media with respect to job performance or other employment-related matters, only authorized employees may respond to such requests. Responses will be limited to factual information, authorized in writing by the employee for disclosure that can be documented through review of the ex-employee's personnel file.

2 PURPOSE

To protect an employee's privacy and to ensure a consistent treatment of reference requests.

3 SCOPE

This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

Any unauthorized person who receives a third party reference request, either oral or written, is responsible for forwarding the request to the Human Resources Manager or other authorized person.

The Human Resources Manager or other authorized person is responsible for ensuring that all employees understand the company's approach to third party reference requests and to respond to such requests in accordance with this policy.

5 DEFINITIONS

"Personal information" is any information about an identifiable individual and includes race, ethnic origin, colour, age, marital status, family status, religion, education, medical history, criminal record, employment history, financial status, address, telephone number, and any numerical identification, such as Social Insurance Number. Personal information also includes information that may relate to the work performance of the individual, any allegations, investigations or findings of wrongdoing, misconduct or discipline. Personal information does not include job title, business contact information or job description.

6 PROCEDURE

Employees who are not authorized to respond to reference requests shall immediately forward such requests, either oral or written, to the Human Resources Manager or other authorized person.

A Copy of any written response to a third party reference request shall be provided to the employee or former employee.

No payroll information or personal information shall be provided without the written authorization of the employee or ex-employee. Attachment A, or a reasonable facsimile of Attachment A, is used for this purpose.

Reference request from potential employers shall be limited to information authorized in writing by the employee for release and which can be documented through review of the employee's or ex-employee's personnel file.

In the event an employee or ex-employee does not provide written authorization to release specified information to a third party, only the employee's or ex-employee's business title, job duties and dates of employment will be disclosed.

ATTACHMENT A

REFERENCE CHECK QUESTIONS

- 1 Can you confirm that (candidate) worked for your organization from (date) to (date), in the capacity of (job title)?
- 2 What were (candidate)'s job responsibilities?
- 3 What were (candidate)'s accomplishments while in that position?
- 4 Did the candidate hold any other positions while in the employ of your organization? Can you describe them and the major accomplishments achieved while in those positions?
- 5 How would you describe (candidate)'s work ethic? Was attendance regular and punctual?
- 6 In your opinion, what are (candidate)'s strengths and what areas needed improvement?
- 7 How would you describe (candidate)'s motivation and initiative? Can you give an example?
- 8 Did (candidate) show leadership in the organization? Can you give an example?
- 9 How did (candidate) work with colleagues? Was she/he a team player? Examples?
- 10 How would you describe (candidate)'s communication skills? Examples?
- 11 Why did (candidate) leave your organization?
- 12 Would you rehire (candidate) and in what capacity? Why or why not?
- 13 What was the relationship of the person providing the reference to the candidate?

STUDENT EMPLOYMENT

1 POLICY

From time to time, and as determined to be necessary by the President, Bongarde Media may hire students on a short-term contract basis to fill in for vacationing employees or for other short-term needs.

The maximum length of a student employment contract is eighty-nine (89) days at which time the contract is automatically terminated.

2 PURPOSE

The purpose of this policy is to provide leadership in the community by creating training and development opportunities for students to gain practical experience in the working environment and to fill Bongarde Media's seasonal human resources requirements.

3 SCOPE

This policy applies to all student or seasonal student employees.

4 RESPONSIBILITY

Students

- (a) Students are responsible for submitting student applications by the deadline posted on Bongarde Media's website by June 1 of each year in which students are to be hired in accordance with the human resources needs identified by Bongarde Media.
- (b) Students who are offered and accept employment are responsible for completing any required training, including health and safety and WHMIS training, to the satisfaction of their Supervisors, prior to commencing work.
- (c) Students who are employed are required to read Bongarde Media policies and procedures and become familiar with expectations of Bongarde Media in all matters, but especially with respect to conduct and behavior, confidentiality of information and health and safety.

Supervisors

Supervisors are responsible for:

- (i) Determining with the Human Resources Department the scope of responsibility or job description of the student and for ensuring adequate training, instruction and supervision is provided to students under the Supervisor's control
- (ii) Participating in any evaluation of the student or feedback procedure required

Human Resources

The Human Resources Department is responsible for:

- (i) Determining the student staffing needs and for posting student job information on Bongarde Media's website by June 1 each year
- (ii) Determining the job placement of students with a Supervisor
- (iii) Monitoring the termination dates of student contracts and for providing students with the required paperwork at the conclusion of their contracts.

5 PROCEDURE

Students may be hired on a temporary basis only for periods not exceeding (eighty-nine (89) days.

By April 1 of each and every year the President shall determine the number and type of student positions which will be available for the current season and shall ensure that job descriptions are drafted and requisite job postings are prepared and comply with the requirements of the *Human Rights Code*.

By April 15 of each year, student job postings shall be posted on Bongarde Media's website with application deadline dates. By April 15 student job postings may be advertised at student job centres, educational institutions or other job sites, on-line or otherwise, if there have not been sufficient applicants to successfully fill all the temporary positions.

- (a) Human Resources shall complete the interviewing and recruitment process and shall offer student positions to successful candidates by presenting students with a written job offer consistent with the provisions of– Recruitment and Selection.
- (b) The written job offer shall specify the basic terms and conditions of employment, including, but not limited to pay rates, pay procedures, days and hour of work, overtime rules, length of contract, and confidentiality of information expectations. A student who wishes to accept the job offer must so indicate by signing the job offer in the space provided for that purpose.

Human Resources shall provide all students with a basic orientation of Bongarde Media's policies and procedures prior to commencing work and shall ensure that student employees have completed and submitted all required forms.

Students shall be assigned to a Supervisor who shall be responsible for providing job specific orientation, training, and health and safety instruction, including WHMIS, where required.

Where personal protective equipment is required, Supervisors shall either provide student employees with the required personal protective equipment, or ensure that the employee is properly outfitted with his or her own personal protective equipment, as the case may be. Supervisors shall review with students the requirement to wear personal protective equipment,

the proper use of such equipment and shall monitor the students' compliance with this requirement.

At the end of the temporary employment period, Human Resources shall provide students with their Records of Employment within the time required by law.

INDEPENDENT CONTRACTORS

1 **POLICY**

Occasionally Bongarde Media may enter into a contract for service with an independent contractor.

All contracts with independent contractors shall be in writing, with the terms and conditions of the contract outlined therein, including, but not limited to, the nature and scope of the work to be performed by the independent contractor, the term of the contract, the remuneration to be paid and method of payment, notice requirements for either party to terminate the contract, that equipment and tools shall be provided at the contractor's expense, insurance requirements, limitation of liability and indemnity, severability and the applicable governing law.

Prior to awarding any contract three (3) competitive quotations or bids must be received and considered, unless this provision is waived by the President.

Price is not to be considered the determinative factor in determining the winning bid; however, it shall be a consideration.

Contracts may not be awarded to prior employees or retirees of Bongarde Media without the approval of the President.

All independent contractors must provide proof of insurance, including:

- (a) General liability insurance with a minimum of \$2,000,000 in coverage, with Bongarde Media named as an additional insured
- (b) Workers' compensation insurance and payment of WCB premiums (where required)
- (c) Automobile insurance if the use of the independent contractor's personal vehicle is necessary for the performance of the contract

Independent contractors must agree to adhere to Bongarde Media's policies regarding conduct and behaviour, conflicts of interest, workplace harassment, personal information protection, e-mail and internet use, dress code, and all health and safety policies while under contract with Bongarde Media.

If the work or service specified in the contract is not completed by the expiration of the term of the contract, the independent contractor must enter into a new contract with Bongarde Media.

2 PURPOSE

The purpose of this Statement of Policy and Procedure is to ensure a consistent and equitable handling of all contracts with independent contractors and to define the relationship between the independent contractor and Bongarde Media.

3 SCOPE

This Statement of Policy and Procedure applies to all departments, individuals or organizations bidding on contracts with Bongarde Media, and all independent contractors awarded contracts.

4 RESPONSIBILITY

Department Manager

It is the responsibility of the Department Manager to:

- (i) obtain the approval of the President to offer contract work
- (ii) obtain at least two (2) bids on all contract work prior to awarding the contract
- (iii) evaluate all contract bids and ensure that all criteria have been satisfactorily addressed prior to awarding the contract
- (iv) have the independent contractor execute the Independent Contractor's Agreement prior to the commencement of work for Bongarde Media
- (v) provide a copy of relevant Bongarde Media policies to the independent contractor and ensure that the independent contractor has reviewed and understands same.

Independent Contractor

It is the responsibility of the independent contractor to:

- (i) execute the Independent Contractor's Agreement prior to the commencement of work for Bongarde Media
- (ii) provide proof of adequate insurance coverage in accordance with the Independent Contractor's Agreement
- (iii) perform the work in accordance with the contract
- (iv) ensure that Bongarde Media's reputation is protected by adhering to Bongarde Media's policies regarding conduct and behavior, conflicts of interest, workplace harassment, personal information protection, e-mail and internet use, dress code, and all health and safety policies.

5 DEFINITIONS

"Independent contractor" is a person or business contracted by Bongarde Media under a contract for service for a limited term or to complete a defined project or task.

6 PROCEDURE

The Department Manager shall:

- (a) obtain approval of the President to offer contract work to an independent contractor
- (b) obtain at least two (2) proposals/quotes from independent contractors prior to awarding the contract
- (c) evaluate the proposals/quotes received from contract candidates and offer the contract to the successful contract bid
- (d) provide a copy of this policy together with all other relevant policies to the independent contractor prior to signing the Independent Contractor's Agreement and ensure that the independent contractor is fully cognizant of the contents thereof.

The independent contractor must provide Bongarde Media with proof of insurance prior to being awarded a contract.

The Department Manager and the independent contractor must sign the Independent Contractor's Agreement prior to the commencement of any work by the independent contractor.

The independent contractor will be paid in accordance with the terms of the contract upon presentation of an invoice to the Department Manager. The Department Manager must approve the invoice before forwarding it to Accounts Payable for processing.

JOB EVALUATION

1 POLICY

Accepted and approved Job Evaluation techniques are used to evaluate jobs on the factors of skill, effort, responsibility, and working conditions in order to establish their relative value to each other and within the company so that accurate wage comparisons may be made between differing jobs.

2 PURPOSE

The purpose of this Statement of Policy and Procedure is to outline the Job Evaluation process to be used throughout Bongarde Media to determine the relative value of jobs in order to assist in the equitable administration of wages.

3 SCOPE

This Statement of Policy and Procedure applies to all non-union jobs.

4 RESPONSIBILITY

The President is responsible for selecting a gender-neutral job evaluation system, appropriate to an Occupational Group, to be used for evaluating jobs in that Occupational Group and for approving the final evaluation of each job. Additionally, the President is responsible for ensuring the principles of job evaluation are applied consistently throughout the company in an unbiased manner.

Managers are responsible for preparing Job Descriptions that accurately reflect the essential tasks and duties of those jobs within their organization units and for ensuring those descriptions are kept current and reflect changes occurring in the tasks and duties assigned to those jobs.

5 DEFINITIONS

“Job Evaluation” means to establish a value for each job based upon the objective evaluation of factors of skill, effort, responsibility, and working conditions.

“Job Specifications” means the minimum skills, knowledge, and experience an individual must possess in order to be able to accomplish the job in a competent manner. Job Specifications take into consideration the scope of the job – things such as the size of budget administered, the number of people supervised, accountability for sales or profit, freedom to exercise judgement in performing the job, impact of decisions on the company’ success, complexity of duties, as well as other items.

6 PROCEDURE

Managers, in conjunction with job incumbents whenever possible, shall prepare a Job Description for each job that clearly identifies and documents the essential duties of the job. This includes identifying the Job Specifications necessary to perform the job in a competent manner. The Job Description Form shown in Attachment A is used for this purpose.

Whenever the content of a job changes substantially, the Job Description shall be updated and the job shall be re-evaluated to ensure it continues to be assigned the correct evaluation ranking and pay range.

Employees shall be provided with a copy of their respective approved Job Description.

Attachment A

JOB DESCRIPTION FORM – Page 1 of 4

Job Title:	Department
Date Prepared:	Prepared by:

Organizational Relationship

(Show the organizational position of this job by indicating the title of the job to which this job reports and the titles of any jobs reporting directly to this job.)

Title of immediate superior

Title of this job

Attachment A

JOB DESCRIPTION FORM – Page 2 of 4

Job Title:	Department:
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Essential Duties and Responsibilities
List, in order of importance, the essential duties and responsibilities of this job and the approximate percentage of time spent per week on each duty and/or responsibility.

1.	% of time
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Attachment A

JOB DESCRIPTION FORM – Page 3 of 4

Job Title:	Department:
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Job Specifications

<p>EDUCATION/EXPERIENCE – Describe required academic, technical, business education required and previous work experience necessary to be able to competently accomplish duties and responsibilities.</p>
<p>COMPLEXITY/ANALYSES – Describe the difficulty of job duties, type of work, ingenuity, creativity, analyses, problem identification, problem solving, and/or interpretation required.</p>
<p>DIRECTION RECEIVED – Describe amount of supervision expected or required from superior or others, and the extent of use of written instructions and/or procedures.</p>
<p>DECISION MAKING – Describe judgement exercised when making decisions and impact of decisions on financial, organization, customer relations effectiveness, precedent decisions.</p>
<p>ACCOUNTABILITY – Describe in terms of prime, shared, or minimum accountability for actions or decisions related to cost/revenue, implications due to error, responsibility for inspection and/or verification of work of others.</p>

Attachment A

JOB DESCRIPTION FORM – Page 4 of 4

Job Title:	Department:
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Job Specifications

<p>RELATIONSHIPS – Describe frequency and type of interactions with others, both within and outside the organization and the typical position of people most frequently contacted.</p>

<p>COORDINATION – Describe type of assistance or coordination given to others and/or the extent of scheduling work of others.</p>
--

<p>FINANCIAL IMPLICATIONS – Describe size of budget, responsibility for expense, capital, revenue control, responsibility for assets and effect on product/service pricing.</p>
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<p>SUPERVISION/MANAGEMENT – Describe the extent to which policies and/or guidelines are developed, or interpreted, number of people and types of skills supervised or managed.</p>

<p>WORKING CONDITIONS – Describe the work environment, physical characteristics of the work environment such as heat, cold, dust, use of chemicals and travel.</p>

JOB PERFORMANCE REVIEW

1 POLICY

Bongarde Media uses Job Performance Review techniques based on the following principles:

- Job Performance Standards are developed and documented for each job against which the incumbent's job performance is evaluated
- Managers will train, coach and otherwise assist employees to meet or exceed Job Performance Standards
- Regular feedback is provided to employees on their job performance

2 PURPOSE

The purpose of Job Performance Review is to permit a manager and a subordinate to evolve a method of appraisal and feedback which reflects:

- their work relationship
- the demands of the job
- current information

for the purpose of improving the subordinate's immediate value and potential within Bongarde Media. The focus is on preparing an individual to do today's job more effectively so that advancement may be achieved in the future.

3 SCOPE

This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

Managers are responsible for:

- (a) Defining and documenting Job Performance Standards for each job in the work unit
- (b) Communicating the Job Performance Standards to each job incumbent
- (c) Training and coaching incumbents to achieve the Job Performance Standards
- (d) Preparing objective evaluation data to review regularly with each employee and to evaluate the employee's progress toward meeting the Job Performance Standards
- (e) Establishing a climate that encourages employees to develop so they may achieve their full potential within the organization

5 DEFINITIONS

Job Performance Ratings

Rating	Definition
Outstanding	Performance is recognized as exceptional; employee consistently adds to and exceeds job standards. Handles complex or difficult problems with little or no direction; exercises uncommon judgment in resolving problems effectively. Displays high initiative, high quality and quantity output which leaves little or nothing to be desired.

Excellent	Performance is consistently far above satisfactory; employee meets all job standards and frequently adds to or exceeds them. Demonstrates thorough knowledge and mastery of the position. Handles difficult situations with some direction. Output is usually of high quality and quantity.
Competent	Performance is consistently satisfactory; employee meets all job standards and occasionally adds to or exceeds them. Difficult situations are usually referred to a manager. Quality and quantity output meets standards.
Needs Improvement	Performance is not consistently satisfactory; employee meets some job standards but not all. Improvement is required.
Unsatisfactory	Job standards are not being met in most cases.

Job Performances Standards means a statement(s) of the measurable or observable results that occur when a job is performed in a competent manner.

Job Performance Review means a meeting between a manager and subordinate for the specific purpose of discussing job results and responsibilities; identifying those tasks which have been performed well and those which not; discussing and agreeing upon what needs to be done to improve performance; and providing the subordinate with an opportunity to discuss problems and concerns.

6 PROCEDURE

Managers shall prepare and document Job Performance Standards, in conjunction with job incumbents whenever possible, for each job in the work unit. The Job Performance Standards Form shown in Attachment A, or a reasonable facsimile thereof, is used for this purpose.

Performance review is an ongoing process. It commences the moment an individual is hired or placed in a job. However, as a minimum, written Job Performance Reviews are required annually for each employee. The Job Performance Review Form shown in Attachment B is used for this purpose.

Employees are requested to sign the Job Performance Review Form to acknowledge their participation in the review process. An employee's signature on the Form does not necessarily signify agreement with the Review.

Employees are entitled, and encouraged, to write their own comments regarding the Review if there is disagreement about the contents of the Job Performance Review Form.

Attachment A

JOB PERFORMANCE STANDARDS

JOB PERFORMANCE STANDARDS

Job Title:	Department:	Manager:	Date Prepared:
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RESPONSIBILITY/DUTY (See Job Description)	PERFORMANCE REQUIREMENT(S) (List the results that can be observed or measured when the responsibility is performed competently)	MEASUREMENT TECHNIQUE (Identify how Performance Requirements are measured)

Attachment B

JOB PERFORMANCE REVIEW FORM – Page 1 of 2

Name:	Job Title:	Department:
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Performance Review Period From _____ to _____	Page 1 of 2
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PERFORMANCE OBJECTIVES AND RESULTS

INSTRUCTIONS: Complete the 'Responsibility' and Objectives' columns at the beginning of the Performance Review Period. Refer to Job Description and Job Performance Standards when completing these sections. Provide employee with a copy. Complete the 'Results' column at the end of the Performance Review Period.

RESPONSIBILITY	OBJECTIVES DURING PERIOD	RESULTS ACHIEVED

Manager's Signature	Date	Employee Signature	Date
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Attachment B

JOB PERFORMANCE REVIEW FORM – Page 2 of 2

SKILLS EVALUATION

Name	Job Title	Department	Page 2 of 2
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INSTRUCTIONS: This section to be completed at end of Review Period. Check (✓) appropriate rating for each factor and indicate OVERALL RATING. In the narrative section, describe significant strengths and areas needing improvement. Use specific examples wherever possible. Narrative must correlate with overall rating and the results achieved. (Use additional pages if necessary.)

PERFORMANCE RATING CODES		
1=OUTSTANDING	2=EXCELLENT	3=COMPETENT
4=NEEDS IMPROVEMENT	5=UNSATISFACTORY	6=NOT EVALUATED

FACTOR	0	1	2	3	4	5	FACTOR	0	1	2	3	4	5
Job Knowledge							Decision-Making						
Analytical Ability							Initiative						
Persuasiveness							Flexibility						
Verbal Communication							Work Habits						
Written Communication							Inter-Personal Skills						
Judgment							Organizing						
Problem-Solving Ability							OVERALL RATING						

Narrative:

Prepared By:	Date	Reviewed By:	Date	Employee Signature	Date
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<u>EMPLOYEE COMMENTS:</u>
<u>Employee Signature:</u> _____ <u>Date:</u> _____

RETIREMENT

1 POLICY

Except in cases where mandatory retirement is allowed under the *Human Rights Code* as a *bona fide* occupational requirement, on and after the effective date of this policy an employee will not be required to retire on his or her normal retirement date.

An employee who wishes to retire is required to give written notice of his or her intention to retire. Although a minimum of two (2) weeks of written notice is required, employees in more senior and/or responsible positions are expected to give a longer period in keeping with their level of responsibility in the organization.

Provided that required employee contributions, if any, are made to the premiums of insured employee benefit programs, those employee benefit programs shall be continued until the earlier of the end of the month in which the employee retires, or the employee reaches his or her normal retirement date.

Under special circumstances, it may be agreed between Bongarde Media and a retired employee to rehire the employee following retirement. Such agreements will be made in writing and be for a term not to exceed six (6) months. A retired employee cannot be rehired unless a period of at least twenty (20) weeks has elapsed since the employee's date of retirement.

2 PURPOSE

The purposes of this policy are to establish a uniform procedure for retirement, to foster retirement planning for employees, and permit human resources planning by Bongarde Media.

3 SCOPE

The Statement of Policy and Procedure applies to all employees, except where individual contracts specify terms different than this policy. In such circumstances, individual contract terms prevail.

4 RESPONSIBILITY

It is the responsibility of the employee to provide Bongarde Media with appropriate written notice of the employee's intention to retire.

It is the responsibility of both the employee and the Human Resources/Payroll Department to ensure that the employee has all necessary and relevant information related to retirement and all documentation required before retirement is completed.

It is the responsibility of the employee's immediate Supervisor to include with an employee's notice of retirement, a statement explaining how the Department will fill any resulting staffing requirements.

5 DEFINITIONS

“Normal retirement date” means the end of the month in which an employee achieves sixty-five (65) years of age.

“Retirement allowance” means an amount paid to an employee on or after retiring from an office or employment in recognition of long service.

6 PROCEDURE

Employees who wish to retire from their employment shall provide their Supervisors with a minimum of two (2) weeks of written notice prior to their intended retirement dated. Employees in more senior or responsible positions who intend to retire are expected to give written notice in keeping with the responsibility level of their positions. The Supervisor is responsible for notifying his or her Manager of the pending retirement and shall forward the written notice of retirement to the Human Resources Department for further action.

Upon receiving notice in accordance with this policy, a member of the Human Resources Department will contact the employee and notify the employee of any retirement planning information available to the employee, including advice on retirement, pensions, benefits, premiums, etc.

Supervisors will prepare and submit to their Managers a statement outlining how the department will fill any resulting staffing requirements.

The employee will receive any outstanding pay entitlements in the first pay period immediately following the employee’s retirement, unless the employee directs otherwise. Where permitted by law, some or all of the retirement allowance may be directed to an employee’s RRSP.

PAY PRINCIPLES

1 POLICY

Bongarde Media believes in paying employees for consistent and sustained competency in the performance of their jobs. We strive to:

- Pay wages that are competitive with wages paid by other comparable employers (same community, similar industry, size, revenue, etc.), for jobs of equivalent responsibility, in the communities where we compete
- Pay employees in similar jobs on an equitable basis, consistent with the principles of “Pay for Performance”
- Award pay increases base upon merit when Job Performance Standards are consistently achieved or exceeded.

2 PURPOSE

The purpose of the Statement of Policy and Procedure is to establish the principles related to the payment of wages and to ensure these principles are applied consistently throughout Bongarde Media.

3 SCOPE

This Statement of Policy and Procedure applies to all Non-union employees.

4 RESPONSIBILITY

Each manager is responsible for ensuring the principles outlined herein are consistently applied to their direct reports.

The President is responsible for approving job classifications, range structures, wages, and pay increases for each employee.

5 DEFINITIONS

“**Pay for Performance**” means a merit pay system where pay changes are directly related to the consistent and sustained achievement of Job Performance Standards and/or specific job objectives.

“**Wages**” means monetary remuneration paid to employees under a contract of employment and includes salaries, commissions or money paid to an employee for work, money paid as an incentive related to hours of work, production or efficiency, and termination pay. Wages do not include tips, gratuities, discretionary gifts or bonuses that are unrelated to hours of work, production or efficiency, travelling allowances or expenses, or unless declared otherwise by legislated provisions, contributions made by Bongarde Media to a fund or benefit plan.

6 PROCEDURE

Each job shall be evaluated using a consistent and approved Job Evaluation process. Job Evaluations shall be reviewed at least once every three (3) years to ensure that each evaluation accurately reflects the duties and responsibilities assigned to the job.

External wage comparisons shall be made as necessary but at least once every three (3) years. Proper wage survey techniques shall be used for this purpose. Surveys may be initiated by Bongarde Media or survey data from external, reputable organizations may be used to determine competitive wages for jobs of comparable responsibilities in similar industries in the communities where we compete.

Pay range structures shall be established by the President and reviewed annually in order to remain competitive with estimated wage changes in the external market.

Employee performance shall be reviewed at least annually in conformance with Bongarde Media's Statement of Policy and Procedure related to Job Performance Review.

Pay rate changes may occur consistent with the principles of Pay for Performance as outlined in Bongarde Media's Statement of Policy and Procedure related to Pay Administration.

INCENTIVE PROGRAMS

1 POLICY

Bongarde Media may, at its full discretion, periodically establish incentive programs under which clearly-defined, measurable goals will be set and communicated to eligible participants. Upon achieving or exceeding set goals, eligible participants may receive awards specified in the program.

Incentive programs may offer the following types of incentive awards:

- (a) Monetary awards including lump sum payments or payments based on a pre-determined formula
- (b) Non-monetary awards including travel, vacation days, conferences, training programs, etc.

Incentive awards made under the incentive program will be made between three (3) to six (6) months after the end of the program term, to allow for adjustments, product returns and the determination of the outcome of the program. Bongarde Media will notify eligible participants of changes to this time-line.

To be eligible for an incentive award, an employee must meet the eligibility requirements set out in the incentive program unless otherwise authorized by the President.

All incentive programs must be approved by the President prior to implementation.

An incentive program is not intended to replace an employee's performance evaluation, individual goal-setting, or informal recognitions.

The President retains the sole discretion to terminate an incentive program at any time, for any reason by providing reasonable written notice to the eligible participants.

2 PURPOSE

The purpose of this policy is to encourage strategic goal setting for Bongarde Media and to provide formal recognition of program participants who meet set goals.

3 SCOPE

Incentive programs will specify which employees are eligible for incentive awards. Generally, full-time regular employees may be eligible to participate in an incentive program (depending on the program's participation criteria); specific team or departmental incentive programs may have their own eligibility criteria as determined by management upon the program's inception.

4 RESPONSIBILITY

President

The President is responsible for establishing: 1) performance goals of Bongarde Media; and 2) strategies to meet such goals. These strategies include implementing incentive programs, or authorizing department managers to implement department-specific incentive programs in accordance with these general guidelines.

Department Manager

Department Managers are responsible for

- (a) advising the President of : 1) departmental performance outcomes; and 2) proposing strategies and incentive programs to improve departmental performance
- (b) preparing a detailed outline of a proposed incentive program for prior approval from the President which specifies departmental goals, objective criteria by which employee performance will be evaluated, projected participation, program duration and anticipated costs, and presenting same to the President for approval, prior to implementation
- (c) communicating the rules, regulations and policies of the incentive program, evaluating the performance of eligible participants according to program criteria, and for presenting eligible participants with data used to determine whether an incentive award would be made
- (d) ensuring that any approved incentive program is managed in a fair and non-discriminatory manner in accordance with the applicable human rights legislation
- (e) maintaining records and data associated with the implementation and administration of the incentive program
- (f) evaluating the overall success of the plan and presenting their findings to the President

5 DEFINITIONS

“Eligible participant” means a current full-time regular employee who meets the criteria for participation as defined by the incentive program.

6 PROCEDURE

Department managers who wish to establish a departmental incentive program shall present a detailed outline of the proposed incentive program to the President for approval prior to the implementation of any part of the program. The detailed outline must specify the following:

- The purpose of the program
- Participant eligibility requirements
- The duration of the program
- The targets or goals expected to be achieved during the program duration period
- How progress towards the targets will be measured and by whom
- The minimum level of target achievement that must occur to earn an incentive award
- The maximum level of target achievement beyond which no incentive will be earned
- A schedule of awards to be made at varying levels of target achievement
- What portion of an incentive award will be made on a discretionary basis, if any
- If an award is partly discretionary, how the discretionary portion will be determined
- A cost analysis showing the total costs of awards to be made to participants if targets are achieved, surpassed or not fully met

An approved incentive program will be communicated to eligible participants in writing prior to the inception of the program, including the projected goals and objectives of the program, eligibility, duration of the program, and incentive package.

The Department Manager shall notify each participant of the results of the incentive program and provide the participant with a preliminary estimate of any award earned under the program between three (3) to six (6) months of the end of the incentive program term. Any employee who has been terminated or resigned during this period will forfeit any earned incentives paid after last day of employment. Bongarde Media will notify eligible participants of any changes to this timeline.

Employees shall have 14 days after receiving the program results to advise the Department Manager of any apparent errors, and to provide evidence of the error.

Participants shall receive the appropriate incentive award between three (3) to six (6) months of the end of the incentive program. Bongarde Media will notify eligible participants of any change to this time-line.

Within one (1) week following the program's conclusion the Department Manager shall evaluate the incentive program and: 1) present his or her conclusions to the President; and 2) recommend whether the program should be continued or discontinued.

BENEFITS PRINCIPLES

1 POLICY

It is the policy of Bongarde Media to provide fair and equitable benefit plans and programs based in industry practices. The following principles govern considerations regarding the type of benefit programs that may be made available to employees.

- (a) Bongarde Media believes that employees are primarily responsible for their own welfare and the welfare of their dependents.
- (b) Bongarde Media may make arrangements to provide appropriate benefit plans/programs that are designed to protect employees from significant financial hardship resulting from unforeseen circumstances. Where plans are provided, reasonable efforts will be made to ensure such plans are competitive with those that are generally in use in the same industry in which we compete.
- (c) Bongarde Media may contribute to some, of the costs of various plans, where it can afford to do so and where it is general practice to do so in our industry. Employees are expected to contribute 50% of the cost of benefit programs.
- (d) Employees may be offered the opportunity to participate in appropriate plans on the assumption that costs of a group plan would normally be less than the costs an employee would have to pay as an individual.
- (e) Bongarde Media may, in its sole discretion, decide upon the following:
 - plan design or modification, including the reduction of benefits
 - introduction of new plans
 - selection of carriers
 - funding arrangements
 - cost sharing arrangements
 - benefits to be provided
- (f) Wherever possible and practical, master benefit programs shall be used for all locations of Bongarde Media; however benefits under those programs may vary depending upon differing circumstances.

2 PURPOSE

The purpose of this Statement of Policy and Procedure is to establish the principles to be considered when determining the appropriateness of introducing or modifying benefits plans or programs for employees.

3 SCOPE

This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

The President is responsible for ensuring the consistent application and administration of this policy, throughout the organization, and for approving the introduction of any new benefit plan, or modifications to any existing benefit plans prior to any implementation.

5 PROCEDURE

Approved benefit plans and programs shall be communicated through benefit booklets, published by the plan providers. The booklet or plan summary shall outline the essential elements of each benefit plan, cost sharing arrangements (if any), claims procedures, carrier information, and other pertinent information deemed necessary, or advisable, for understanding the various benefit plans.

In certain circumstances, Bongarde Media provides benefit plan and programs on a direct basis without normally involving third parties such as insurance carriers or regulatory authorities. Where direct benefits are provided, Bongarde Media shall publish the appropriate policies and procedures governing those plans.

In the case of conflict related to the administration of, or to the benefits provided by, a benefit plan or program, the master contract(s) negotiated with the plan provider(s) and/or regulatory authority shall govern the resolution of such conflict; otherwise, the conflict shall be resolved by the decision of the President in his or her sole discretion.

Proposed changes to existing benefit programs, or proposals to introduce new benefit programs, shall be submitted to the President for approval. Such proposals shall provide a detailed outline of the reasons for the change or introduction, the design of the benefits program, the proposed effective date of the change or introduction, the number of employees affected by the proposal, and a five-year projection of all costs and/or cost increases associated with the proposal.

OVERTIME

1 POLICY

Overtime work, in excess of 8 hours per day or 40 hours per week must be authorized in advance by the President before being worked.

Authorized overtime hours worked are paid at the rate of one and one-half (1 ½) times the employee's regular wage, or its equivalent, for all hours worked in excess of eight (8) hours per day or forty (40) hours per week.

Authorized overtime worked in excess of twelve (12) hours per day are paid at the rate of two (2) times the employee's regular wage.

An employee may make a written request to receive paid time off work in lieu of receiving overtime wages.

An employee may agree to an overtime averaging arrangement that will specifically govern his or her employment and entitlement to overtime wages (See Attachment A)

2 PURPOSE

The purpose of this Statement of Policy and Procedure is to ensure overtime hours and premiums are administered consistently, fairly and equitably; recorded accurately, and paid correctly.

3 SCOPE

This Statement of Policy and Procedure applies to all non-union employees in the Supervisor and General Occupational Categories.

4 RESPONSIBILITY

Managers are responsible for obtaining advance authorization for employees to work overtime and for submitting the Overtime Reporting Form in a timely manner. Employees are required to obtain advanced authorization before working overtime hours.

If an overtime Banking Agreement is mutually agreed to by an employee and Bongarde Media, the employee's immediate supervisor is responsible for preparing and maintaining an accurate record of all overtime hours worked, overtime wages credited to the bank, overtime bank credits taken and/or paid and advising payroll of any overtime bank credits that have expired.

If an Overtime Banking Agreement is mutually agreed to by an employee and Bongarde Media, the employee in whose name an overtime bank is established is responsible for ensuring the accuracy of the overtime bank record and for initialing all entries made thereto.

If an Agreement about the averaging of hours of work is entered into, the Manager is responsible for ensuring that accurate records are kept of hours worked as well as ensuring that the employee's work schedule is in accordance with the Agreement. Furthermore, the Manager is responsible for ensuring that the Agreement is modified and/or renewed before the expiry date contained in the Agreement. If the Agreement is not modified and/or renewed it shall expire on the expiry date stipulated in the Agreement.

5 DEFINITIONS

"Regular wage" means

- 1 (a) if an employee is paid by the hour, the hourly wage
 - (b) if an employee is paid on a flat rate, piece rate, commission or other incentive basis, the employee's wages in a pay period divided by the employee's total hours of work during that pay period
 - (c) if an employee is paid a weekly wage, the weekly wage divided by the lesser of the employee's normal or average weekly hours of work
 - (d) if an employee is paid a monthly wage, the monthly wage multiplied by 12 and divided by the product of 52 times the lesser of the employee's normal or average weekly hours of work
 - (e) if an employee is paid a yearly wage, the yearly wage divided by the product of 52 times the lesser of the employee's normal or average weekly hours of work
- 2 Overtime pay, shift or other premiums, insurance premiums paid by the company on behalf of an employee, benefits provided under any company or government benefit plan are not considered to be wages for the purpose of this policy.

6 PROCEDURE

To be eligible for overtime payment, all overtime must be documented and authorized in advance by the President or a designated nominee. In the case of work to be performed on a Sunday or a holiday, the work must be authorized in advance by the President.

Commuting between home and workplace is not considered working, travel or waiting time.

Overtime will not be paid for work performed off company premises, unless specific written approval has been obtained in advance from the President.

Overtime shall be reported weekly, to Payroll, by each manager, on the Overtime Reporting Form attached to this policy and shown as Attachment A. Where employee time cards are used for reporting hours worked, overtime hours may be authorized by the manager by an approval signature directly on the time card. Approved overtime pay

is normally paid in the first pay period following the period in which the overtime is worked.

Subject to Bongarde Media's approval, an employee may make a request to be compensated for overtime hours worked by having overtime wages earned credited to an overtime bank in lieu of receiving overtime wages for each overtime hour worked. Such a request must be in writing.

Subject to a written agreement between Bongarde Media and employee, overtime may be calculated by averaging the employee's hours worked over four (4) week period and the employee is only entitled to overtime pay (or time off in lieu) where the employee has worked overtime as calculated in accordance with the averaging agreement.

Attachment A

OVERTIME REPORTING FORM

Department:	Week Ending:
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EMPLOYEE	OVERTIME HOURS WORKED
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	Day	SU	MO	TU	WE	TH	FR	SA	Total
	Date								

Manager Approval:	Date:
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PAYROLL ADVANCES

1 POLICY

- (a) Employees may apply for a pay advance on wages which have been earned but not yet paid, a maximum of two (2) times each calendar year, in order to deal with unforeseen financial emergencies.
- (b) New employees may apply for a pay advance prior to receiving their first pay cheque, after working at least five (5) days.

The amount of the pay advance will be calculated based on unpaid base wages earned to the end of the shift on the date of the request (exclusive of any overtime, commissions or bonus) and reduced by the amount of the regular employee deductions, including, without limitation, pay withholdings for employment insurance premiums, CPP contributions, income tax, and employee contributions to applicable group insurance and benefit plans, if any. If specifically requested in writing by the employee, vacation pay earned to the date of the request but not yet paid may be included in a pay advance. The pay advance will be subject to all regular deductions applicable to an employee's normal wages.

All pay advances must be approved in writing by the President before payment.

Prior to issuing a pay advance, the employee must sign a document acknowledging that the amount of the pay advance will not be included in the employee's next regular pay.

2 PURPOSE

The purpose of this policy is to provide employees with access to earned, but unpaid, wages, prior to the regular payday to assist employees to deal with unforeseen financial emergencies.

3 SCOPE

This policy applies to all employees.

4 RESPONSIBILITY

It is the responsibility of the employee to submit a request for a pay advance in writing to his or her supervisor at least two (2) business days prior to requiring the funds.

- (a) The employee's supervisor, in coordination with the Payroll Department, is responsible for calculating and determining the amount of the payroll advance available to an employee at any given time having regard to:
 - (i) The appropriate wages earned by not yet paid
 - (ii) The amount of applicable deductions to the same
 - (iii) The amount of vacation pay earned but not yet paid as of the date of the request, if the employee expressly asks to include vacation pay earned but not yet paid in the payroll advance.
- (b) Prior to any advance being issued, the supervisor must obtain the approval of the President to issue the pay advance.

(c) If the pay advance is approved, the supervisor shall ensure the employee signs the appropriate document which acknowledges:

(i) The amount of the pay advance

(ii) That the same amount will not be included in the employee's next regular pay

The above noted documents must be received prior to issuing the pay advance.

The Payroll Department shall keep up-to-date records to ensure that employees who receive a pay advance are not compensated twice for the same work.

5 DEFINITIONS

For the purpose of the policy, "wages" includes the base wages or salary earned for time worked up to the end of shift on the date of the pay advance request, and does not include commissions, overtime, or bonuses.

For the purpose of this policy, "emergencies" mean severe financial hardships caused by family medical emergencies, deaths in the family requiring travel, severe vehicle breakdown (not general maintenance), fire, storm damage or vandalism of home, and theft of money or wallet. Other emergencies will be considered on a case by case basis and must be circumstances beyond an employee's control. In any event, any decision to grant a payroll advance is in the sole discretion of the President.

6 PROCEDURE

An employee must make a written request for a pay advance outlining the reason for the advance. Requests must be submitted to the employee's immediate Supervisor at least two (2) business days prior to the date when the advanced funds (if any) are required.

An employee who receives a payroll advance must sign an acknowledgement that the funds were received and that the employee's next regular pay will not include the amount of the payroll advance received.

If vacation pay earned is to be included in a pay advance request, the employee must specifically request this in writing. Otherwise, vacation pay will not be included in the calculation of the payroll advance. If vacation pay is requested and paid, the employee is required to sign an acknowledgement that the vacation pay was received in the payroll advance.

Signed employee acknowledgements of pay advances or vacation pay advances shall be maintained by the Payroll Department for a period of at least six (6) years after the advance is issued.

WAGE GARNISHMENTS

1 **POLICY**

The law requires Bongarde Media to comply with court-ordered payments and wage garnishments when they are presented. Employees affected by wage garnishments or court-ordered payments will be notified by Payroll of any charge against their wages.

No person acting on behalf of Bongarde Media may dismiss; threaten to dismiss; discipline or suspend; impose any penalty upon; or intimidate or coerce any employee because of a wage garnishment or court-ordered payment.

2 **PURPOSE**

The purpose of this Statement of Policy and Procedure is to set out Bongarde Media's obligations when dealing with wage garnishments and/or court-ordered payments.

3 **SCOPE**

This Statement of Policy and Procedure applies to all employees in British Columbia

4 **RESPONSIBILITY**

Payroll is responsible for informing employees, in a confidential manner, when wage garnishments are placed against them.

5 **PROCEDURE**

Within twenty-four (24) hours of receiving a wage garnishment order, Payroll shall notify the employee, by telephone or in person, of the wage garnishment and when it will be effective.

Wage garnishments are considered to be confidential information. Documentation related to a garnishment or court-ordered payment shall be maintained only in the necessary Payroll files.

BUSINESS TRAVEL EXPENSES

1 POLICY

From time to time it may be necessary for some employees to travel for business purposes. Bongarde Media will reimburse employees for customary expenses directly related to approved business travel upon submission of a Travel Expense Report, appropriate receipts and other required documentation. The Travel Expense Report shown as Attachment A herein is used for reporting business travel expenses and requesting reimbursement of those expenses.

Where it is cost effective and/or more efficient for the employee to travel by air or rail, Bongarde Media will book and pay for fares directly.

When employees travel for a full normal working day, including overnight, they are eligible to have meal expenses reimbursed upon production of receipts, to the maximum of \$50.00 per day, including gratuities.

Bongarde Media will not reimburse any amounts for alcoholic beverages, or personal entertainment, sightseeing or other personal expenses.

Where employees must use personal vehicles for business travel, mileage allowances will be paid for documented mileage, based on the shortest practicable route, in the amount of \$0.40 per kilometer for the first 5000 kilometers and \$0.25 per kilometer thereafter. Distances travelled from the employee's home to Bongarde Media are not considered business travel and will not be reimbursed. An employee who uses his or her personal vehicle on company business is required to upgrade the vehicle insurance to business use. Bongarde Media will reimburse the employee for the difference between the two premiums.

Employees travelling outside of the country for business purposes shall take all reasonable steps to protect company property (intellectual and physical) from loss. Additionally, they shall take all reasonable steps to familiarize themselves with local laws and customs and shall protect themselves from engaging in behaviour or circumstances which may place the employee at risk.

2 PURPOSE

The purpose of this policy is:

- to establish a uniform method of reporting, charging, reimbursing and accounting for employee business expenses
- to identify allowable expenses that will be reimbursed
- to improve the management and control of travel expenses incurred on company business

3 SCOPE

This policy applies to all employees who travel for approved business purposes.

4 RESPONSIBILITY

It is the Supervisor's responsibility to approve the purpose, length and mode of business travel for employees.

It is the employee's responsibility to acquire Supervisor approvals for all business travel and once approved, to submit receipts, a Travel Expense Report and other required expense documentation to his or her Supervisor for approval and business travel expense reimbursement.

5 PROCEDURE

Whenever possible, employees must have expenses approved by their Supervisors prior to commencing travel. This includes mode of travel, approximate mileage, meal and accommodation expenses, etc.

In most cases, the authorized mode of travel will be the least expensive; however, Supervisors may consider travel schedules, convenience and travel time when making this decision.

Where possible, Bongarde Media will book and pay for rail, airfare and/or hotel accommodations directly.

All claims for reimbursement including meals, accommodation, fares, parking, tolls, etc. must be accompanied by original receipts, a completed and authorized Travel Expense Report, other required expense documentation (if any) and proof of Supervisor authorization and be submitted to Accounts Payable within 15 days of the end of travel.

When personal vehicles are used, employees must provide proof of business use insurance to their Supervisors prior to travelling. Employees must make note of the mileage on their vehicles at the beginning and end of each trip as well as the date and reason for each trip.

An employee who travels on company business may request a temporary cash advance to be used solely for the travel expense authorized. Temporary travel expense advances are to be accounted for on the employee's Travel Expense Report. Temporary cash advances for travel expense are limited to \$200.00. Requests for business travel expense advances must be made at least 15 days before the advance is required. Advances in excess of \$100.00 will be paid by cheque. Temporary business travel expense advances require the approval of the President and the signature of the employee receiving the advance acknowledging receipt of the money. Settlement of any advance must be made within 15 days of the

end of travel and be properly recorded on the Travel Expense Report and submitted to Accounts Payable.

When travelling outside of Canada, daily expenses must be itemized on the Travel Expense Report in foreign currency and the total amount converted into Canadian dollars using the Bank of Canada Daily Currency Converter. The Converter is available on the Bank of Canada web site at www.bankofcanada.ca/en/rates/converter.html. If there are different currencies, each item must be itemized on the Travel Expense Report and the totals for each foreign currency must be converted into Canadian dollars.

Prior to travelling outside of Canada, employees shall take reasonable steps to ensure that company property is protected from loss. This includes backing up electronic data, deleting non-essential and/or confidential corporate data from portable electronic devices, such as laptop computers, which the employee intends to take on the trip.

Time spent travelling outside of normal business hours is not to be claimed for compensation at a normal rate or for overtime.

When travel involves a Saturday, Sunday and/or a Holiday, expenses incurred will be reimbursed as if it were a normal business day. Sightseeing and other personal expenses will not be reimbursed.

In the event an employee who is travelling on company business in a personal, rental or company vehicle is involved in an accident

- Make sure no one is injured. If there are injuries, call for medical assistance immediately (police, fire, emergency services, etc.).
- Report the accident to the police. A police report will assist in filing an accident claim with the insurance company.
- Do not admit liability for the accident.
- Obtain the names, addresses and telephone numbers of any witnesses.
- Exchange important information (name, address, telephone, insurance policy number and company, etc. with all parties involved (including witnesses).
- Make a diagram of the accident site noting all details such as traffic lights, traffic signs, the directions in which the vehicles were travelling, traffic congestion, time of day of the accident, etc.
- Report the accident as soon as possible to your supervisor.
- Report the accident to your insurance company as soon as possible after the accident.

Disregard for this policy and procedure, falsifying of expense reports and/or supporting documentation, or other misappropriation of funds will be subject to disciplinary action, up to and including termination of employment for cause.

ABSENCE MANAGEMENT

1 POLICY

Bongarde Media recognizes the contribution of its employees and is committed to providing good working conditions and health and safety standards.

It is the responsibility of Bongarde Media to make the most effective use of its employees and the Absence Management Policy contributes to that objective.

- (a) This procedure enables managers to address absence issues, both short and long-term, in a fair, consistent and equitable manner. It is recognized however that all cases must be dealt with on an individual basis because of differing circumstances therefore this procedure gives an outline of the principles to be observed.
- (b) This procedure will be invoked where management has cause for concern regarding an employee's short-term persistent or long-term absence.
- (c) Bongarde Media recognizes that everybody is sick or subject to emergencies from time to time, however, regular attendance at work is a contractual requirement.
- (d) Short-term absenteeism refers to a series of illnesses that are often unconnected which result in frequent, short periods of absence.
- (e) It is acknowledged that occasions do arise when people are away from work on a long-term basis as a result of chronic or acute ill health. Although each case will be dealt with on an individual basis this policy outlines certain principles that will always be observed. Long-term absence would normally be classed as at least six weeks' continuous absence.
- (f) This procedure applies to ALL staff within Bongarde Media except for employees currently in their probationary period.
- (g) Advice should be taken from the Human Resources Department at all formal stages of this procedure to ensure the consistent application of this procedure throughout Bongarde Media
- (h) This procedure will not discriminate, either directly or indirectly, on the grounds of age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion or belief, sex, or sexual orientation, or any other personal characteristics.
- (i) The policy and procedure will be reviewed periodically giving due consideration to any legislative changes.

2 PROCEDURE

Bongarde Media's procedure for managing absence **MUST** be followed. It is the responsibility of every employee to report any absence and only in exceptional cases should this procedure be carried out by someone else on their behalf.

If an employee knowingly gives any false information or makes false statements about their sickness it may be treated as misconduct and may result in disciplinary action being taken. In proven cases of gross misconduct, it could lead to dismissal (e.g. absent on sick leave and working elsewhere).

Employees will not be entitled to an additional day off if they are sick on a statutory holiday.

Bongarde Media reserves the right to request a Doctor's Certificate for periods of absence of less than seven days in cases of short-term persistent absence.

Any employee who unreasonably fails to comply with Bongarde Media's Absence Management policy and procedure may have their Occupational Sick Pay withheld.

Bongarde Media has the right to dismiss employees whilst they are receiving sick pay entitlement. Any decision to dismiss will be supported by medical advice. Employees who are dismissed are entitled to receive the full amount that should be equivalent to their occupational sick pay entitlement, plus the relevant notice and leave entitlement.

3 RESPONSIBILITY

Reporting Absence

All employees must contact their direct manager as early as possible on the first day of absence. The employee must make this call / email. The only exception is where it is clearly not possible for employee's – such as admission to Hospital.

Employees must talk/email directly to their direct manager/supervisor and not leave messages with anybody else. When sending email, employees must receive confirmation from the manager acknowledging the absence. If the confirmation is not acknowledged within 30 minutes of sending an email – a phone call to the manager / HR Manager must be made.

If an employee does not have a telephone at home alternative arrangements for reporting sickness must be made.

When reporting absence employees must give the following information:

- the reason for the absence (if known);
- the expected length of absence (if known)

In cases of continued absence, employees must contact their direct manager again on the fourth day of absence to provide them with up to date information.

Sickness Certification

If an absence lasts for seven calendar days or less, on the first day back at work, employees will be required to complete a Sickness Self-Certificate giving the reasons for absence. The Certificate will be countersigned by a manager/supervisor and subsequently will be kept in the individual's personnel file.

If an absence exceeds seven calendar days a doctor's statement of fitness to work certificate must be submitted to the direct manager, no later than the tenth day of absence, covering the absence from the eighth day. The certificate will be forwarded to the HR Department for processing.

If an absence continues beyond the period covered by the initial medical certificate, further medical certificates must be submitted to give continuous cover for the period of absence. On eventual return to work employees must complete Bongarde Media's Sickness Self-Certificate in respect of the first seven days or less not covered by a doctor's medical certificate.

If the doctor's medical certificate does not specify the period of absence covered, it will be classed as covering a period of seven calendar days only.

Return to Work Interview

On returning to work, employees will be required to attend a return to work interview with their direct manager to discuss their absence.

The discussion should allow for an exchange of information and be as frank and as open as possible as this will prevent any misunderstandings concerning the nature of the absence.

This will also enable the direct manager to discuss any assistance that may be given to enable an employee to return to work or prevent further absence occurring.

A record of the interview should be kept by the direct manager.

Short-Term Persistent Absence

Monitoring and Consultation

Bongarde Media operates an accurate method of recording and monitoring levels of absence. If the amount of time being taken off for illness is giving cause for concern, managers will discuss this with employees at the return to work interview.

Continued Absence

If absence levels continue to cause concern, then employees should be referred for an independent medical examination.

If the absence is the consequence of an underlying medical condition, then medical advice would be sought to identify any reasonable adjustments or assistance that Bongarde Media can provide.

Disciplinary Action

Continue non-attendance may result in disciplinary action being taken if no underlying medical condition can be identified. This may be in the form of either a verbal, first written or final written warning, and could ultimately lead to dismissal. As part of this process employees will be given the opportunity to improve their attendance.

Long-Term Absence

Consultation and Discussion

In cases of long-term absence direct managers must arrange to conduct regular 'care and concern' interviews to discuss possible courses of action should the absence continue (these interviews should be recorded and notes sent to the employee concerned). Employees may choose to be accompanied by a work colleague or trade union representative. The direct manager may also choose to be accompanied, normally by a Human Resources Adviser or another manager.

If employees are too ill to travel direct managers may choose to conduct a home visit at a mutually convenient time.

Medical Advice

In cases of long-term absence, regular medical assessments must be sought.

Where there is doubt regarding an employee's ability to return to work on a permanent basis advice must be sought from the Company Doctor/Occupational Health Service Provider.

Employees must make themselves available to attend medical referrals.

Returning to Work

Wherever possible Bongarde Media will aid a return to work on a permanent basis. To establish the most effective way of doing this Bongarde Media may seek further medical advice.

This may include making reasonable adjustments to the employee's job, allowing a phased return to work, or by allowing the employee to return to work on a reduced or alternative hours basis.

Where an employee requests a phased return to work themselves, annual leave should be taken for days not worked or they may opt to receive payment only for the hours worked.

Redeployment

If medical opinion is that an employee is unfit to return to their former employment, the possibility of alternative employment will be considered. However, depending on the availability of alternative posts, this may not be possible.

III-Health Retirement

Should the medical opinion indicate that an employee is permanently unfit, employees may have the option for applying for early retirement on the grounds of ill health, in line with the provisions of their pension scheme. This option should be discussed with individuals in full at the appropriate time.

Resignation

At any time during this process an employee may choose to resign from their employment. They are required to give their contractual notice and any outstanding accrued holiday entitlement will be paid in lieu.

Payment in lieu of notice may be agreed by the direct manager.

Dismissal on the Grounds of Capability

Should the dismissal of an employee be identified during the final care and concern meeting as the only appropriate option (i.e. all other options as outlined above have been investigated and found to be inappropriate) a formal capability review meeting must be held with the employee in question and their direct manager to fully consider the situation again.

Following the meeting if the employee is dismissed, they will be given a letter confirming the reason for dismissal, the date of dismissal, their right to appeal, any payment in lieu of contractual notice and any other outstanding payments to which they are entitled e.g. annual leave.

Sick Pay Regulations

The sick pay regulations are financial provisions and indicate an entitlement to sick pay and in no way indicate the amount of sickness absence to which an employee is entitled.

Data Protection

All information relating to an individual's absence will be handled in line with Data Protection principles and will be used purely to carry out the management of their employment.

BEREAVEMENT LEAVE

1 POLICY

- (a) In the event of a death of a member of an employee's Immediate Family, an employee is entitled to and shall be granted a Bereavement Leave for the purpose of arranging and/or attending the funeral.
- (b) A maximum of five (5) working days may be taken for Bereavement leave.
- (c) Three (3) days of the Bereavement Leave shall be (with pay) and the remainder of the leave, to a maximum of five (5) days each year, shall be without pay.

In the event of a death of Other Relatives, employees may request a Bereavement Leave, and a leave of one (1) working day (with pay) will be granted to attend the funeral. If attendance at the funeral requires extensive travel, unpaid leave of up to two (2) additional days will be granted.

2 PURPOSE

The purpose of this Statement of Policy and Procedure is to establish an employee's entitlement to a Bereavement Leave in the event of a death of a member of the employee's Immediate Family or Other Relatives.

3 SCOPE

This Statement of Policy and Procedure applies to all non-union employees.

4 RESPONSIBILITY

Employees are responsible for notifying their immediate managers of their need for a Bereavement Leave as soon as possible.

Managers are responsible for advising Payroll of the name of any employee who takes a Bereavement Leave and for ensuring the payroll record properly reflects the employee's pay entitlement.

5 DEFINITIONS

"Immediate family" means:

- (a) The employee's spouse or same-sex partner
- (b) A parent, step-parent, foster parent or guardian of the employee
- (c) A child, step-child or foster child of the employee
- (d) A grandparent, step-grandparent, grandchild or step-grandchild of the employee
- (e) The spouse or same-sex partner of a child of the employee
- (f) The employee's brother or sister
- (g) Any person who lives with the employee as a member of the immediate family

"Other relatives" means aunt, uncle, niece, nephew and cousin of the employee or a relative of the employee who is dependent on the employee for care or assistance.

“Working day” means a day on which the employee is regularly scheduled to work.

6 PROCEDURE

Employees who wish to take a Bereavement Leave shall provide written notice to their immediate supervisor as soon as practicable after learning of a death that qualifies for this type of leave. The notice of leave shall be filed in the employee's Personnel file and a copy shall be provided to payroll. If necessary, and on behalf of the employee, the immediate supervisor may complete the Request for Leave form.

Bongarde Media reserves the right to require an employee to provide evidence, such as a photocopy of the death certificate, obituary, burial certificate or other confirmation, of the need for Bereavement Leave.

COMPASSIONATE CARE LEAVE

1 POLICY

Subject to the presentation of an appropriate medical certificate an employee is entitled to Compassionate Care Leave without pay, up to a maximum period of eight (8) weeks for the purpose of providing care or support to an immediate family member who has a critical medical condition with a significant risk of death within twenty-six (26) weeks.

2 PURPOSE

The purpose of this Statement of policy and Procedure is to establish effective procedures to be used by employees who are required to provide care or support to immediate family members who are critically ill.

3 SCOPE

This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

Employees are responsible for providing two (2) weeks of written notice, or as soon as possible, when requesting Compassionate Care Leave and for presenting an appropriate medical certificate prior to commencing the leave or as soon as practicable after commencing the leave.

5 DEFINITIONS

For the purpose of this policy only, “**immediate family member**” means:

- (a) In relation to an employee: an employee’s: spouse (including a common-law or a same-sex spouse; a child, step-child, foster child, current or former ward; a parent, step-parent, current or former foster parent or guardian; a sibling or step-sibling; a grandchild; a grandparent; an aunt or uncle; a niece or nephew; any person who lives with the employee as a member of the employee’s immediate family; and the spouse of the foregoing individuals.
- (b) In relation to an employee’s spouse: a parent, step-parent, sibling or step-sibling, child, grandparent, grandchild, aunt or uncle, niece or nephew, current or former foster parent, current or former ward.
- (c) Any person who considers the employee to be, or whom the employee considers to be, like a close relative.

“**Medical certificate**” means a certificate signed by a qualified medical practitioner stating that the immediate family member has a serious medical condition with a significant risk of death within twenty-six (26) weeks of when the certificate was issued.

“Provide care or support” means to participate directly in providing care, providing psychological or emotional support, or arranging care by a third party.

7 PROCEDURE

a) Upon giving their immediate manager written notice of their intention to take a Compassionate Care Leave, and providing a medical certificate from a qualified Medical practitioner, employees shall be granted leave without pay for a maximum period of up to eight (8) weeks.

(b) Compassionate Care Leave may be taken only in one week periods during the Period that

(i) starts with the first day of the week in which the medical certificate is issued or the date the leave began, whichever is first

(ii) ends with the last day of the week in which the earlier of the following first occurs:

- if the leave is less than eight (8) weeks, the week in which the leave expires
- a total of eight (8) weeks of leave have been taken
- the family member dies
- twenty-six (26) weeks following the issuance of the medical certificate expires

An employee who requests Compassionate Care Leave in relation to an immediate family member may be required to submit a completed copy of a Compassionate Care Benefits Attestation form which is available from Human Resources and Social Development Canada.

(a) An employee who takes Compassionate Care Leave may take eight (8) consecutive weeks of leave or divide up the leave into a maximum of eight one-week periods over the twenty-six (26) week period. The employee shall advise Bongarde Media how the leave shall be taken.

(b) Any change or revision related to how the leave will be taken must have the agreement of both the approving supervisor and the employee.

On expiry of a Compassionate Care Leave, an employee who returns to work shall be reinstated in the position occupied by that employee at the commencement of the leave, or if that position is not available, in a comparable position. The employee shall receive a pay rate that is equal to the greater of the rate the employee most recently earned and the rate the employee would be earning had he or she worked throughout the leave.

If an employee wishes to return to work prior to the expiry of the leave, the employee must give the employer one (1) week's written notice.

If an employee wishes to extend the Compassionate Care Leave period beyond eight (8) weeks, such a request will be considered provided a new medical certificate is issued. Otherwise, the request for leave of absence will be administered in accordance with the Personal leave of Absence policy.

Compassionate Care Leave is included in any calculation of an employee's length of employment or seniority. The period of the leave is not included when determining whether the employee has completed the Probationary Period.

During Compassionate Care Leave, an employee who is eligible to participate in pension plans, life insurance plans, accidental death plans, extended health plans, and/or dental plans, may continue to participate in those plans, unless the employee elects in writing not to do so or the employee provides written notice that s/he does not intend to pay the required contributions, if any, to the plan(s). If employee contributions are required, the employee is responsible for paying those contributions unless, prior to taking leave or within two (2) weeks thereafter, the employee notifies Bongarde Media in writing of his/her intention to discontinue contributions during the leave period. Benefits do not accrue during the leave if required employee contributions are not paid. An employee wishing to continue benefits during the leave will be required to provide either post-dated cheques or make other suitable arrangements regarding payment of the employee's portion of premiums for benefit coverage.

REQUEST for COMPASSIONATE CARE LEAVE

Please note that Leave will not be approved until an
Appropriate Medical Certificate has been provided.

Employee Name: _____ Department: _____

Name and relationship of Family Member Requiring Care: _____

Is a Medical Certificate Attached: Yes No

Is a Compassionate Care Benefits Attestation form attached: Yes No

Are you dividing this leave with another employee? Yes No

If yes, name the Department of employee: _____

How is the leave to be divided between you? _____

Do you plan to take your leave in consecutive weeks? Yes No

If no, how are you dividing the leave period? _____

DATES OF LEAVE

	(mm/dd/yyyy)		(mm/dd/yyyy)
Start of Leave	_____	Interim Return to Work	_____
Resumption of Leave	_____	Interim Return to Work	_____
Resumption of Leave	_____	Interim Return to Work	_____
Resumption of Leave	_____	Interim Return to Work	_____

Employee's Signature: _____ Date: _____

Supervisor's Approval: _____ Date: _____

FAMILY RESPONSIBILITY LEAVE

1 POLICY

An employee is entitled to family responsibility leave, without pay, to a maximum of ten (10) days of leave each year because of the following reasons:

1. To meet responsibilities related to the care, health or education of a child in the employee's care
2. The illness, injury, medical emergency or an urgent matter that concerns any of the following individuals:
 - (a) The employee's spouse or same-sex partner
 - (b) A parent, step-parent or foster parent of the employee
 - (c) A child, step-child or foster child of the employee
 - (d) A grandparent, step-grandparent, grandchild or step-grandchild of the employee
 - (e) The spouse or same-sex partner of a child of the employee
 - (f) The employee's brother or sister
 - (g) A relative of the employee who is dependent on the employee for care or assistance

The number of days of a leave of absence, whether paid leave or unpaid leave, which are granted under this or any other policy because of the reasons outlined above are included in the calculation used to determine whether the employee has reached the maximum of ten (10) days of family responsibility leave each year.

2 PURPOSE

The purpose of this Statement of Policy and Procedure is to specify the reasons for which family responsibility leave will be granted and to establish uniform procedures for the administration of family responsibility leaves of absence.

3 SCOPE

This Statement of Policy and Procedures applies to all employees.

4 RESPONSIBILITY

An employee who wishes to take leave under this policy is responsible for advising his or her immediate supervisor in advance that he or she will be doing so. If the employee must begin the leave before advising the immediate supervisor, the employee must advise the immediate supervisor of the leave as soon as possible after beginning the leave.

Supervisors are responsible for determining an employee's entitlement to family responsibility leave and for notifying Payroll of the starting and ending dates of family responsibility leave taken by any employee.

Payroll is responsible for recording accurately the total number of days of family responsibility leave taken by any employee each year. Additionally, Payroll is responsible for advising a supervisor whether or not an employee has any entitlement remaining for family responsibility leave under this policy.

5 PROCEDURE

If an employee takes any part of a day as leave under this policy, the employee shall be deemed to have taken one (1) day's leave on that day for the purpose of determining the maximum number of days of leave to which the employee is entitled each year.

Bongarde Media reserves the right to require an employee who takes leave under this policy to provide evidence reasonable in the circumstances that the employee is entitled to such leave.

During family responsibility leave, an employee who is eligible to participate in pension plans, life insurance plans, accidental death plans, extended health plans, and/or dental plans, may continue to participate in those plans unless the employee elects in writing not to do so, or the employee provides written notice that he or she does not intend to pay the required contributions, if any, to the plan(s). If employee contributions are required, the employee is responsible for paying those contributions prior to starting the leave or within two (2) weeks thereafter. If the employee notifies Bongarde Media in writing of his or her intention to discontinue contributions during the leave period, benefits coverage will be discontinued during the leave.

Family responsibility leave taken is included in any calculation of an employee's length of employment or seniority. The period of the leave is not included when determining whether the employee has completed the Probationary Period.

On expiry of family responsibility leave, an employee who returns to work shall be reinstated in the position occupied by that employee at the commencement of the leave, or if that position is not available, in a comparable position. The employee shall receive a pay rate that is equal to the greater of

- (a) the rate the employee most recently earned
- (b) the rate the employee would be earning had he or she worked throughout the leave

JURY or COURT WITNESS LEAVE

1 POLICY

An employee who is summoned for jury duty, or as a court witness, shall be granted Jury Leave or Court Witness Leave, without pay, for the period required. On conclusion of Jury or Court Witness Leave, the employee shall be reinstated to the position most recently held, if it still exists, or to a comparable position, if it does not.

An employee who is granted Jury or Court Witness Leave may continue to receive pay at the employee's regular base wage for a maximum of two (2) weeks conditional on the employee

- (i) Providing Bongarde Media with a copy of the jury summons or summons to be a witness as soon as possible
- (ii) Submitting a certified statement of fees paid by the court, or any other parties for serving
- (iii) Authorizing the deduction from regular base pay an amount equivalent to the fees paid by the court or any other party, if any, for serving as a juror or court witness. In this connection, fees do not include reimbursement to the employee by the court or any other party for expenses such as travel expenses.

An employee who is granted time off work for Jury or Court Witness Leave and whose services as a juror, or as a court witness, are not required is expected to return to work immediately if more than three (3) hours remain in the employee's regular work shift.

This policy does not apply to an employee who attends court as a plaintiff or defendant in a personal matter. An employee who attends court as a plaintiff or defendant in a personal matter, is expected to use vacation time, or to make arrangements for an unpaid personal leave of absence in accordance with personal leave of Absence policy. Employees are expected to use accrued vacation and time in lieu prior to requesting an unpaid leave of absence.

2 PURPOSE

The purpose of this policy is to assist employees to fulfill their civic responsibilities to the judicial process by providing paid and unpaid leaves of absence.

3 SCOPE

This policy applies to all active employees.

4 RESPONSIBILITY

Employee

- (a) It is the employee's responsibility to notify his or her immediate Supervisor as soon as a Notice and Questionnaire Re: Jury Duty, or summons to witness is received.
- (b) Upon serving as a potential juror, juror or court witness, it is the employee's responsibility to provide the employer with proof of time served.
- (c) If the employee has received a paid leave of absence and receives any remuneration from the court or other party for such services, it is the employee's responsibility to report any such payments to Bongarde Media, in the form required, save and except for travel and other expense.
- (d) It is the employee's responsibility to keep his or her supervisor informed of the progress of the matter, and his or her estimated date to return to work.

It is the Supervisor's responsibility to ensure that proof of time served is obtained from an employee on jury leave and that time sheets and attendance records of paid and unpaid absences are properly completed and submitted.

5 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Employment Standards Act (British Columbia)

6 PROCEDURE

Employees are requested to provide their Supervisor with notice of impending jury service or court attendance requiring leave, as soon as possible.

An employee who is granted time off work under the policy and whose services as a juror, or as a court witness, are not required on that day is expected to return to work immediately if more than three (3) hours remain in the employee's regular work shift.

If an employee is granted leave with pay, the employee must present his or her Supervisor with certified documentation of time served as a juror or witness, and any remuneration received from the court, or other party for such services, save and except reimbursement for expenses. The required documentation must be received by the Supervisor no later than four (4) weeks after the end of Jury or Court Witness Leave. Failure to comply with this requirement could result in the equivalent of wages paid during the leave being treated as an overpayment of wages during the leave. Any such overpayment will be withheld from future wages owing to the employee.

PARENTAL/ADOPTION LEAVE

1 POLICY

- (a) An employee who is the birth mother of a new-born child is entitled to Parental/Adoption Leave without pay, up to a maximum period of thirty-five (35) consecutive weeks in the case of an employee who takes Pregnancy Leave or thirty seven (37) consecutive weeks if no pregnancy leave is taken.
- (b) An employee who is the birth father of a new-born child or an adopting parent of a child is entitled to Parental/Adoption leave without pay, up to a maximum period of thirty-seven (37) weeks following the birth of a child or when a child comes into the custody, care and control of a parent through adoption.
- (c) If the child has a physical, psychological or emotional condition requiring an additional period of parental care, the employee is entitled to an additional five (5) consecutive weeks of unpaid leave beginning immediately after the parental leave ends.

2 PURPOSE

The purpose of this Statement of Policy and Procedure is to establish effective procedures to be used by employees who become birth or adopting parents and wish to provide for the care and custody of a new-born or adopted child.

3 SCOPE

This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

Employees are responsible for providing at least four (4) weeks of written notice when requesting a Parental/Adoption Leave.

5 DEFINITIONS

“Child” means a new-born child of the parent and, in the case of an adopted child, a child who has not reached the age of majority (age 19).

“Parent” means the birth father or birth mother of a new-born child and includes a person with whom a child is placed for adoption and a person who is in a relationship of some permanence with a parent of a child and who intends to treat the child as his or her own.

6 PROCEDURE

- (a) Employees, upon giving their immediate manager a minimum of four (4) weeks of written notice of their intention to take a Parental/Adoption leave, shall be granted the requested leave for a maximum period of up to thirty-five (35) consecutive weeks in the case of an employee who also takes Pregnancy Leave or thirty-seven (37) consecutive weeks for an employee who does not take Pregnancy Leave.

- (b) If an employee stops working because a child comes into the employee's custody, care and control for the first time earlier than expected
 - (i) the employee's Parental/Adoption Leave begins on the day he or she stops working
 - (ii) the employee must, within two (2) weeks after stopping work, give written notice that he or she is taking Parental/Adoption Leave

An employee who takes Pregnancy Leave and wishes to take Parental Leave must commence the parental leave immediately upon expiry of the Pregnancy Leave, without a return to work, unless agreed to otherwise by Bongarde Media and the employee. Otherwise Parental/Adoption leave must commence not later than fifty-two (52) weeks after the day the child is born or comes into the custody, care and control of a parent for the first time.

- (a) On expiry of a Parental/Adoption Leave, an employee who returns to work shall be reinstated in the position occupied by that employee at the commencement of the leave, or if that position is not available, in a comparable position.
- (b) In the event operations are suspended or discontinued when the leave ends, the employee will be reinstated in accordance with paragraph (a) when operations are resumed.
- (c) On return to work the employee shall receive a pay rate that is equal to the greater of
 - (i) the rate the employee most recently earned
 - (ii) the rate the employee would be earning had he or she worked throughout the leave

Parental/Adoption Leave is included in any calculation of an employee's length of employment or seniority. The period of the leave is not included when determining whether the employee has completed the Probationary Period.

During Parental/Adoption Leave, an employee who is eligible to participate in pension plans, life insurance plans, accidental death plans, extended health plans, and/or dental plans, may continue to participate in those plans unless the employee elects in writing not to do so, or the employee provides written notice that he or she does not intend to pay the required contributions, if any, to the plan(s). If employee contributions are required, the employee is responsible for paying those contributions prior to taking leave or within two (2) weeks thereafter. If the employee notifies Bongarde Media in writing of his or her intention to discontinue contributions during the leave period, benefits coverage will be discontinued.

An employee may end a Parental/Adoption Leave earlier than planned by providing at least two (2) weeks of written notice of the date on which the leave is to end.

Unless an employee provides a written notice of termination, an employee who fails to return to work upon the expiry of a Parental/Adoption Leave is deemed to have voluntarily resigned his or her employment coincident with the expiry of the leave.

Vacation and Parental Leave Conflict

- (1) An employee who is on parental leave may defer taking vacation until the leave expires or, if the employer and employee agree to a later date, until the later date, if
 - (a) under the terms of the employee's employment contract, the employee may not defer taking vacation that would otherwise be forfeited or the employee's ability to do so is restricted
 - (b) as a result, in order to exercise a right to leave, the employee would have to
 - (i) forfeit vacation or vacation pay
 - (ii) take less than his or her full leave entitlement

- (2) Similarly, if an employee is on leave on the day by which his or her vacation must be completed, the uncompleted part of the vacation must be completed immediately after the leave expires or, if the employer and the employee agree to a later date, beginning on that date.

- (3) In the alternative, an employee may make a written request to forgo vacation and receive vacation pay in accordance with the Act rather than completing her vacation.

No employee who has completed the Probationary Period shall be terminated or laid-off solely because the employee has applied for leave in accordance with this policy.

PERSONAL LEAVE OF ABSENCE

1 POLICY

- (a) Employees on the active payroll may apply for a personal leave of absence at any time and this policy will apply, unless another specific leave of absence policy applies. An employee is required to exhaust any time off in lieu of overtime or accrued vacation before being eligible for a personal leave of absence. All requests for personal leave are deemed to be for personal reasons and may or may not be granted in the sole discretion of the employee's manager and/or the President, as appropriate.
- (b) Requests for leave will be judged on their merit, by the manager, having regard for the impact of the employee's absence on operations, the number of employees in the same department who are on vacation, leave or who are anticipated will take vacation or leave during the same period, the purpose of the leave, the performance and length of service of the employee, and the frequency of such requests. Such leaves, if granted, shall be without pay.
- (c) The manager, prior to responding to the request for personal leave, shall consult with the President or a designated nominee, for guidance in order that consistent and fair treatment of all employees may be assured.
- (d) Insured employee benefits programs are discontinued for the duration of any personal leave at (the end of the month in which the leave commences), unless specified otherwise herein.
- (e) If permitted and approved by the benefits provider, employees may make appropriate arrangements, in advance, to maintain insured benefit plans related to life insurance, accidental death insurance, extended health and/or dental benefits beyond the period specified by prepaying the necessary premiums, including the employer's share, if any, prior to the commencement of the leave.

Any request for personal leave for the purpose of working for another employer or for the purpose of serving a jail sentence will not be granted.

2 PURPOSE

The purpose of this Statement of Policy and Procedure is to outline types of personal leave of absence that may be approved and to establish guidelines for the handling of such requests for personal leaves of absence.

3 SCOPE

This Statement of Policy and Procedure applies to all non-union employees.

4 RESPONSIBILITY

Managers are responsible for responding to any request for leave of absence in a timely manner, and for notifying the employee of the disposition of the request. Additionally, managers are responsible for notifying Payroll of any approved requests for leave.

Employees are responsible for submitting their request for leave as soon as possible and for obtaining any supporting documentation with respect to the reasons for the leave. The Leave of Absence Request and Response form shown in Attachment A is used for this purpose.

5 DEFINITIONS

“Working day” means a day on which the employee is regularly scheduled to work.

6 PROCEDURE

Except for statutory leaves of absence, whenever possible, employees must exhaust time off in lieu of overtime and/or vacation before requesting personal leave.

Requests for personal leave of absence shall be submitted to the employee’s manager, as far in advance of the date of commencement of the requested leave as is possible. The Personal leave of Absence Request and Response Form shown in Attachment A is used for this purpose.

Requests for personal leave without pay, of three (3) working days or less, may be authorized by the employee’s manager. Requests for personal leave without pay, in excess of three (3) working days, and all requests for personal leave with pay, require the approval of both the employee’s manager and the President or a designated nominee.

A copy of all approved Leave of Absence Request and Response forms shall be provided to Payroll and a copy shall be filed in the employee’s Personnel file.

BENEFIT	CONTINUE	DISCONTINUE
Extended Health Care	<input type="checkbox"/>	<input type="checkbox"/>
Long Term Disability	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

Manager's signature:	Date:
----------------------	-------

PREGNANCY LEAVE

1 POLICY

- (a) A pregnant employee is entitled to and shall be granted a pregnancy leave of absence without pay, not exceeding seventeen (17) consecutive weeks in duration provided she:
 - (i) submits a written application for Pregnancy Leave at least four (4) weeks before the date on which the leave is to commence; and
 - (ii) if requested, provides a certificate from a medical practitioner stating the expected birth date

- (b) In the case of an employee who stops working because of complications caused by her pregnancy or because of a birth, still-birth or miscarriage that happens earlier than the employee was expected to give birth, the employee must, within two (2) weeks of stopping work, provide:
 - (i) a written notice of the date pregnancy leave began or is to begin; and
 - (ii) a certificate from a medical practitioner that:
 - (a) in the case of an employee who stops working because of complications caused by her pregnancy, states the employee is unable to perform her duties because of complications caused by her pregnancy and states the expected birth date; or
 - (b) in any other case, states the date of birth, still-birth or miscarriage and the date the employee was expected to give birth.

Unless paragraph (b) applies, pregnancy leave may commence no earlier than eleven (11) weeks before the expected birth date and no later than or the day on which the employee gives birth. Such leave shall be for a continuous period and not intermittent.

- (a) Pregnancy leave of an employee who is entitled to take parental leave ends seventeen (17) weeks after the leave began.
- (b) Pregnancy leave of an employee who is not entitled to take parental leave or who elects not to take parental leave, ends on the later of the day that is seventeen (17) weeks after the leave began or the day that is six (6) weeks after the birth, still-birth or miscarriage.
- (c) An employee is entitled to up to six (6) additional consecutive weeks of unpaid leave if, for reasons related to the birth or the termination of the pregnancy, she is unable to return to work when her leave is originally scheduled to end.

2 PURPOSE

The purpose of this Statement of Policy and Procedure is to ensure employees are aware of their rights related to pregnancy leave.

3 SCOPE

This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

Employees are responsible for providing the appropriate written notices and medical certificates required by this Statement of Policy and Procedure.

5 REFERENCES AND RELATED STATEMENTS of POLICY and PROCEDURE

British Columbia *Employment Standards Act* and Regulations

6 PROCEDURE

- (a) During pregnancy Leave, an employee who is eligible to participate in pension plans, life insurance plans, accidental death plans, extended health plans, and/or dental plans, may continue to participate in those plans, unless the employee elects in writing not to do so or the employee provides written notice that she does not intend to pay the required contributions, if any, to the plan(s).
- (b) If employee contributions are required, the employee is responsible for paying those contributions unless, prior to taking leave or within two (2) weeks thereafter, the employee notifies Bongarde Media in writing of her intention to discontinue contributions during the leave period. Benefits do not accrue during the leave, if required employee contributions are not paid. An employee wishing to continue benefits during the leave will be required to provide either post-dated cheques or make other suitable arrangements regarding payment of the employee's portion of premiums for benefit coverage.

Except for determining whether an employee has completed a Probationary Period, the period of a Pregnancy Leave is included in calculating an employee's length of employment, service or seniority.

- (a) On expiry of Pregnancy Leave, an employee who returns to work shall be reinstated in the position occupied by her at the commencement of the leave, or if that position is not available, in a comparable position and not less than the same wages and benefits.
- (b) In the event operations are suspended or discontinued when the leave ends, the employee will be reinstated in accordance with paragraph (a) when operations are resumed.

An employee who is entitled to Parental Leave in addition to Pregnancy Leave must commence that leave upon the expiry of Pregnancy Leave, unless the child has not yet come into the care and control of the employee.

An employee may end a pregnancy leave earlier than planned provided she gives at least one (1) week of written notice of the date on which she intends to return to work and, if requested, provides a medical practitioner's certificate stating the employee is able to resume work.

- (a) An employee who does not intend to return to work after the leave ends is required to provide at least one (1) week of written notice of termination. An employee is not permitted to terminate her employment before the leave expires.
- (b) An employee who fails to return to work upon the expiry of her Pregnancy Leave and fails to provide a written notice of termination as required in paragraph (a) is deemed to have voluntarily resigned her employment effective with the expiry of the leave.

Vacation and Pregnancy Leave Conflict

- (1) An employee who is on pregnancy leave may defer taking vacation until the leave expires or, if the employer and employee agree to a later date, until the later date, if
 - (a) under the terms of the employee's employment contract, the employee may not defer taking vacation that would otherwise be forfeited or the employee's ability to do so is restricted
 - (b) as a result, in order to exercise her right to leave, the employee would have to
 - (i) forfeit vacation or vacation pay, or
 - (ii) take less than her full leave entitlement
- (2) Similarly, if an employee is on leave on the day by which her vacation must be completed, the uncompleted part of the vacation must be completed immediately after the leave expires or, if the employer and the employee agree to a later date, beginning on that date.
- (3) In the alternative, an employee may make a written request to forgo vacation and receive vacation pay in accordance with the Act rather than completing her vacation.

No employee shall be intimidated, suspended, laid off, dismissed or penalized in any way because she becomes eligible to, intends to take, or takes pregnancy leave.

RETURN TO WORK

7 POLICY

An employee who sustains a work-related injury or illness covered by the *Workers Compensation Act* is entitled to be re-employed by Bongarde Media in accordance with this policy.

Upon receipt of a written report from an injured employee's physician, Bongarde Media will assess whether or not the employee is able to perform the essential duties of his or her job (with or without modification), or whether suitable alternate work is available for the employee. Bongarde Media will then develop a Return to Work Plan to outline the employee's duties upon returning to work through to his or her return to full regular duties. The Return to Work Plan will address the following:

- The employee's ability to perform the essential duties of his or her pre-injury job and whether any accommodations or modified duties may be necessary,
- Whether suitable alternate work is available for the employee,
- Whether other employment is available for the employee.

If the employee is able to perform the essential duties of his or her previous positions, the employee will be reinstated into that position or offered another position which is comparable in nature and earnings.

If the employee is unable to perform the essential duties of his or her previous position, he or she will be offered suitable alternate work, if it is available, at the regular wage rate associated with that position. If the wage rate for the position is a range, and the employee's previous regular wage rate is above the top range for the alternate work, the employee shall be paid at top of the range for that employment. If the employee's regular wage is within the wage range for the alternate work, the employee shall be paid at the same rate as his or her regular wage rate.

If no suitable alternate work is available, the employee may be offered other employment which is available within Bongarde Media and which is within the employee's current abilities, or which would be within the employee's abilities with two (2) weeks of training or less.

If other employment is offered to an employee under this policy, and the employee refuses to accept the position, the employee will be deemed to have resigned his or her employment with Bongarde Media.

Any disputes regarding the employer's Return to Work Plan will be resolved in accordance with the dispute resolution process outlined in paragraph 6.07 herein.

8 PURPOSE

Bongarde Media believes that the successful recovery of injured employees depends on early intervention and assistance with the rehabilitation and return to work process. This Statement of Policy and Procedure outlines Bongarde Media's commitment to assist in the employee's return to his or her pre-injury job as soon as possible.

9 SCOPE

This policy applies to any employee who has been employed with Bongarde Media for at least one (1) year and

- a) Who sustains a personal injury by accident arising out of and in the course of his or her employment, or,
- b) Who suffers from and is impaired by an occupational disease that occurs due to the nature of his or her employment by Bongarde Media in an occupation in which the employee is engaged.

10 RESPONSIBILITY

Supervisors

Supervisors are responsible for:

- a) Informing the WCB of an accident or injury by completing and submitting Form 7 – Employer’s Report of Injury or Occupational Disease, within three (3) days of becoming aware of the accident or injury;
- b) Making early contact with an injured or ill employee as soon as possible after an injury or illness occurs, as well as maintaining communication through the period of the employee’s recovery;
- c) Communicating with the injured employee to ensure that the employee and employee’s physician are provided with a Physical Demands Analysis for the employee’s job and ensuring that a written Fitness for Work report is completed by the employee’s physician and received by the supervisor as soon as possible after the injury occurs;
- d) Using the Fitness for Work report to assess:
 - i. Whether or not the injured employee is able to perform the essential duties of his or her regular job with or without modification,
 - ii. Whether suitable alternate work is available for the employee; or
 - iii. Whether other employment is available with Bongarde Media for the employee;
- e) Drafting a Return to Work Plan for the employee’s reviews, if necessary;
- f) Preparing and submitting any documents necessary to facilitate the employee’s return to the workplace; and
- g) Notifying the General Manager, and ultimately, the Workers’ Compensation Board, if necessary, of any dispute with the employee regarding the employee’s return to work which cannot be resolved without the intervention of a third party.

Employee

The Employee is responsible for:

- a) Contacting the Supervisor as soon as possible after suffering an injury or illness, as well as maintaining communication through the period of his or her recovery;

- b) Ensuring that a written report regarding fitness for work is completed by his or her physician and for submitting same to his or her Supervisor as soon as possible following the injury or illness;
- c) Working with his or her Supervisor to review and, if necessary, modify the Return to Work Plan;
- d) Following the Return to Work Plan as set out and to keep his or her Supervisor informed of any changes in his or her rehabilitation or physical condition that affect his or her ability to work.

11 DEFINITIONS

“Essential Duties of Job” means the primary responsibilities of the pre-injury job that allows the worker to resume a pre-injury level of productivity.

“Illness” means an occupational disease that occurs due to the nature of his or her employment which results in lost time of five (5) working days or more. And to which the

“Injury” means personal injury by accident arising out of and in the course of his or her employment which results in lost time of five (5) working days or more, and to which the *Workers’ Compensation Act* applies.

“Suitable Alternate Work” means a job within the employee’s current abilities, or which would be within the employee’s abilities with two (2) weeks of training or less, and is of a nature and has earnings comparable to the employee’s previous job, and would not cause any health or safety risks to the employee or his or her co-employees.

“Regular Wage Rate” means regular hourly wage or salary, excluding overtime, commissions, bonuses or other additional compensation.

12 PROCEDURE

Supervisors must report any accident or injury in accordance with Bongarde Media’s Accident and Injury Reporting policy as soon as possible.

Following a work-related accident or injury, the employee and the employee’s Supervisor must contact each other as soon as possible and the employee must keep the Supervisor informed about the employee’s rehabilitation progress.

As soon as possible following a work-related injury or illness, the employee must have his or her physician complete a Fitness for Work report indicating the employee’s capabilities, limitations and expected recovery time, and the employee shall submit a copy of same to his or her Supervisor.

Upon receipt of the Fitness for Work report, the employee’s Supervisor will devise a Return to Work Plan consistent with the principles specified in paragraph 1.02 of this document. The Supervisor shall give the Return to Work Plan to the employee for his or her review and shall consult with the employee regarding any modifications to the Plan requested by the employee.

The Supervisor and employee may agree to modify the Return to Work Plan.

The Supervisor shall prepare and submit any documents necessary to facilitate the employee's return to the workplace.

Disputes between the Supervisor and employee which cannot be resolved between them shall be referred to the President for resolution. If a resolution cannot be arrived at to which all parties agree, Bongarde Media shall refer the issue to the Workers' Compensation Board for guidance which may include further referral to mediation or disposition by the Board, the results of which will be binding on both Bongarde Media and employee.

The Supervisor shall keep the Worker's Compensation Board informed of the employee's return to work within twenty-four (24) hours of the employee's return and shall provide the Board with periodic updates of the employee's progress, as necessary and or required.

13 ATTACHMENTS

Attachment A – Return to Work Plan

RETURN TO WORK PLAN	
Employee Name:	Department:
Position:	Date of Occurrence:
Employee Contact No.:	Physician Name:
Date of Functional Abilities Form:	Physician Contact No.:
Description of Injury/Illness:	
PLAN DETAILS	
Describe key restrictions identified in Fitness for Work Report:	
What are the essential duties of employee's pre-injury position?	
Return to Work Date:	
Return to work as indicated here: <ul style="list-style-type: none"> <input type="checkbox"/> Original Position <input type="checkbox"/> Original Position on Modified Duties <input type="checkbox"/> Alternate Work <input type="checkbox"/> Other Position 	
Describe modified/alternate/other employment duties:	

RETURN TO WORK PLAN	
Job Title on Return:	Wage Rate:
Provide details of any training needed:	
Briefly describe the long-term plan for the employer's rehabilitation. Include time lines for increase in duties up to the employee's return to their pre-injury position (or to a position which accommodates employee's ultimate ability level).	
Briefly describe other treatment/rehabilitation steps being taken by employee to regain full productivity:	
Estimated date of return to full duties:	

I have reviewed the Return to Work Plan with my Supervisor and have had an opportunity to discuss its contents. I agree that the plan meets my rehabilitation needs as outline in the Fitness for Work Report.

Date: _____ **Employee Signature:** _____

Date: _____ **Supervisor Signature:** _____

ADVERSE WEATHER

1 POLICY

Lateness or absence due to adverse weather

- (1) On days of adverse weather which are subject to Environment Canada weather warnings with respect to travel and/or road conditions for the location of Bongarde Media and/or the location of the employee's home, or where local police or other authorities have requested that the public remain off the roads because of weather conditions, and where Bongarde Media is nevertheless open, an employee may use a personal emergency leave day for a weather-related absence. Notwithstanding the foregoing, employees are expected to give their best efforts to attend work on time, and when not possible, to communicate their expected lateness and time of arrival to their Supervisors as soon as possible. If the employee does not notify his or her Supervisor of expected lateness, lateness by the employee of up to 30 minutes will be permitted without triggering any disciplinary action.
- (2) On days which are declared "snow days" by local school boards, employees with children who may be affected by a school closure or school bus cancellation may use an emergency leave (family responsibility leave) day for absences related to child care, Emergency Leave (Family Responsibility Leave).
- (3) If Bongarde Media is unable to open for business because of adverse weather conditions and it was not reasonable for employees to have been notified in advance of the closure, employees who report for work and are unable to work or are sent home will be paid.

Health and Safety

- (a) Bongarde Media shall use its best efforts to ensure that parking lots and walkways are cleared of snow and ice as soon as reasonable; however, employees should nevertheless take extra care in adverse weather conditions when on Bongarde Media property and shall report to their supervisors any hazard which may arise.
- (b) Bongarde Media shall use its best efforts to protect employees who are exposed to adverse weather conditions in the course of their work by monitoring weather conditions, providing personal protective equipment where necessary, ensuring that employees are properly attired for the weather conditions and modifying work and/or work schedules to prevent injury to employees caused by exposure to extreme heat, humidity or cold.

Communications

- (a) If Bongarde Media is unable to open because of adverse weather conditions, every attempt will be made to notify employees by telephone or email prior to their shift start not to report for work. Such notification may appear on Bongarde Media's website or be made by e-mail notification, or radio announcement on CBC.

- (b) Bongarde Media shall establish a “storm line” and communicate the telephone number which employees can call during adverse weather to determine whether the workplace is open for business or to report the employee’s lateness for work or absence from work.

Declared Emergency

In the event of a declared emergency under section 9 or 12 or the *Emergency Program Act*, employee absences will be administered in accordance with Emergencies and Business Interruptions.

2 PURPOSE

The purpose of this policy is to outline actions that may be taken to accommodate employees where possible and reasonable, and to eliminate or minimize risks to employees which may be created by adverse weather events.

3 SCOPE

This policy applies to all employees, volunteers and contractors of Bongarde Media

4 RESPONSIBILITY

The President is responsible for making a determination about modified or discontinued operations during adverse weather and for communicating same to all employees either through electronic means, by radio announcements over CBC or by other means.

Employees

- (a) Where possible, employees are responsible for checking Bongarde Media’s website and email messaging during adverse weather for notifications about modified operations during adverse weather events.
- (b) Employees must ensure that they do not continue to work in adverse weather conditions which may endanger their health and safety, and shall notify their supervisors immediately of any such hazards. Employees must wear weather appropriate attire, within reason, and with due regard to personal protective equipment and clothing.
- (c) Employees are required to report absences or lateness due to adverse weather to their Supervisors as soon as possible.

Supervisors

- (a) Supervisors shall monitor weather conditions to ensure that working conditions in adverse weather is appropriately modified or discontinued as may be required to prevent injury or illness of employees.

- (b) Supervisors shall ensure that all employees who are required to work in adverse weather are adequately and/or appropriately attired for the weather conditions and have access to sufficient water and/or heat sources, as the case may be.

5 DEFINITIONS

“Declared emergency” means an emergency declared under section 9 or section 12 of the *Emergency Program Act*.

“Adverse weather” means weather which may pose a serious risk to employees at work or when travelling to or from work, and includes weather for which Environment Canada has issued a weather alert or warning. Adverse weather may include but is not limited to unusual, severe or unseasonable weather; weather at the extremes of the historical distribution – the range that has been seen in the past and may include but is not limited to severe cold, severe winds such as hurricanes or tornados, severe heat and humidity, extreme sun exposure, severe thunderstorms, landslides, avalanches, floods and/or flash flooding, and significant snowfalls.

6 PROCEDURE

Employees should notify their Supervisor as soon as possible if they are going to be absent or late for work as a result of adverse weather conditions.

Whenever possible, a determination will be made prior to 5:00 am. by the President respecting any closure of the workplace or modification to the business hours resulting from adverse weather and Bongarde Media will try to notify employees by telephone, through its website and/or through its email system or other means as soon as possible after the determination is made. Whenever possible, supervisors shall notify employees directly of any closure of the workplace or modification to the business hours. Prior to reporting to work, employees should also check CBC radio for any announcement regarding a workplace closure or modified business hours or call Bongarde Media’s “storm line” at the emergency supervisor cell phone number to determine whether the workplace is operational or to report their lateness or absence due to the adverse weather event.

Employees who are required to travel for Bongarde Media must ensure that they do not attempt to travel when weather conditions would make such travel hazardous, regardless of whether such travel is via company vehicle or an employee’s personal vehicle. If travelling by public transportation or by air or train, employees may rely on the operation decisions made by the individual carriers.

Bongarde Media will monitor its property for any hazards created or increased by adverse weather conditions and will eliminate or reduce any such hazards as soon as possible. Employees must notify their Supervisors immediately of any risks they believe will endanger their health and safety or the health and safety of others.

Supervisors must monitor employees working in adverse weather conditions to ensure that employees are properly attired for the weather conditions, have adequate personal

protective equipment, where necessary, and have adequate water, or heat source, as the case may be. Where the supervisor deems it necessary, he or she shall modify or suspend work for the protection of employees.

COMPUTER, EMAIL AND INTERNET USE

1 POLICY

Bongarde Media's computer resources including email and Internet access are business systems for use by authorized employees to conduct legitimate Bongarde Media business only. Some examples of permitted and prohibited uses are shown in Attachment A to this policy. Use of an Internet/email connection for any purpose that is not specifically related to Bongarde Media business is prohibited during working hours. Some incidental and occasional personal use of these systems is permitted outside of working hours subject to the sections below, and provided that such personal use does not negatively impact performance, productivity or the security of Bongarde Media's computer systems and devices.

Although Bongarde Media respects the privacy of its employees, employee privacy does not extend to the employee's use of Bongarde Media's computer devices and systems, whether situated at the workplace or on a mobile device. No person using such resources can expect privacy in their communications, business or private and all users are advised that use of computer systems and devices may be subject to monitoring and audits without notice. All email communications and information downloaded from the Internet constitute property of Bongarde Media.

All users of Bongarde Media's computer resources, including email and Internet access, must adhere to the terms of this policy. A copy of this policy shall be provided to each user and each user is required to sign an acknowledgement of receipt. The form shown in Attachment B to this policy is used for this purpose.

2 PURPOSE

Bongarde Media seeks to promote a high level of responsible behavior in connection with the use of its computer resources, Internet and email and has formulated this policy to accomplish the following goals:

- (a) to protect the reputation and computer resources of Bongarde Media, its customers, and the Internet/email communities at large, from irresponsible or illegal activities
- (b) to ensure privacy, security and reliability of Bongarde Media's network and systems as well as the systems of Bongarde Media's clients
- (c) to establish guidelines for the acceptable use of Bongarde Media's network
- (d) to define generally those actions which are considered abusive and prohibited
- (e) to outline procedures for reporting and handling abuse by an employee
- (f) to establish guidelines to ensure that Bongarde Media and its employees adhere to requirements of *An Act to Promote the Efficiency and Adaptability of the Canadian Economy*....commonly referred to as Canada's Anti-Spam Legislation ("CASL").

3 SCOPE

All users of Bongarde Media's network and electronic resources must comply with this policy, as well as applicable laws and regulations.

4 RESPONSIBILITY

(a) Users of Bongarde Media's computer, Internet and email systems are strictly prohibited from creating, transmitting, distributing, forwarding, downloading and/or storing anything which:

- (i) infringes any copyright, trademark, trade secret, or other intellectual property right
- (ii) is obscene, immoral, unethical or pornographic
- (iii) is libelous, defamatory, hateful, or constitutes a threat or abuse
- (iv) encourages conduct that would constitute a criminal offense or give rise to liability
- (v) harasses the receiver, whether through language, frequency, or size of messages
- (vi) is considered junk, spam or chain email
- (vii) forges or misleads the sender's identity
- (viii) divulges private and/or confidential information related to Bongarde Media's business, its clients and/or its employees
- (ix) violates any of Bongarde Media's policies including policies related to Conduct and Behaviour or Workplace Harassment

(b) Users of Bongarde Media's computer, Internet and email systems must protect themselves and Bongarde Media from entering into unintended legal obligations and contracts. This includes downloading from the internet unauthorized programs and/or software.

(c) Users of Bongarde Media's computer, Internet and email systems are required to take appropriate steps to ensure the security of the system by adhering to all Bongarde Media security measures, including using and safeguarding all necessary passwords. Users are required to provide passwords to the Information Technology Manager or designated nominee and to update any changes to them. Users are required to use only the browser software and email programs installed by Bongarde Media. No connection to the internet is permitted except via established Bongarde Media procedures.

(d) Users of Bongarde Media's computer, Internet and email systems are required to complete training in CASL rules and regulations and to ensure that all electronic communications comply with the requirements of CASL.

The Information Technology Manager (or designate nominee) is responsible for

(a) authorizing the use of email and Internet resources, providing appropriate training to users, issuing and recording system passwords and monitoring the use of computer resources and systems as necessary or as requested including auditing and logging internet use for compliance with this policy

- (b) investigating and reporting on any allegations or concerns regarding the misuse of Bongarde Media computer resources and/or systems
- (c) ensuring that all employees are adequately trained in the requirements of CASL, and that, where required, express or implied consent has been obtained prior to sending commercial electronic messages
- (d) for retaining the required evidence of express or implied consent from recipients of Bongarde Media commercial electronic messages

5 DEFINITIONS

“Canada’s Anti-Spam Legislation (CASL)” means *An Act to Promote the Efficiency and Adaptability of the Canadian Economy by Regulating Certain Activities that Discourage Reliance on Electronic Means of Carrying out Commercial Activities*, SC 2010, c-23.

“Commercial electronic message” means an electronic message that, having regard to the content of the message, the hyperlinks in the message to content on a web site or other database, or the contact information contained in the message, it would be reasonable to conclude has as its purpose, or one of its purposes, to encourage participation in a commercial activity, including an electronic message that offers to purchase, sell, barter or lease a product, goods, a service, land or an interest or right in land, offers to provide a business, investment or gaming opportunity, or advertises or promotes any of these, or promotes a person, including the public image of a person, as being a person who does anything referred to above, or who intends to do so.

“Computer resources” include, but are not limited to, Bongarde Media email accounts, mobile and smart phones, computers, laptops, personal storage devices, Internet connections and network systems.

6 PROCEDURE

Bongarde Media computer, Internet and email resources use may be monitored from time to time, without notice, to evaluate customer service and to determine how the system is being used. Employees cannot expect privacy when using Bongarde Media computer, email or Internet resources. All monitoring of Bongarde Media computer resources and systems shall be conducted by the Information Technology Manager or designated nominee who will log and audit Internet usage to ensure compliance with this policy.

When necessary, due to vacation and other absences, Bongarde Media may request access to an employee’s passwords for Bongarde Media email and Internet accounts in order to properly continue work. Employees are required to provide this access upon request.

Downloading of any programs, software or data from the Internet or email directly to a user’s computer terminal is prohibited unless advance written authorization is obtained

from the Information Technology Manager or designated nominee. Such material must first be screened through Bongarde Media's computer security systems including virus scans.

Sending or forwarding a commercial electronic message, by email, text, social network, or otherwise, except as specifically provided for in any Information Technology policy and/or CASL is strictly prohibited.

- (a) Upon the termination of employment of any computer user(s), the user's immediate supervisor shall immediately notify the Information Technology Manager or designated nominee of the name(s) of the user(s) terminated. The Information Technology Manager or designated nominee is required to immediately deactivate the user password(s) and the user access to any electronic systems. Employees who have been provided with a Bongarde Media mobile computing device are required to return the device to Bongarde Media immediately.
- (b) The contents of a Bongarde Media supplied computer or an electronic mobile device are the property of Bongarde Media and under no circumstances should any data be altered or deleted prior to returning the computing device to Bongarde Media.
- (c) In circumstances where employees have remote access to the employer's system from home or on personally-owned mobile devices, upon termination of the employee's employment with Bongarde Media, the employee's access to the computer system shall be discontinued immediately. All work product produced by the employee on behalf of Bongarde Media shall remain the property of Bongarde Media, unless the contract of employment between the employee and Bongarde Media states otherwise.

Employees are expected to respect the privacy of customers, clients and employees whose personal information may be stored in Bongarde Media's system. Employees may only access such data if so duly authorized.

- (a) In the event any individual feels the computer resources of Bongarde Media are being misused or used in an abusive manner or this policy is being breached, that individual shall report the alleged abuse or breach directly to the Information Technology Manager or designated nominee, in confidence. The Information Technology Manager or designated nominee shall, within forty-eight (48) hours, investigate such allegations which may include monitoring computer resources usage.
- (b) If usage is deemed unusual and it is believed that monitoring computer usage, Internet sites visited and/or reviewing email message contents will help the investigation, the Information Technology Manager or designated nominee shall obtain the written approval of the president before commencing such monitoring.
- (c) Upon completion of the investigation, the investigating manager shall issue a report and recommendation(s), if any, to the President for further action.
- (d) The complainant shall be advised by the Information Technology Manager or designated nominee of the outcome.

Employees found in breach of this policy will be subject to disciplinary action up to and including termination for cause.

ATTACHMENT A

Email/internet Uses

Permitted Uses	Prohibited Uses
<p>Email</p> <ul style="list-style-type: none"> • Sending, receiving, forwarding and replying to messages for business purposes if in accordance with CASL (Canadian Anti Spam Law) 	<ul style="list-style-type: none"> • Sending confidential or privileged information of any kind (e.g., financial, management, legal or operational) to unauthorized personnel • Opening file attachments or enclosures without performing a virus scan • Forwarding email chain letters • Sending or forwarding any commercial electronic message which does not adhere to the requirements
<p>Internet Browsing</p> <ul style="list-style-type: none"> • Connecting to and viewing any website for well-defined business purposes • Printing website content for business purposes 	<ul style="list-style-type: none"> • Connecting to any website for non-business purposes • Connecting to websites related to illegal, immoral, and/or unethical materials
<p>Downloading Data</p> <ul style="list-style-type: none"> • Downloading files/information from reliable major commercial websites to an isolated or quarantined folder until downloaded data is scanned for viruses, worms, etc. 	<ul style="list-style-type: none"> • Downloading files/information not related to Bongarde Media business, including screen savers, pictures, etc. • Downloading files/information related to illegal, immoral, and/or unethical materials
<p>Internet Newsgroups</p> <ul style="list-style-type: none"> • Approved groups may be accessed only for business purposes by approved users 	<ul style="list-style-type: none"> • Accessing any group for non-business reasons • Accessing newsgroups related to illegal, immoral, and/or unethical materials • Accessing Internet chat rooms on any topic

Questions or uncertainties related to permitted or prohibited uses of email/Internet resources must be referred to the Information Technology Manager or designated nominee for resolution.

Computer, Email and Internet Use Policy Acknowledgement and Agreement

By signing this document I, _____ (Employee Name)

1. Acknowledge receipt of Bongarde Media's policy concerning computer, email and Internet use regarding permitted and prohibited uses of computer, email and Internet systems.
2. Acknowledge and understand that violation of this policy may lead to disciplinary action, up to and including termination for cause.
3. Confirm that I have read and understand the terms of this policy and agree to abide by the terms of this policy.
4. Understand and agree that computer use on Bongarde Media computer resources, Bongarde Media email accounts and attachments as well as my Internet use on Bongarde Media computer resources are not private and confidential and may be monitored or searched by Bongarde Media any time it deems fit in its sole discretion.
5. Understand and agree that any computer files, data, emails, attachments and Internet use on Bongarde Media computer resources may be archived by Bongarde Media and may be subject to disclosure or discovery in case of litigation or other legal processes.
6. Understand and agree that usage of computer, email and/or Internet systems on Bongarde Media computer resources will be limited to Bongarde Media business.
7. Acknowledge that I have been trained and understand the rules and procedures required under CASL and agree that I will abide by the same.
8. Confirm that I will not download software, information or data from an Internet site unless solely for Bongarde Media's purposes.
9. Confirm that I will respect Bongarde Media's obligations with respect to software licensing and copy right.

Employee Signature

Date

INSTANT MESSAGING

1 POLICY

Bongarde Media's computer and instant messaging resources are business systems for use by authorized employees to conduct legitimate Bongarde Media business only. Use of instant messaging for any purpose that is not specifically related to Bongarde Media business is prohibited.

Bongarde Media has selected and installed instant messaging for use in the workplace. In order to safeguard the security of the computer network, the use, downloading or installation of other instant messaging systems is prohibited.

Although Bongarde Media respects the privacy of its employees, employee privacy does not extend to the employee's use of Bongarde Media's instant messaging resources. All instant messaging communications conducted on Bongarde Media's system constitute property of Bongarde Media. No person using such resources should expect privacy in their communications.

All users of Bongarde Media's instant messaging resources must adhere to the terms of this policy, any Information Technology policy issued with respect to instant messaging, computer, email, Internet use, and Canada's Anti-Spam Legislation (CASL). A copy of this policy shall be provided to each user and each user is required to sign an acknowledgement of receipt prior to commencing usage of instant messaging.

2 PURPOSE

Bongarde Media seeks to promote a high level of responsible behavior in connection with the use of instant messaging and has formulated this policy to accomplish the following goals:

- (a) to protect the reputation and computer resources of Bongarde Media's network and systems as well as the systems of Bongarde Media's clients
- (b) to establish guidelines for the acceptable use of Bongarde Media's network
- (c) to define those actions which are considered abusive and prohibited; and to outline procedures for handling and reporting abuse of the instant messaging resources to Bongarde Media
- (d) to establish guidelines to ensure that Bongarde Media and its employees adhere to the requirements of CASL

3 SCOPE

All users of Bongarde Media's computer network and electronic resources must comply with this policy, as well as applicable laws and regulations.

4 RESPONSIBILITY

- (a) Users of Bongarde Media's computer network are strictly prohibited from using the instant messaging system for personal communications.
- (b) Users must ensure that they do not divulge private and/or confidential information related to Bongarde Media's business, its clients and/or its employees while communicating through instant messaging, unless the communication is for the purpose of a virtual meeting with other employees of Bongarde Media.
- (c) Users must not violate any of Bongarde Media's policies including policies related to Conduct and Behaviour or Workplace Harassment through their use of the instant messaging system.
- (d) Users must not violate CASL and must adhere to any Information Technology policy issued with respect to instant messaging, computer, email or Internet use.
- (e) Users of Bongarde Media's computer network must protect themselves and Bongarde Media against entering into unintended legal obligations and contracts. This includes downloading unauthorized programs and/or software from the Internet.
- (f) Users of Bongarde Media's instant messaging system are required to take appropriate steps to ensure the security of the system by adhering to all Bongarde Media security measures, including using and safeguarding all necessary passwords.
- (g) Users are required to use only the instant messaging software installed by Bongarde Media.
- (h) Users of Bongarde Media's instant messaging system are strictly prohibited from utilizing, downloading, uploading or otherwise transmitting pictures of themselves, or others, or pictures that are pornographic, provocative, unprofessional or otherwise in bad taste.

The **Information Technology Manager** is responsible for:

- (a) investigating and reporting on any allegations or concerns regarding the misuse of instant messaging resources at Bongarde Media
- (b) ensuring that all employees are adequately trained in the requirements of CASL, and that, where required, express or implied consent has been obtained prior to sending commercial electronic messages.

5 DEFINITIONS

"Canada's Anti-Spam Legislation (CASL)" means An Act to Promote the Efficiency and Adaptability of the Canadian Economy by Regulating Certain Activities that Discourage Reliance on Electronic Means of Carrying out Commercial Activities, SC 2010, c-23.

"Commercial electronic message" means an electronic message that, having regard to the content of the message, the hyperlinks in the message to content on a web site or other database, or the contact information contained in the message, it would be reasonable to conclude has as its purpose, or one of its purposes, to encourage participation in a commercial activity, including an electronic message that offers to

purchase, sell barter or lease a product, goods, a service, land or an interest or right in land, offers to provide a business, investment or gaming opportunity, or advertises or promotes any of these, or promotes a person, including the public image of a person, as being a person who does anything referred to above, or who intends to do so.

6 PROCEDURE

Instant messaging use may be monitored from time to time, without notice to the employee, to evaluate customer service and to determine how the system is being used. Employees should not expect privacy when using instant messaging resources. All monitoring of electronic systems shall be conducted by the IT Manager who will log and audit instant messaging usage to ensure compliance with this policy.

- (a) In the event any individual feels the electronic systems of Bongarde Media are being misused or used in an abusive manner, that individual shall report the alleged abuse or any breach of this policy directly to the IT Manager or designated nominee in confidence. The IT Manager or designated nominee shall, within forty-eight (48) hours, investigate such allegations which may include monitoring electronic system usage.
- (b) If usage is deemed unusual and it is believed that monitoring instant messaging use and/or reviewing instant message contents will help the investigation, the IT manager shall obtain the written approval of the President before commencing such monitoring.
- (c) Upon completion of the investigation, the investigating manager shall issue a report and recommendation(s), if any, to the president for further action.
- (d) The complainant shall be advised by the IT Manager or designated nominee of the outcome of the investigation on a need-to-know basis, or as required or authorized by law.

Sending or forwarding a commercial electronic message by email, text, social network or otherwise is strictly prohibited, except as specifically provided for in any Information Technology policy and/or CASL.

Employees found in breach of this policy will be subject to disciplinary action up to and including termination for cause.

SOCIAL MEDIA

1 POLICY

- (a) Bongarde Media's computer resources are business systems that should only be used for legitimate Bongarde Media purposes. The use of Bongarde Media computers for any purpose that is not specifically related to Bongarde Media business is prohibited.
- (b) All documents, data, and information composed, sent, stored and received on or over the Bongarde Media's computer systems (including by way of email whether through a mobile device or otherwise) are the property of Bongarde Media. Therefore, employees should have no expectation of privacy while using these systems and Bongarde Media reserves the right to monitor and inspect all uses of these systems including use of email, Internet and social media, at any time without notice.

Employees who wish to create and/or maintain personal blogs or participate in social media may do so on their personal computer and on their own time outside of the workplace. Employees who create or contribute to blogs or social media and who identify themselves or others, either directly or indirectly, as employees of Bongarde Media must adhere to the following code of conduct:

- (i) each social media posting/blog of an employee must contain the following disclaimer: "The views expressed on this web site/blog are the views of the author alone and do not reflect the views of Bongarde Media"
- (ii) an employee must ensure that no confidential, proprietary, copyrighted, or other sensitive information related to Bongarde Media appears on, or is referred to, on any social media site or blog, unless specific written permission has been obtained from the President
- (iii) an employee must ensure that he or she does not libel, slander, intimidate, harass, or threaten any employee, customer, supplier or affiliate of Bongarde Media on any social media site or in any blog content
- (iv) an employee must not make comments which are negative, derogatory or false about Bongarde Media, its employees, its management, its suppliers, its customers, its affiliates or its competitors on any social media site or in any blog content
- (v) an employee must make best efforts to make a good impression on readers and to ensure that postings and/or blogs are thoughtful, and free of profanity and harassing and/or discriminatory comments
- (vi) if an employee is uncertain about the propriety of a public communication over a social media site or blog they should consult Human Resources, management and/or the Legal Department prior to making such communications
- (vii) an employee must ensure that any social media postings and/or blogs are in accordance with Canada's Anti-Spam Legislation (CASL) where applicable

2 PURPOSE

Bongarde Media seeks to promote a high level of responsible behavior in connection with the use of computer resources and Internet communications, through its own web site of otherwise, and has formulated this policy to accomplish the following goals:

- (a) to protect the reputation and resources of Bongarde Media, its customers, its employees, from irresponsible or illegal activities
- (b) to ensure privacy, security and reliability of Bongarde Media's network and systems as well as the systems of Bongarde Media's clients and affiliates
- (c) to establish guidelines for the acceptable use of Bongarde Media's network, trademarks, intellectual property and confidential information
- (d) to define generally those actions which are considered abusive and prohibited
- (e) to outline procedures for the monitoring of online communications and inspection of employee computer/email use at work, and for handling and reporting any abuse to Bongarde Media
- (f) to establish guidelines to ensure that Bongarde Media and its employees adhere to the requirements of Canada's Anti-Spam Legislation (CASL)

3 SCOPE

This policy applies to all users of Bongarde Media's network and electronic resources, and all employees identifying themselves, either directly or indirectly, in online communications, including web and social media sites and blogs as employees of Bongarde Media.

4 RESPONSIBILITY

- (a) Users of Bongarde Media's computer network are strictly prohibited from creating or maintaining personal blogs or logging into social media sites on company computer resources or during company time.
- (b) Employees must ensure that they do not divulge private and/or confidential information related to Bongarde Media's business, its clients, its affiliates and/or its employees while communicating on social media sites, the Internet in general or through blogs, unless prior written approval has been obtained from the President.
- (c) Employees must not violate CASL or any of Bongarde Media's policies including, but not limited to the policies outlined in Section 6 herein and Information Technology policies.

The Information Technology Manager (or designated nominee) is responsible for

- (a) monitoring, investigating and reporting any allegations or concerns regarding the content of employee, or other, postings or blogs that may affect Bongarde Media or any of its employees, suppliers, customers or affiliates; and
- (b) ensuring that all employees are adequately trained in the requirements of CASL, and that, where required, express or implied consent has been obtained prior to sending commercial electronic messages through social media.

5 DEFINITIONS

“Blog” means a personal web journal or log and includes the creation and/or maintaining of a personal web journal or contributing content to another individual’s blog.

“Blogging” is the act of creating, maintaining or contributing to a web journal or log.

“Canada’s Anti-Spam Legislation (CASL)” means *An Act to Promote the Efficiency and Adaptability of the Canadian Economy by Regulating Certain Activities that Discourage Reliance on Electronic Means of Carrying out Commercial Activities*, SC 2010, c-23.

“Commercial electronic message” means an electronic message that, having regard to the content of the message, the hyperlinks in the message to content on a web site or other database, or the contact information contained in the message, it would be reasonable to conclude has as its purpose, or one of its purposes, to encourage participation in a commercial activity, including an electronic message that offers to purchase, sell, barter or lease a product, goods, a service, land or an interest or right in land, offers to provide business, investment or gaming opportunity, or advertises or promotes any of these, or promotes a person, including the public image of a person, as being a person who does anything referred to above.

“Posting” is the act of uploading, adding, contributing or linking content on a blog, social media site or on the Internet in general.

“Social media” is an Internet or mobile device application, location or site that provides users with the opportunity and means to participate in, develop or share content or views and opinions with others (e.g., Facebook, Twitter, LinkedIn, etc.).

6 PROCEDURE

Bongarde Media monitors social media and blogs including employee social media and blogs, without notice, to ensure that Bongarde Media’s confidential or proprietary information is not being disclosed or that the code of conduct is not breached.

Employees should not expect privacy when posting to social media sites and blogging. Monitoring of social media and blogs shall be conducted by the Information Technology Manager or designated nominee who will report to the President all content of social media or a blog that identifies or relates to Bongarde Media, its employees, customers, suppliers or affiliates.

Employees found in breach of this policy will be subject to disciplinary action up to and including discharge for cause.

All users of Bongarde Media’s computer resources, and all employees who maintain personal blogs or participate in social media must adhere to the terms of this policy, any applicable Information Technology policy and Canada’s Anti-Spam Legislation. A copy

of this policy – Computer, Email and Internet Use shall be provided to each user and each user is required to sign an acknowledgement of receipt of these policies.

Employees who use social media sites are to refrain from:

- Disclosing secret, confidential, private, or internal information related to Bongarde Media
- Posting or downloading offensive, harassing or discriminatory language or graphics
- Disparaging co-workers, customers, suppliers or affiliates
- Posting anything that is not in Bongarde Media's best interests
- Posting anything that violates Bongarde Media's policies
- Posting anything that violates Canada's Anti-Spam Legislation

Managers shall review this policy with all employees at least once annually.

ACCOMMODATION ON THE BASIS OF DISABILITY

1 POLICY

Where an employee requests an accommodation for needs related to a disability, Bongarde Media will accommodate the employee to the point of undue hardship. Where an accommodation would cause undue hardship, Bongarde Media will implement the next best accommodation short of undue hardship.

All accommodation requests will be taken seriously. No person will be penalized for making an accommodation request.

2 PURPOSE

The purpose of this Statement of Policy and Procedure is to state Bongarde Media's commitment to preventing and/or removing barriers to people with disabilities, to accommodate persons with disabilities to the point of undue hardship and to establish a process by which persons with disabilities may request accommodation.

3 SCOPE

This policy applies to all employees in locations in British Columbia.

4 RESPONSIBILITY

Each manager is responsible for ensuring the principles outlined in this Statement of Policy and Procedure are adhered to throughout all business activities for which he or she is responsible.

The employee requesting an accommodation and his or her immediate manager are responsible for working together cooperatively with the goal of finding a reasonable accommodation and developing an accommodation plan.

5 PROCEDURE

(a) Employees who wish or need to raise a potential accommodation issue shall do so by submitting a request for accommodation, preferably in writing, to their immediate manager. The request should:

- describe the limitations on the employee's ability to perform the duties of his or her position caused by the disability
- describe any accommodation(s) sought
- provide sufficient information to confirm the existence of a need for accommodation

(b) If an employee is under a program of medical treatment which requires the consumption of prescription drugs, including medical marijuana, or over-the-counter drugs which are labelled or known to cause impairment, the employee is required to inform his or her manager about the program immediately so that the risk of impairment relative to the employee's safe job performance can be considered.

When necessary to facilitate the assessment and determination of a reasonable accommodation, the employee may be required to participate in the development of an accommodation plan and to provide relevant medical information to Bongarde Media. Employees seeking accommodation on the basis of disability are expected to provide their fullest cooperation in providing any information or medical assessments and participating in assessments relevant to determination of the accommodation request. The employee may request the participation of an (an employee representative or, in the case of a bargaining unit employee, the bargaining agent) in the development of the accommodation plan.

The manager and the Human Resources Manager will jointly assess the accommodation issue in light of the information provided and the individual needs of the employee. During the assessment phase, Bongarde Media reserves the right to require further information, including relevant medical information or opinions that will assist Bongarde Media to determine if a reasonable accommodation can be achieved and how it can be achieved. Bongarde Media further reserves the right to require the employee to participate in a needs assessment by a qualified medical practitioner or other trained professional in order to assist in determining what accommodation is needed, how much it will cost and how it can be provided.

The manager and Human Resources Manager will jointly finalize a decision regarding the accommodation issue. The manager shall notify the employee, in writing or other format as required by the employee's disability, of the decision and the reason(s) for the decision.

If the employee is not satisfied with the written decision regarding the request for accommodation, the employee may appeal the decision to the President for further review. The decision of the President shall be final and binding upon the parties.

Bongarde Media shall ensure that the employee's personal medical information shall be kept confidential and will only be disclosed to those necessary in the assessment and development of the accommodation in accordance with Personal Information Protection.

Bongarde Media shall provide individualized workplace emergency response information to disabled employees who require it, and to any person designated to assist the disabled employee, with the consent of the disabled employee, and shall review the individualized workplace response information upon the following events:

- (a) When the employee moves to a new location in the workplace
- (b) When the employee's overall accommodation needs are reviewed
- (c) Upon review of Bongarde Media's general emergency response policies

Employees who are absent from work due to their disabilities shall participate in the development of a return to work process which includes the development of an individual accommodation plan. Employees who require an accommodation in order to return to work shall submit a request for accommodation in accordance with the above.

DISPUTE RESOLUTION

1 POLICY

Bongarde Media believes in resolving employee concerns and disputes, related to their employment relationship, in a prompt and equitable manner.

Employees who express any concerns, or lodge a formal complaint under this policy, or who provide information regarding a complaint under this Statement of Policy and Procedure may do so without fear of retaliation or reprisal. Any such conduct will be subject to immediate corrective action.

2 PURPOSE

The purpose of this Statement of Policy and Procedure is to provide an effective problem-solving and dispute resolution process which every employee can utilize without concern for reprisal or recrimination. It is a vehicle by which employees may lodge complaints or express concerns to management about their employment relationships with Bongarde Media, or on other issues.

3 SCOPE

This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

Managers are responsible for investigating and responding to employees in a timely manner regarding issues or concerns raised through this procedure.

Employees who believe they have legitimate complaints or concerns are encouraged to use these procedures – without fear of reprisal or recrimination.

5 PROCEDURE

Informal problem-solving

Employees who believe they have legitimate concerns about any aspect of their employment relationship with Bongarde Media should first discuss those concerns with their immediate manager and attempt to resolve them satisfactorily. Managers are required to discuss and/or investigate any concern raised, and to respond in an appropriate manner, within two (2) working days of learning of the concern or dispute. If the issue is not resolved in a manner that is satisfactory to the employee, a formal complaint may be lodged by the employee.

Formal problem-solving

(a) If an employee's concern is not resolved in a satisfactory manner, through the informal problem-solving process, a formal complaint may be lodged, within five (5) working days of the facts becoming known that give rise to the concern or dispute.

- (b) A formal complaint is required to be in writing, on the Dispute Resolution Form shown in Attachment A to this Statement of Policy and Procedure. The completed and signed Form shall be addressed to the employee's immediate manager and be presented to that manager. The employee may request the assistance of any member of Bongarde media in preparing a formal complaint. Preparing a formal complaint will not be interpreted as criticism of the immediate manager. The recipient of a formal complaint shall provide a copy of the complaint to the recipient's immediate superior.

- (c) Within two (2) working days of receiving a formal complaint, or at a time mutually agreed upon, the manager's direct superior shall meet with the employee and manager, investigate the complaint, and respond, in writing, to the employee who lodged the complaint. If the matter is not resolved in a satisfactory manner, the employee may appeal the matter, within five (5) working days of receiving the written response, and consult with the President, in an attempt to resolve the issue. The President's decision shall be final and binding upon the parties.

Attachment A
DISPUTE RESOLUTION FORM

EMPLOYEE: _____

POSITION: _____

DEPARTMENT: _____

SHIFT: _____

WHAT HAPPENED? (Objectively state details)

WHO WAS INVOLVED? (Include names of parties involved and witnesses, if any)

WHERE and WHEN DID THE INCIDENT TAKE PLACE? (Identify the specific location, date and time of incident)

WHY DO YOU BELIEVE THIS SITUATION CONSTITUTES A CONCERN? (Examples are: Statement of Policy and Procedure violation, unjust or unfair treatment, favouritism, harassment/discrimination, etc.)

WHAT REDRESS ARE YOU SEEKING?

Employee Signature

Date

MANAGER'S RESPONSE:

Manager's Signature

Date

GIFTS FAVOURS AND ENTERTAINMENT

1 POLICY

It is a conflict of interest for an employee or a member of the employee's immediate family to accept from any potential client, individual or organization doing business or competing with Bongarde Media, any payment or compensation whatsoever, or any gift, entertainment, hospitality, or other favour of more than token value, or which goes beyond that which is customary and accepted business practice.

With regard to the treatment of customers, limited business-related entertainment, favours or gifts may be offered to customers if the following criteria are met:

- The items offered are legal
- The value of the item would not be viewed as improper by others
- Such favours would not be embarrassing to Bongarde Media or the recipient
- The favours or gifts are approved by the President
- They honour any guidelines of the customer

An employee who has any doubt about the propriety of accepting or giving any gift, favour, etc., shall contact the President for direction.

2 PURPOSE

The purpose of this policy is to ensure that potential for conflicts of interest are minimized related to the acceptance or giving of gifts, favours and/or entertainment.

3 SCOPE

This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

Managers are responsible for ensuring employees know of and understand this policy.

Employees are responsible for reporting to their respective manager, within twenty-four (24) hours, the receipt of any gift, favour, and/or entertainment by employees or members of their immediate family.

5 DEFINITIONS

"Token Value" means a retail value of \$20.00

6 PROCEDURE

An employee shall report, within twenty-four (24) hours, to his/her manager the receipt by the employee or members of the employee's immediate family of any gift, favour, and/or entertainment of more than token value.

CONFLICTS OF INTEREST

1 POLICY

- (a) An employee shall refrain from all Conflicts of Interest. If an employee becomes aware of, or becomes involved in, a Conflict of Interest, he or she shall immediately disclose such Conflict of Interest to the President. An employee must also disclose what could be “perceived” by an outsider as a Conflict of Interest. An employee cannot avoid the disclosure requirements because the employee feels that he or she was not, is not, or will not be influenced by the Conflict of Interest. No “presumption of guilt” is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions such as purchases, contracts, or leases, it is imperative that the employee disclose to the President as soon as possible the existence of any actual or potential Conflict of Interest so that safeguards can be established to protect all parties.
- (b) An employee who is unsure whether something constitutes a Conflict of Interest shall immediately discuss the specific concern with the President in order to determine Bongarde Media’s position on the issue.
- (c) The President will determine whether:
- (i) a Conflict of Interest exists
 - (ii) the seriousness of the potential or actual Conflict of Interest
 - (iii) what steps are necessary to protect Bongarde Media against the Conflict of Interest

In making this determination, the President shall be guided by any other policies which may apply. Additionally, the President may consult legal counsel if the Conflict of Interest involves an issue of legal sensitivity.

- (d) With regard to Policy (c) (iii), the President may, depending on the circumstances, institute one or more of the following steps:
- (i) establish internal safeguards to protect the business from any Conflict of Interest
 - (ii) require that the employee cease to be involved in the situation giving rise to the Conflict of Interest
 - (iii) remove the employee from a position of influence over the business with respect to matters which give rise to the Conflict of Interest – e.g. if the conflict involves a relative’s bid to provide services to Bongarde Media, employee may be precluded in participating in the decision-making process with respect to the bid
 - (iv) implement the procedures envisioned – Employment of Relatives

- (v) require that the employee re-pay any benefit he or she has received as a result of the Conflict of Interest
- (vi) discipline the employee, up to and including termination for cause, for being involved in the Conflict of Interest. In determining the nature of such discipline, the President shall consider:
 - the employee's disclosure of the existence of the Conflict of Interest, if such disclosure was made
 - whether any such disclosure was made promptly
 - the severity of the Conflict of Interest
 - whether the Conflict of Interest involved any kind of dishonesty
 - whether Bongarde Media was actually harmed by reason of the Conflict of Interest
 - the employee's past record for honesty
 - what harm could have resulted to Bongarde Media as a result of the Conflict of Interest
 - whether or not such harm, if any, can be repaired in any way
 - whether disciplinary steps, short of termination, are adequate to deal with in the infraction
- (vii) take any other action deemed advisable by the President in the circumstances

It is a requirement that incumbents of certain positions within the company periodically complete the Confidential Declaration of Interest Questionnaire shown in Attachment A to this policy. The President shall develop and maintain a list of those positions required to complete the Questionnaire.

An employee who becomes aware of a Conflict of Interest or a potential Conflict of Interest and fails to immediately report that conflict is subject to discipline. Depending on the severity of the conflict or potential conflict, an employee who fails to report a Conflict of Interest may also be terminated for "cause" without notice or compensation in lieu thereof.

2 PURPOSE

The purpose of the Statement of Policy and Procedure is to communicate Bongarde Media's position on what matters could constitute a Conflict of Interest to employees and to establish a protocol for disclosing and dealing with such Conflicts of Interest.

3 SCOPE

This Statement of Policy and Procedures applies to all employees

4 RESPONSIBILITY

All employees are responsible for reading and understanding the Conflict of Interest policy and disclosing to the President, within twenty-four (24) hours of having knowledge of same, any Conflicts of Interest which may occur.

- (a) The President is required to develop and maintain a list of those positions for which a Confidential Declaration of Interest Questionnaire is required and to ensure the incumbents of the positions on that list complete the Questionnaire on their accession to a position on the list and at least once a year thereafter.
- (b) The President is responsible for determining what, if any, further steps or actions should be taken regarding any disclosure received.

5 DEFINITIONS

“Conflict of Interest” refers to a situation where an employee’s personal relationship(s) or financial interest(s) could reasonably be seen as influencing the employee’s duty to act in the best interests of Bongarde Media. Such Conflicts of Interest include but are not limited to:

- (a) Holding shares in a corporation which seeks to do business with Bongarde Media, except where the corporation and the employee holds shares which are worth less than 1% of the issued shares in a publicly-traded corporation
- (b) Being a relative of an individual who is employed by or involved with a business which seeks to do business with Bongarde Media or does business with Bongarde Media
- (c) Being involved with or investing in a business which is competitive to the business conducted by Bongarde Media
- (d) Being retained by another company or organization, whether on a consultancy or part-time basis, to advise on business similar to that which is being transacted by Bongarde Media
- (e) Accepting “kickbacks” or “bribes”
- (f) Failing to advise Bongarde Media of a situation in which the Employment of Relatives policy would apply
- (g) Failing to advise Bongarde Media of a situation in which Gifts, Favours and Entertainment would apply
- (h) Being investigated, charged, indicted or convicted for a criminal activity which may have an impact on the perception of the individual’s business conduct and which, if publicly known, might affect the reputation of Bongarde Media as a company which maintains high ethical standards.

“Relatives” shall include spouse, common-law spouse, same sex partner, child, sibling, parent or grandparent, former spouses or common-law spouses, cousins or being related through marriage.

6 PROCEDURE

Any employee who suspects or believes that he or she is involved in or may become involved in a Conflict of Interest must immediately disclose such Conflict of Interest fully and accurately to the President. The Confidential Declaration of Interest Questionnaire, shown in Attachment A to this policy, shall be used for this purpose.

The President shall investigate the disclosure and seek legal counsel if appropriate, regarding what steps should be taken as a result of the conflict of interest.

The President shall ensure that the Confidential Declaration of Interest Questionnaire (Attachment A) is completed by the incumbent(s) of the positions specified on their accession to any of those positions at least once each year thereafter.

A copy of this policy shall be provided to each employee on his or her first day of employment with Bongarde Media and periodically thereafter as deemed necessary by the President.

Attachment A

CONFIDENTIAL DECLARATION OF INTEREST QUESTIONNAIRE

Complete and return this Questionnaire to the President

Where a potential conflict of interest existed at any time during the time period shown in paragraph 3, or now exists, provide full details in the space below as to the nature of the situation or relationship giving rise to that conflict. Use additional pages, if necessary. If the potentially conflicting situation has changed during the year, please indicate the nature of such change.

INITIAL ONLY THE STATEMENTS BELOW WITH WHICH YOU AGREE

	<u>Employee</u>
	<u>Initials</u>
1 I have read and understood Bongarde Media's Policy and Procedure concerning Conflicts of Interest	_____
2 I am aware of no such conflicts as of _____(Date)	_____
3 I am aware of no such conflicts during the twelve (12) month period preceding the date shown in paragraph 2.	_____
4 I am reporting a Conflict of Interest as shown below.	_____
5 I undertake to inform you of any changes to the above.	_____

Signature: _____

NOTE: Your signature will attest to knowledge gained by you in any position held throughout the period covered by this questionnaire.

Printed Name: _____ Title: _____ Date: _____

EMPLOYEE RELATIONS PRINCIPLES

1 POLICY

Bongarde Media believes that only through the fulfilment of individual needs for personal and professional growth can it achieve its goal of being a successful enterprise. Because our success depends upon the quality and commitment of our employees, our objectives are to employ the best people available and to maintain a high quality working relationship with all our employees, based upon mutual trust, respect, courtesy and tolerance. To this end, we strive to:

- provide a work environment which is free of discrimination and/or harassment
- provide a work environment that encourages self-motivation and initiative
- provide fair rewards for sustained job performance
- encourage open and frank dialogue about work and/or business issues
- offer equal opportunity for personal development, career growth and advancement based on individual ability and demonstrated job performance
- provide healthy and safe working conditions for all

Bongarde Media believes that issues which may arise periodically between employees and management can best be resolved through open and frank discussions directly between the two parties – without the need for third part intervention. Although third party involvement is not encouraged, Bongarde Media respects the right of employees to request such involvement and will govern its actions accordingly.

2 PURPOSE

The purpose of this Statement of Policy and Procedure is to focus attention on human resources as the prime and vital component in successfully and profitably achieving Bongarde Media's mission.

3 SCOPE

The Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

Managers are responsible for creating a work environment in which employees can learn and/or develop a work ethic consistent with the principles outlined in the Policy.

Employees are primarily responsible for actions related to their personal development, conduct and behaviour.

PERSONAL RELATIONSHIPS

1 POLICY

Personal relationships between employees must be disclosed, in confidence, to the Human Resources Manager at the onset of the personal relationship to allow Bongarde Media the opportunity to review the supervisory structure affecting the particular employees and the real or potential risk for abuse of power, conflicts of interest or favouritism. Failure to disclose a personal relationship may result in disciplinary measures, up to and including termination for cause.

- (a) Upon disclosure of a personal relationship, Bongarde Media will assess each situation on a case-by-case basis, taking into account the degree of likelihood that abuse of power, conflicts of interest or favouritism will take place. If the personal relationship results in a real or likely abuse of power, conflicts of interest or favouritism, Bongarde Media will work with the individuals engaged in the personal relationship to create a workplace arrangement that avoids the real or likely risk of abuse of power, conflicts of interest or favouritism.
- (b) Where a personal relationship exists or develops between persons who are in a direct supervisory relationship or an indirect supervisory relationship,
 - (i) individuals must not be involved in recruitment, selection, appraisal, promotion or in any other management activity or process involving the other party
 - (ii) the individuals must not work together in any circumstance where a conflict of interest, breach of confidentiality or unfair advantage may be perceived to be gained from the overlap of a personal and professional relationship

Employees must disclose all conflicts of interest, or potential conflicts of interest, in accordance with – Conflicts of Interest.

2 PURPOSE

Although it is not the intention of Bongarde Media to interfere in employees' personal lives, nor intrude on employees' privacy, Bongarde Media seeks to avoid any real or potential risks for abuse of power, conflicts of interest or favouritism that may be associated with personal relationships between employees, managers, suppliers or customers.

3 SCOPE

This policy applies to all employees, volunteers and contractors.

4 RESPONSIBILITY

Employees

It is the employee's responsibility to:

- (a) disclose the existence of a personal relationship to the Human Resources manager as soon as possible after the commencement of a personal relationship. Employees
- (b) in current personal relationships at the time of the implementation of this policy must disclose the existence of the personal relationship immediately to the Human Resources Manager
- (c) maintain a strictly professional relationship with customers and clients and to ensure that personal information of employees (their own or another employee's) is not disclosed to anyone except in accordance with their job duties or in accordance with Personal Information Protection
- (d) disclose all conflicts of interest, or potential conflicts of interest, in accordance with Conflicts of Interest
- (e) maintain a professional relationship with all co-workers and refrain from conduct or behavior at the workplace which will cause offense or discomfort to co-workers

Employees are required to inform their supervisors of any violence, potential risk of violence, or unacceptable behaviour he or she may experience or witness at the workplace.

Employees are responsible for refraining from gossip regarding the personal relationships of others. However, actual or perceived incidents of abuse of power, conflicts of interest or favouritism with respect to personal relationships should be reported to management.

Where a personal relationship is disclosed, the Human Resources Manager is responsible for assessing whether a real or potential risk for abuse of power, conflicts of interest or favouritism exists and, if so, for working with the individuals engaged in the personal relationship to create a workplace arrangement that avoids the real or likely risk of abuse of power, conflicts of interest or favouritism.

If employees fail to disclose a personal relationship, the Human Resources Manager is responsible for determining and applying disciplinary measures in accordance with this policy.

5 DEFINITIONS

“Personal relationship” is a relationship that goes beyond acquaintance or friendship that exists between employees, managers, suppliers or customers. Personal relationships may include a family relationship, a business/financial relationship, or a sexual or romantic relationship.

6 PROCEDURE

Employees who commence a personal relationship must disclose the relationship, in confidence, to the Human Resources manager upon or as soon as possible after the commencement of the personal relationship. Employees are entitled to a confidential meeting with a Human Resources team member. Information disclosed to Human Resources shall be kept confidential except to the extent required to conduct the assessment and/or implement changes required.

The failure to disclose a personal relationship will be considered a serious matter and may lead to disciplinary action up to and including discharge for cause.

SCENTED PRODUCTS IN THE WORKPLACE

1 POLICY

The use of scented products and fragrances by an individual is a matter of personal choice. However, Bongarde Media reserves the right to require an employee to discontinue the use of a particular scented product or products in order to accommodate another employee's sensitivity to such products.

Employees are expected to minimize their use of and to be courteous and respectful in their use of scented products and fragrances while attending at the workplace.

Bongarde Media shall endeavor to use only unscented cleaning products, where possible, and where not possible, that the scented product is only used in places or at times when few people will be exposed to the product's scent.

2 PURPOSE

The purpose of the policy is to establish a procedure to deal with accommodation issues that may arise when an employee shows adverse symptoms from exposure to scented products in the workplace.

3 SCOPE

This policy applies to all employees.

4 RESPONSIBILITY

Supervisors are responsible:

- a) For communicating this policy to employees and ensuring employees understand the expectations arising from the policy;
- b) For responding to employee complaints about scents and fragrances and to employee requests for accommodation;
- c) For mediating disputes between employees as they arise, encouraging employees to resolve disputes co-operatively, and when necessary to resolve a dispute, giving employees directions with respect to the application of the policy. In the event a dispute cannot be resolved co-operatively, the wishes of the complainant shall take precedence.
- d)

Each employee is expected to be sensitive to the concerns and needs of fellow employees with respect to the employee's use of scented products and fragrances,

5 PROCEDURE

Employees suffering from scent-related symptoms should bring the issue to the attention of their immediate supervisors. Scent-related symptoms may include, but are not limited to headache, dizziness, lightheadedness, nausea, fatigue, weakness, insomnia, malaise, confusion, loss of appetite, depression, anxiety, numbness, upper respiratory symptoms, shortness of breath, difficulty with concentration, skin irritation.

Supervisors will attempt to alleviate the effect of the scent(s) on the employee, either by removing the scented product(s) from the employee's work area, requiring a fellow employee to cease using a scented product, or by implementing some other solution to accommodate the needs of the scent-sensitive employee.

SMOKING IN THE WORKPLACE

1 POLICY

Smoking is not permitted inside the workplace, or in company vehicles. Smoking is permitted outside, only in an area designated as a “Smoking Area”.

In the event a non-smoker has a complaint about tobacco smoke or vapour in any place other than that designated as a “Smoking Area”, the concern of the non-smoker shall prevail.

In order to support employees who wish to quit smoking, the Employee Assistance Program (EAP) will provide counselling and resources to assist such efforts. The EAP will also be available to an employee’s spouse for the purpose of quitting smoking.

2 PURPOSE

Bongarde Media is committed to promoting and protecting the health of its employees. Accordingly, we promote and maintain a smoke-free workplace.

3 SCOPE

This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

Managers are responsible for ensuring the consistent administration of this policy.

Employees are responsible for not smoking in the workplace, respecting their co-workers wishes and adhering to this policy and applicable laws related to smoking in the workplace.

5 DEFINITIONS

“**E-Cigarette**” means a product of device, whether or not it resembles a cigarette, containing an electronic or battery-powered heating element capable of vapourizing an e-substance for inhalation or release into the air.

“**Smoking**” includes smoking lighted tobacco, holding lighted tobacco, using an e-cigarette or holding an activated e-cigarette.

“**Smoking Area**” is an area designated by Bongarde Media outside of the workplace and at least six (6) meters from doorways, windows and air intakes.

6 PROCEDURE

To accommodate those who smoke, specific designated smoking areas are available outside of each Bongarde Media location. These are the only areas where smoking is permitted and may be used by staff only during their regular rest or lunch periods.

Bongarde Media will work with the Joint Health and Safety Committee to review and revise this policy as necessary.

HEALTH and SAFETY PRINCIPLES

1 POLICY

Bongarde Media strives to create and maintain a safe workplace in order to minimize and/or prevent occupational injuries and illnesses. Consistent and continuous efforts by all employees shall be directed to preventing workplace accidents and maintaining the workplace and equipment in a safe condition.

At all times, Bongarde Media and its employees are required to observe and comply with the requirements of the British Columbia *Workers Compensation Act* and its regulations.

Health and safety responsibilities shall be specified in the Job Description for each job.

Everyone who undertakes, or has the authority, to direct how another person does work or performs a task is under a legal duty to take reasonable steps to prevent bodily harm to that person, or any other person, arising from the work or task.

2 PURPOSE

The purpose of this Statement of Policy and Procedure is to establish minimum guidelines for providing and maintaining a safe work environment for all employees.

3 SCOPE

This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

The senior on-site manager or supervisor at each location. In consultation with a Joint Health and Safety committee or a worker Health and Safety representative, as applicable, is responsible for developing and publishing a comprehensive Location Health and Safety Program and for ensuring that appropriate health and safety standards are developed, implemented and maintained in accordance with the provisions of the British Columbia *Workers Compensation Act* and its regulations.

Managers and supervisors are directly responsible for ensuring the health and safety of employees under their supervision and for ensuring:

- Safe and healthy work conditions are maintain in their areas of responsibility;
- Employees perform their work in compliance with accepted safe work practices and procedures;
- Adequate training is provided to employees so that tasks assigned to employees can be performed safely, including specific health and safety orientation and training to young workers and new workers;
- Employees are notified of any potential hazards which may exist in and around the employee's work location.

Each employee is responsible for working safely in compliance with accepted safe work practices, procedures and legislated health and safety standards.

Contractors and their workers are responsible for meeting or exceeding the requirements of the Site Health and Safety Program.

5 DEFINITIONS

“New worker” means any worker who is

- a) New to the workplace,
- b) Returning to a workplace where the hazards in that workplace have changed during the worker’s absence;
- c) Affected by the change in the hazards of a workplace, or
- d) Relocated to a new workplace if the hazards in that workplace are different from the hazards in the worker’s previous workplace.

“Young worker” means any worker who is under the age of 25.

6 PROCEDURE

- a) At each company site employing more than nine (9) but fewer than twenty (20) employees, at least one (1) Worker Health and Safety Representative (HSR) shall be selected by employees to deal with workplace health and safety concerns.
- b) At each company site employing twenty (20) or more employees, a Joint Health and Safety Committee (JSHC) shall be established. The Committee shall deal with the location’s health and safety concerns. The membership of the Committee shall be compromised equally of at least two (2) employee representatives and two (2) representatives of management.

The senior site manager or supervisor in charge of each company location, in cooperation with the Joint Health and Safety Committee or the worker Health and Safety Representative, as appropriate, shall ensure that:

- a) Bongarde Media’s Health and Safety policy is posted at each location and effectively communicated to each employee.
- b) A Location Health and Safety Program is developed and published for distribution to every employee. As a minimum standard, the contents of each manual shall contain information on the following topics:
 - Program objectives
 - Health and Safety responsibilities of Bongarde Media, supervisors and workers
 - Workplace Safety Inspections and the schedule for same
 - Workplace Hazardous Material Information System (WHMIS)
 - Safety orientation, training and related training schedules
 - Accident reporting
 - Accident investigation procedures
 - First Aid arrangements and procedures
 - Equipment Lockout procedures
 - Emergency Spill procedure, if appropriate

- Driver Licensing program for in-plant vehicles, if appropriate
 - Health and Safety monitoring and reporting procedures
 - Other information deemed advisable or necessary by local management and/or the JHSC or HSR, for the protection of employees
 - A schedule for reviewing the effectiveness of the Health and Safety program at least annually
 - A procedure for modifying the Health and Safety program, if necessary.
- c) The location develops and publishes an Emergency Plan which outlines procedures to be followed in the event of an emergency arising from fire, theft, break-in, bomb threats, power failure, or other natural disasters. Employee emergency response training, including fire training and drills, shall be conducted on a regular basis.
- d) Location Health and Safety policies, plans, and practices are in compliance with the legislated requirements governing the location.
- e) All young and new workers receive adequate health and safety orientation and training prior to commencing work.

Disciplinary action up to and including termination for cause shall be taken against any employee who fails to observe this policy or who violates established workplace safety requirements.

ACCIDENT and INJURY REPORTING

1 POLICY

- a) Any accident that results in a workplace injury (no matter how slight), or could cause a disabling injury or property/equipment loss (near-miss), must be reported immediately to the employee's immediate supervisor. At a minimum and in all cases, accident and/or injury reporting shall comply with the requirements of the British Columbia *Workers Compensation Act* and regulations.
- b) In the case of an accident that results in an escape or spill of a hazardous or polluting substance into the environment, the person who has control of the substance shall immediately notify the Provincial Emergency Program at 1-800-663-3456, or local police, whichever is more expedient, and the person's immediate supervisor, in accordance with the reporting requirements of the British Columbia *Environmental Management Act*.

2 PURPOSE

Bongarde Media is required to comply with statutory regulations related to the reporting of occupational injuries, illnesses and accidents. This Statement of Policy and Procedure is intended to bring consistency throughout all operations in complying with our responsibility to record and report certain incidents and to notify the necessary authorities within prescribed time limits.

3 SCOPE

This Statement of Policy and Procedures applies to all employees.

4 RESPONSIBILITY

Each employee is responsible for immediately reporting any workplace injury, accident, illness, or spill of a polluting substance to his or her immediate supervisor, and in the case of a spill or release of a hazardous or polluting substance into the environment, to the Provincial Emergency Program at 1-800-663-3456, or local police, whichever is more expedient.

- a) Each supervisor is responsible for ensuring, as the first priority, that employees receive proper medical treatment when injured, and, secondarily, for investigating an accident or workplace injury for the purpose of implementing corrective action to minimize any opportunity for a recurrence of the accident injury.
- b) Each supervisor is responsible for ensuring employees or persons under their control are made aware of, know and adhere to the reporting requirements outlines in this policy.

The President or designated nominee is responsible for ensuring that accident and injury reports are properly prepared and issued in a timely manner to the appropriate authorities

consistent with the reporting requirements specified in British Columbia statutes; and for ensuring all employees are familiar with this policy and related forms.

5 DEFINITIONS

“Serious Injury” means any injury that can reasonably be expected at the time of the incident to endanger life or cause permanent injury. Serious injuries include both traumatic injuries that are life threatening or that result in a loss of consciousness, and incidents such as chemical exposures, heat stress, and cold stress which are likely to result in life threatening conditions or cause permanent injury or significant physical impairment.

Traumatic injuries that should be considered “serious injuries” include:

- Major fracture or crush injuries, such as:
 - a) A fracture of the skull, spine, or pelvis;
 - b) Multiple, open or compound fractures, or fractures to major bones such as the humerus, fibula or tibia, or radius or ulna;
 - c) Crushing injuries to the trunk, head or neck, or multiple crush injuries;
- An amputation, at the time of the accident, of an arm or leg or amputation of a major part of a hand or foot;
- Penetrating injuries to eye, head, neck, chest, abdomen, or groin;
- An accident that caused significant respiratory compromises, or punctured lung;
- Circulatory shock (i.e., internal hemorrhage) or injury to any internal organ;
- Lacerations that cause severe hemorrhages;
- All burns that meet the rapid transport criteria of the Occupational First Aid Training Manual, including third degree burns to more than 2% of the body surface; third degree burns to the face, head, or neck; or burns of any degree with complications;
- An asphyxiation or poisoning resulting in a partial or total loss of physical control (i.e., loss of consciousness of a worker in a confined space) or a respiratory rate of fewer than 10 breaths per minute or severe dyspnea (difficult or labored breathing);
- Decompression illness, or lung over-pressurization during or after a dive or any incident of near drowning;
- A traumatic injury which is likely to result in a loss of sight, hearing or touch;
- Injuries that require a critical intervention such as CPR, artificial ventilation or control of hemorrhaging or treatment beyond First Aid, such as the intervention of Emergency Health Services personnel (e.g., transportation to further medical attention), a physician and subsequent surgery, or admittance to an intensive care unit should also be considered “serious injuries.”

“Hazardous substance” includes:

- a) A hazardous product within the meaning of the *Hazardous Products Act* (Canada);
- b) A substance designated as a hazardous substance by regulation; and
- c) A biological, chemical or physical agent that by reason of its properties, is hazardous to the health or safety of persons exposed to it.

“Polluting substance” means any substance, whether gaseous, liquid or solid, that is capable of causing pollution if it were to escape into the air, be spilled onto any land or into any body of water, as listed in Column 1 of the Schedule to Spill Reporting Regulation of the *Environmental Management Act*.

6 PROCEDURE

Personal Injury Report

Within three (3) business days of learning of an occupational injury or illness of an employee which results in that employee requiring health care or results in a loss of earnings for that employee, a report of the injury or illness shall be submitted by the President or designated nominee to the Workers Compensation Board (WCB) on the form specified by the WCB. A copy of the submitted form shall be provided to the injured employee.

Critical Injury/Fatality Report

- a) In the event of a fatality or critical injury of an employee at the workplace, the accident scene shall be sealed off immediately and nothing within the scene shall be disturbed except for the purpose of saving life, relieving human suffering, or preventing unnecessary damage to equipment or other property.
- b) The supervisor of the work location where the fatality or critical injury occurred shall immediately notify the President or a designated nominee of the incident.
- c) In the event of a fatality or serious injury of an employee at the workplace, or the occurrence of any accident that:
 - i. Involved a major structural failure or collapse of a building, bridge, tower, crane hoist, temporary construction support system or excavation;
 - ii. Involves the major release of a hazardous substance; or
 - iii. Involves an incident required by regulation to be reported;

The President, and/or a designated nominee, shall notify the following within the time period shown and in the manner set out opposite their title;

- Prevention Emergency Line – immediately by telephone, telegram or any other direct means – telephone 604-276-3100 in the Lower Mainland or toll-free at 1-888-621-7233;
- Health and Safety Representative or the Joint Health and Safety Committee – immediately by direct means;
- [Where appropriate] Union – immediately by direct means;
- WCB – within three (3) business days written report (Form 7); and
- Investigation reports in accordance with requirements of the *Workers Compensation Act* – Accident Investigation.

Other Injury Reports

Notwithstanding Paragraphs 6.01 and 6.02, in the event of an injury, accident, or occupational disease, the following shall be notified by the President or designated nominee within the time period shown and in the manner set out opposite their title:

- Workers Compensation Board – within (3) business days of the occurrence, or awareness of the occurrence, whichever is less; in writing, containing such information and particulars as are prescribed;
- Health and Safety Representatives or the Joint Health and Safety Committee – within three (3) days of the occurrence; in writing, containing such information and particulars as are prescribed;

First Aid Report

- a) Only a person holding a current valid First Aid Certificate is qualified to administer first aid to an injured employee.
- b) A First Aid Attendant who provides first aid treatment to an employee is required to record the following information in a First Aid Log or First Aid Report:
 - The full name of the injured worker;
 - The date and time of the incident's occurrence;
 - The date and time the incident was reported to the company;
 - The names of witnesses;
 - A description of the occurrence as described by the injured employee;
 - The nature and exact location of the injuries to the worker;
 - A description of any subsequent treatment given for the same injury or illness; and
 - The signature of the attendant giving first aid, and if possible, the signature of the worker receiving treatment.
- c) The First Aid Log or Report shall be maintained in the first Aid Room. If there is no First Aid Room, the First Aid Log or Report shall be maintained by the First Aid Attendant with the First Aid Kit.
- d) First Aid records are confidential but are subject to inspection by the Board or a safety inspector. Additionally, access to First Aid Reports is restricted to individuals requiring access for reasons of medical treatment, workplace inspection, accident investigation, claims processing and appeals, and for reason relevant to the workplace health and safety program, including the gathering of statistics.
- e) On request, an employee shall be given a copy of First Aid records for any treatment or report pertaining to the employee.
- f) First Aid records shall be kept for a minimum period of three (3) years.

Report of spill or release of hazardous or polluting substance

In the event of a spill of a hazardous or polluting substance into the environment in an amount equal to or greater than that listed in Column 2 of the Schedule of the Spill Reporting Regulation of the *Environmental Management Act*, the person who has control of the substance shall immediately notify the Provincial Emergency Program at 1-800-663-

3456, or local police, whichever is more expedient. The report to the above-noted authority shall include the following:

- a) The reporting person's name and telephone number;
- b) The name and telephone of the person who caused the spill;
- c) The location and time of the spill;
- d) The type and quantity of the substance spilled;
- e) The cause and effect of the spill;
- f) Details of action taken or proposed to contain spill;
- g) A description of the spill location and of the area surrounding the spill;
- h) The details of further action contemplated or required;
- i) The names of agencies on the scene; and
- j) The names of other persons or agencies advised concerning the spill.

ACCIDENT INVESTIGATION

1 POLICY

All workplace accidents or other incidents must be investigated. A preliminary investigation must take place immediately after the occurrence of any of the following incidents:

- An accident that resulted in serious injury to or the death of a worker;
- An accident that involved a major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system or excavation;
- An accident that involved the major release of a hazardous substance or polluting substance into the environment;
- An incident involving a fire or explosion that had a potential for causing serious injury to a worker;
- A blasting accident that causes personal injury;
- A dangerous incident involving explosives other than a blasting accident, regardless of whether it cause personal injury;
- A diving incident, as defined in the Occupational Health and Safety Regulation;
- Any accident or other incident that resulted in injury to a worker requiring medical treatment;
- Any accident or other incident that did not involve injury to a worker, or involved only minor injury not requiring medical treatment, but had a potential for causing serious injury to a worker (near-misses);
- Any incident involving significant property/equipment loss; or
- An incident required by regulation to be investigated.

2 PURPOSE

Bongarde Media is required to comply with statutory regulation related to the reporting and investigation of occupational injuries, illnesses, accidents and releases of hazardous and/or polluting substances into the environment. This Statement of Policy and Procedure is intended to bring consistency throughout all operations in complying with our responsibility to thoroughly investigate workplace accidents in order to improve safety practices in the workplace.

3 SCOPE

This Statement of policy and Procedure applies to all employees.

4 RESPONSIBILITY

Each employee is responsible for immediately reporting any workplace injury, accident, illness, or spill of a hazardous or polluting substance to his or her immediate supervisor, and in cases where hazardous or polluting substance is released into the environment, reporting the incident to the Provincial Emergency Program, where applicable.

Each manager is responsible for ensuring, as the first priority, that employees receive proper medical treatment when injured, and reporting such injuries to the President.

The President is responsible for ensuring that all managers understand this policy and their obligations under it. Additionally, the President is responsible for ensuring that appropriate authorities are notified in a manner consistent with the reporting requirements specified in British Columbia statutes.

The President is responsible for implementing proper preliminary and full investigations, with the involvement of the Joint Health and Safety Committee (JSHC) or Health and Safety Representatives (HSR), as applicable, and an officer of the WCB, if necessary, into all accidents resulting in injury, death or “near misses,” and spills or releases of hazardous or polluting substances into the environment.

5 DEFINITIONS

“Accident” means an incident that results in serious injury to or the death of a worker; an incident that involves a major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system or excavation; an incident that involves the major release of a hazardous substance or polluting substance into the environment; an incident involving a fire or explosion that had a potential for causing serious injury to a worker; a blasting incident that causes personal injury; a dangerous incident involving explosives other than a blasting accident, regardless of whether it caused personal injury; a diving incident, as defined in the Occupational Health and Safety Regulation; any incident that results in injury to a worker requiring medical treatment; any incident that does not involve injury to a worker, or involved only minor injury to a worker (near misses); an incident that involves a fire or an explosion; and includes a willful intentional act, not being the act of the worker, and also includes a fortuitous event occasioned by a physical or natural cause.

“Serious Injury” means any injury that can reasonably be expected at the time of the incident to endanger life or cause permanent injury. Serious injuries include both traumatic injuries that are life threatening or that result in a loss of consciousness, and incidents such as chemical exposures, heat stress, and cold stress which are likely to result in life threatening conditions or cause permanent injury or significant physical impairment.

Traumatic injuries that should be considered “serious injuries” include:

- Major fracture or crush injuries, such as:
 - a) A fracture of the skull, spine, or pelvis;
 - b) Multiple, open or compound fractures, or fractures to major bones such as the humerus, fibula or tibia, or radius or ulna;
 - c) Crushing injuries to the trunk, head or neck, or multiple crush injuries;
- An amputation, at the time of the accident, of an arm or leg or amputation of a major part of a hand or foot;
- Penetrating injuries to eye, head, neck, chest, abdomen, or groin;

- An accident that caused significant respiratory compromises, or punctured lung;
- Circulatory shock (i.e., internal hemorrhage) or injury to any internal organ;
- Lacerations that cause severe hemorrhages;
- All burns that meet the rapid transport criteria of the Occupational First Aid Training Manual, including:
 - a) Third degree burns to more than 2% of the body surface;
 - b) Third degree burns to the face, head, or neck;
 - c) Burns of any degree with complications;
- An asphyxiation or poisoning resulting in a partial or total loss of physical control (i.e., loss of consciousness of a worker in a confined space) or a respiratory rate of fewer than 10 breaths per minute or severe dyspnea (difficult or labored breathing);
- Decompression illness, or lung over-pressurization during or after a dive or any incident of near drowning;
- A traumatic injury which is likely to result in a loss of sight, hearing or touch;
- Injuries that require a critical intervention such as CPR, artificial ventilation or control of hemorrhaging or treatment beyond First Aid, such as the intervention of Emergency Health Services personnel (e.g., transportation to further medical attention), a physician and subsequent surgery, or admittance to an intensive care unit should also be considered “serious injuries.”

“**Near misses**” are accidents or incidents that could have resulted in death, critical or serious injury or damage to property exceeding **\$2,000**.

“**Hazardous substance**” includes:

- a) A hazardous product within the meaning of the *Hazardous Products Act* (Canada),
- b) A substance designated as a hazardous substance by regulation, and
- c) A biological, chemical or physical agent that, by reason of its properties, is hazardous to the health or safety of persons exposed to it.

“**Major structural failure**” includes a structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system or excavation.

“**Polluting substance**” means any substance, whether gaseous, liquid or solid, that is capable of causing pollution if it were to escape into the air, be spilled onto any land or into anybody of water, as listed in Column 1 of the Schedule to Spill Reporting regulation of the *Environmental Management Act*.

6 PROCEDURE

- a) In the event of a personal injury accident resulting in death or critical injury, the first priority for any manager or supervisor of an injured person is to ensure the injured person receives proper medical attention.
 - b) In the event of a personal injury accident resulting in death or serious injury, the manager of the area must seal the area in which the accident occurred, pending an investigation. The area can only be disturbed in order to attend persons injured or killed, prevent further injuries or death, or protect property that is endangered.
 - c) In the event of an escape or spill of a hazardous or polluting substance, the first priority of the person in control of the hazardous or polluting substance is to take all reasonable steps to stop, contain or minimize the effects of the release or spill, after ensuring the safety of him or herself and the public.
 - d) Incidents described in paragraphs 6.01(a), (b) and (c) must be reported immediately to the appropriate authorities in accordance with – Accident and Injury Reporting.
-
- a) A preliminary investigation in accordance with the requirements of the WCA shall be conducted immediately by the President or a designate in the event of the occurrence of any of the following:
 - An accident that resulted in serious injury to or the death of an employee;
 - An accident that involved a major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system or excavation;
 - An accident that involved the major release of a hazardous substance covered under the *Environmental Management Act* or WCA;
 - An incident involving a fire or explosion that had a potential for causing serious injury to a worker;
 - A blasting accident that causes personal injury;
 - A dangerous incident involving explosives other than a blasting accident, regardless of whether it cause personal injury;
 - A diving incident, as defined in the WCA Regulation;
 - Any accident or other incident that resulted in injury to a worker requiring medical treatment;
 - Any accident or other incident that did not involve injury to a worker, or involved only minor injury not requiring medical treatment, but had a potential for causing serious injury to a worker;
 - An incident involving property damage where the damage is estimated to be **\$2,000** or greater; or
 - Was an incident required by Regulation to be investigated.
 - b) The President shall select an investigation team which includes a person(s) knowledgeable about the type of work involved and an employee representative of the JHSC or the worker HSR, as appropriate.
 - c) The investigation team shall convene immediately after the incident, conduct a preliminary investigation of the incident and prepare a written report of the preliminary

investigation within forty-eight (48) hours after the incident. The report shall be submitted to the JHSC or the HSR, as appropriate, and if requested, to the WCB.

- d) The preliminary investigation and report must identify the following:
- The place, date and time of the incident;
 - The names and job titles of persons injured in the incident;
 - The names and job titles of witnesses;
 - The names and job titles of any other persons whose presence might be necessary for a proper investigation of the incident;
 - A statement of the sequence of events that preceded the incident;
 - A brief description of the incident;
 - Identification of any unsafe conditions, acts or procedures that significantly contributed to the incident and if unsafe conditions, acts or procedures are identified, determine the corrective action necessary to prevent the recurrence of similar incidents;
 - The names and job titles of the persons who conducted the preliminary investigation of the incident;
 - Interim corrective actions the employer has determined to prevent the recurrence of similar incidents, for the interim period between the occurrence of the incident and the submission of the full investigation report;
 - The interim corrective actions have been taken and when any corrective actions not yet implemented will be taken; and
 - The circumstance of the accident or incident that precluded the employer from addressing a particular element of the above-listed elements during the preliminary investigation period.
- e) A report of corrective actions taken shall be prepared and provided to the JHSC or HSR, as appropriate, and be made available to WCB, if requested.
- a) Immediately after completing a preliminary investigation, the President and the investigation team shall undertake a full investigation of the incident to, as far as possible:
- Determine the cause or causes of the incident investigated under the preliminary investigation;
 - Identify any unsafe conditions, acts or procedures that significantly contributed to the incident; and
 - If unsafe conditions, acts or procedures are identified, determine the corrective action necessary to prevent the recurrence of similar incidents.
- b) The President shall ensure that a report of the full investigation is prepared in accordance with the policies of the WCB board of directors and submitted to the WCB and the JHSC or HSR, as applicable, within thirty (30) days of the occurrence of the incident.
- c) Depending on the complexity of the investigation, it may also be possible to use the preliminary investigation report to complete Bongarde Media's full investigation obligations within forty-eight (48) hours of the incident.

Any and all accidental investigation shall include, but are not limited to, the following:

- Interviewing the people involved in the accident and any witnesses to the accident;
- Using an approved Accident Investigation Report Form to report all details of the investigation;
- Describing the details of the occurrence;
- Identification of unsafe acts and/or conditions contributing to the accident;
- Describing the reason(s) for identified unsafe acts or conditions;
- Recommending prevention/remedial measures that can be implemented to prevent recurrences of such accidents;
- Identifying recommendations already implemented and/or a timetable for implementing recommendations; and
- Communicating to all other department/area staff about the circumstances surrounding the accident and remedial measures implemented or planned for implementation.

The Accident Investigation Check Chart, shown in Attachment A, may assist investigators in ensuring all details of an incident are properly investigated and recorded in an accident report.

The President or the senior on-site manager shall ensure all appropriate authorities are notified consistent with the provisions of British Columbia *Workers Compensation Act* and Regulations, the British Columbia *Environmental Management Act* and Regulations, and any other policies related to accident and/or injury reporting.

The senior on-site manager shall retain copies of all Accident Investigation Reports for a minimum period of ten (10) years or until it is apparent no further regulatory investigation or legal action will ensue, whichever period is longer.

The senior on-site manager shall maintain a list of recommendation and respective completion dates from all Accident Investigations and follow up, as necessary, to ensure the appropriate recommendations are implemented and reported to the JSHC or HSR, as required.

7 ATTACHMENTS

Attachment A – Accident Investigation Check Chart

ATTACHMENT A
ACCIDENT INVESTIGATION CHECK CHART

Use this check chart for accident investigations to ensure all aspects of the accident have been reviewed.

Prepare an Accident Investigation Report based on your findings.

- Name, address, telephone number of injured worker or witnesses
- Occupation of injured worker or witnesses
- Date and time of incident
- Date and time incident reported to employer
- Exact location of incident
-
- Exact location of injured worker
- Exact location of witnesses
- Activities of injured worker and others before, during, and after incident
- Statements of witnesses and their locations
- Detailed explanation of events in order of sequence of occurrence
- Worker's account of event
- Participant's actions that might have caused or contributed to incident
- What participants said and did immediately before and after incident
- List of tools and equipment at the time of incident
- Names of operators of tools and equipment at time of incident
- Position of equipment controls at time of incident
- Explanation of possible failure or defect in tools or equipment
- Weight and size of materials involved
- Physical conditions such as heating, lighting, noise, weather at time of incident
- Hazardous substances involved and their handling
- Injured worker's experience, training, physical and mental state prior to and at time of incident
- Application of safety rules
- Availability and use of safety equipment
- Unusual activity that might have contributed to incident (arguments, fighting, etc.)
- Substance use or abuse (alcohol, drug, medications)

- Was injured worker performing any duties not within job description? Why and how long?
- Complaints or indication of injury or illness by the injured worker prior to or after incident
- Length of time before injured worker sought medical help
- Pre-existing physical conditions that might have contributed to incident
- Assessment of injured worker's physical effort at time of incident (e.g., no effort, extreme effort)
- Investigator's relationship to injured worker (co-worker, supervisor, friend, etc.)
- Photographs of incident site
- Diagram of incident site, location of injured worker and witnesses
- Evidence seizure and storage
- Is this a recurrence of previous injury? If so, when and where was original injury sustained?

FIRST AID

1 POLICY

Bongarde Media is required by law to establish and maintain First Aid services, supplies and equipment (and, when required, a first aid dressing station or room) which are easily accessible to employees for the prompt treatment of any injured employee.

First Aid facilities shall comply with British Columbia statutes and the appropriate regulations.

First Aid procedures shall be developed and posted in conspicuous locations throughout the workplace; otherwise, employees shall be made aware of First Aid procedures.

2 PURPOSE

Bongarde Media is committed to providing prompt first aid treatment at the workplace to those who require it and to complying with statutory regulations related to the provision of first aid. This Statement of Policy and Procedure is intended to ensure the First Aid services, supplies and equipment (and, when required, a first aid dressing station or room) are available in a timely fashion to all who require it and that the required records regarding the administration of first aid services are properly maintained and processed.

3 SCOPE

This Statement of Policy and Procedure applies to all employees and visitors.

4 RESPONSIBILITY

Each employee is responsible for immediately reporting any workplace injury, accident or illness, no matter how small or apparently insignificant, to his or her immediate supervisor, and for seeking first aid treatment when necessary as soon as possible.

Supervisors are responsible for:

- a) Ensuring, as the first priority, that employees receive proper first aid treatment when a minor injury is reported, and, secondarily, for investigating and accident or workplace injury for the purpose of implementing corrective action to minimize any opportunity a recurrence of the accident or injury; and
- b) Ensuring employees or persons under their control are made aware of, know and adhere to the reporting requirements outlined in – Accident and Injury Reporting.

The President or designated nominee is responsible for:

- a) Ensuring that required first aid services, supplies and equipment (and, when required, a First Aid Dressing Station or Room) are established and maintained in accordance with the British Columbia Occupational Health and Safety Regulation and that accident and injury reports are properly prepared and issued in a timely manner to the appropriate authorities consistent with the reporting requirements specified in British Columbia statutes; and for ensuring all employees are familiar with this policy and related forms;

- b) Ensuring that signs indicating the location of first aid services, supplies and equipment (and, when required, a First Aid Dressing Station or First Aid Room) are posted in conspicuous places throughout the workplace and for ensuring that each employee knows the location of first aid services, supplies and equipment (and, when required, a First Aid Dressing Station or Room);
- c) Ensuring that an emergency communication system is place for employees to summon first aid services;
- d) Ensuring that First Aid kits and their contents are inspected on a regular basis and that the details of each inspection are recorded on the inspection card provided for that purpose;
- e) Ensuring that the number of First Aid Attendants at the workplace and their qualifications and training comply with British Columbia Occupational Health and Safety Regulation;
- f) Ensuring that records are kept at the workplace of employees who are First Aid Attendants;
- g) Ensuring that proper records are kept of all injuries reported that require first aid.

The First Aid Attendant who is in charge of the First Aid services, supplies and equipment (and, when required, a First Aid Dressing Station or Room) is responsible for providing first aid to those who require it, keeping a written record on the approved WCB Form of all circumstances respecting an accident as described by the injured worker, the date and time of its occurrence, the names of witnesses, the nature and exact location of the injuries to the worker and the date, time and nature of each first aid treatment given.

The First Aid Attendant is responsible for advising the President or designated nominee of any first aid supplies which have been depleted and must be replenished.

5 DEFINITIONS

“First Aid Attendant” means a person who holds a valid first aid certificate issued by the Workers Compensation Board or by a person recognized by the Board and who is designated as a first Aid Attendant by Bongarde Media.

“First Aid Facility” means a First Aid Dressing Station or First Aid Room as required by the British Columbia Occupational Health and Safety Regulation.

“Working Alone” means a worker is the only worker at that workplace and the worker is working in circumstances where assistance is not readily available to the worker in the event of injury, illness or emergency.

6 PROCEDURE

Any employee requiring first aid treatment shall attend at the nearest First Aid facility as soon as possible after injury occurs.

An employee who is required to work alone shall, if it is reasonable to do so or if required by an officer, hold a current and valid Level 1 First Aid Certificate.

- a) Only a person holding a current and valid First Aid Certificate in accordance with British Columbia statutes is qualified to administer first aid to an injured employee.
- b) A First Aid Attendant who provides first aid treatment to an employee is required to complete the First Aid Form with the following information:
 - Name of employee treated;
 - Circumstances respecting the accident as described by injured worker;
 - Names of witnesses to the accident, if any;
 - Date and time of the occurrence of the accident;
 - Nature and exact location of the injuries or illness treated; and
 - Nature of each first aid treatment administered
- c) The First Aid Forms shall be maintained at the First Aid facility.

The First Aid forms shall be reviewed quarterly by the President or designated nominee to review the nature and severity of first aid injuries and to determine whether any preventive measures may be taken to prevent such injuries.

The General Manager or a designated nominee shall inspect each First Aid facility and First Aid kit to ensure that its contents meet the requirements under Regulation.

If any injuries appear more serious than those requiring basic first aid, the First Aid Attendant, or the employer's supervisor, shall ensure that the employee is taken for proper medical treatment as soon as possible and that the incident is reported to the WCB as required in – Accident and Injury Reporting, within the time limits therein.

Bongarde Media shall ensure all supervisors, members of the Joint Health and Safety Committee or Health and Safety Representative as the case may be, and any employee who wishes to volunteer for first aid training are trained to the levels required by Regulation. Such training shall be provided by a WCB-approved First Aid trainer at Bongarde Media's expense.

A written emergency communication procedure describing

- a) How to summon assistance in the event of an illness or accident of an employee,
- b) Directions to the worksite, and
- c) How to access the worksite.

Shall be posted in conspicuous locations throughout the workplace and/or a copy of the emergency communication procedure shall be provided to each employee.

DRUGS AND ALCOHOL POLICY

1. Purpose

To ensure that employees are not performing duties while under the influence of drugs or alcohol. This policy addresses the use of drugs and alcohol at work, working while under the influence of drugs or alcohol, and abuse of drugs or alcohol outside of work.

2. Policy Details

- a) Employees must obey all applicable laws.
- b) Employees must not under any circumstances consume drugs or alcohol while on the job, whether operating vehicles or performing other tasks.
- c) Employees that need to operate vehicles and / or heavy machinery must not consume drugs or alcohol less than eight hours before their next scheduled shift and must not attend work under the influence of drugs or alcohol.
- d) Abuse of drugs or alcohol that affects an employee's performance at work or their safety or the safety of others will not be tolerated.

3. Responsibilities

All employees / volunteers are responsible for abiding by this policy. If a supervisor or colleague notices behaviour that indicates an employee may be affected by the use of alcohol or drugs while on the job as listed above or in a different manner, he / she must report it to the department head immediately.

Bongarde Media has a zero-tolerance stance on any abuse of this policy and it will be considered sufficient grounds for immediate termination with cause.

DRUG and ALCOHOL TESTING

1 POLICY

Where there is reasonable cause to suggest an employee in a designated safety-sensitive position is impaired due to the use of drugs or alcohol, Bongarde Media may require an employee to submit to drug and/or alcohol testing.

Where there has been a workplace accident, a safety-related incident or a near miss, Bongarde Media may require employees in designated safety-sensitive positions who were involved in the incident to submit to drug and/or alcohol tests as part of Bongarde Media's investigation.

All information regarding drug or alcohol tests shall be kept confidential and used only for the purpose for which it was collected. As with all health information, records shall be stored in separate locked files and accessed only by those with proper authority.

When a drug test of an employee results in a positive result, Bongarde Media shall take into consideration the employee's use of any prescribed medication, including medical marijuana, and any substance dependency disclosed to Bongarde Media and shall work with the employee to determine if any accommodation of the employee is required in accordance with – Accommodation on the Basis of Disability.

Failure to report for a test, refusal to submit to a test, refusal to sign the consent form or any attempt to tamper with a test sample may be grounds for disciplinary action up to and including termination of employment.

2 PURPOSE

This policy is intended to operate in conjunction with, and as a supplement to, the provisions of – Alcohol and Drugs in the Workplace.

Bongarde Media recognizes that the use of alcohol and drugs can adversely affect job performance, the work environment and the safety of our employees and the public. Employees in designated safety-sensitive positions will be subject to testing in accordance with this policy in order to ensure the safety of all employees and the public at large.

3 SCOPE

This Statement of Policy and Procedure applies to all employees in designated safety-sensitive positions.

4 RESPONSIBILITY

Supervisors are responsible for obtaining the written consent of an employee in a designated safety-sensitive position to submit to drug or alcohol testing, as well as their consent to the collection of information regarding their drug and/or alcohol use.

Employees are responsible for complying with the provisions of
– Alcohol and Drugs in the Workplace.

5 DEFINITIONS

“Designated safety-sensitive position” is a position which Bongarde Media determines has a role in the operation where impairment due to drugs or alcohol in the performance of the duties of the position could result in a significant risk of injury to the employee, other employees, the public, property or the environment. In determining which positions are designated safety-sensitive positions Bongarde Media will examine what consequences are risked if the person performing the particular kind of work does so while impaired by drugs or alcohol. Bongarde Media will also evaluate the specific work being performed and the nature of the equipment/materials operated or used.

“Drugs” includes illegal or illicit drugs, and prescription or over-the-counter medications which are labelled or known to the employee to cause impairment, including without limitation medical marijuana.

6 PROCEDURE

The decision to require an employee in a designated safety-sensitive position to submit to drug and/or alcohol testing must only be made by a supervisor trained in this Policy, with the concurrence of a second trained person wherever possible.

Drug and alcohol testing shall be administered at the workplace, whenever possible, as long as there are qualified personnel available; otherwise testing shall be administered at a location designated by Bongarde Media. Drug or alcohol testing will be performed by qualified professionals in a safe, secure and private environment.

After a workplace accident, a safety-related incident or a near miss, if, in the opinion of the responsible Supervisor, there is a reasonable belief that alcohol or drug use may have been a contributing factor, the employee(s) in a designated safety-sensitive position involved in the incident shall submit to drug and/or alcohol testing in a timely manner as part of the investigation.

Employees will be required to provide written consent to the testing and to the release of results directly to Bongarde Media.

Where an employee undergoes drug or alcohol testing and the test results are positive, the results shall be dealt with in accordance with applicable policies.

WORKPLACE HARASSMENT

1 POLICY

Bongarde Media believes in providing and maintaining a work environment in which all employees are free from workplace bullying or harassment, sexual harassment and discrimination. Such actions are not tolerated and, where possible, are to be redressed.

Retaliation or reprisals are prohibited against any employee who has complained under this Statement of Policy and Procedure, or has provided information regarding a complaint. Any retaliation or reprisals are subject to immediate corrective action, up to and including termination. Alleged retaliation or reprisals are subject to the same complaint procedures and penalties as complaints of discrimination and bullying or harassment.

Bongarde Media recognizes that individuals may find it difficult to come forward with a complaint under the Statement of Policy and Procedure because of concerns of confidentiality. Therefore all complaints concerning workplace bullying or harassment, sexual harassment or discrimination, as well as the names of parties involved, shall be treated as confidential. Bongarde Media's obligation to conduct an investigation into the alleged complaint may require limited disclosure. No record of the complaint will be maintained on the personnel file of the complainant. If there is a finding of improper conduct that results in disciplinary action, it will be reflected only on the file of the person who engaged in such conduct, in the same way as any other disciplinary action.

2 PURPOSE

This Statement of Policy and Procedure outlines the procedures to be followed regarding workplace bullying or harassment, sexual harassment and discrimination so that employees reporting alleged incidents will know the matter will be treated confidentially and may be reported without fear of retaliation or reprisal.

3 SCOPE

This Statement of Policy and Procedure applies to all employees.

This Statement of Policy and Procedure applies not only during working time, but to any activities on or off of company premises which could reasonably be associated with the workplace (e.g. social events).

4 RESPONSIBILITY

All employees, and particularly employees in management positions, are responsible for ensuring discrimination, bullying or harassment are not tolerated and, where possible, are redressed.

Employees are requested to report promptly when they become aware of, or hear of, alleged actions or complaints of discrimination, bullying or harassment.

Managers are responsible for providing a work environment that is free from discrimination, bullying or harassment. This responsibility includes actively promoting a positive, harassment-free work environment, intervening when problems occur and ensuring that employees are aware of the rights and responsibilities outlined in this policy. Additionally, managers are responsible for dealing with inappropriate actions of others that come to their attention.

The President, in co-operation with the Human Resources Department, shall ensure that all managers, supervisors and employees receive training on recognizing, preventing and responding to bullying and harassment, and the complaint and investigation procedures contained in this policy.

The President and the Joint Health and Safety Committee shall review this policy annually.

5 DEFINITIONS

“Workplace” means any place where business or work-related activities are conducted. It includes, but is not limited to, the physical work premises (offices or plants), work-related social functions (parties, golf games, etc.), work assignments outside Bongarde Media’s offices or plants, work-related travel, and work-related conferences or training sessions.

“Harassment” means engaging in a course of vexatious comment or conduct that is known, or ought reasonably to be known, to be unwelcome. It may include unwelcome, unwanted, offensive or objectionable conduct that may have the effect of creating an intimidating, hostile or offensive work environment; interfering with an individual’s work performance; adversely affecting an individual’s employment relationship; and/or denying an individual dignity and respect. Harassment may result from one incident or a series of incidents. It may be directed at specific individuals or groups.

“Sexual harassment” is any unsolicited conduct, comment or physical contact of a sexual nature that is unwelcome by the recipient. It includes, but is not limited to, any unwelcome sexual advances (oral, written or physical), requests for sexual favours, sexual and sexist jokes, racial, homophobic, sexist or ethnic slurs; written or verbal abuse or threats; unwelcome remarks, jokes, taunts or suggestions about a person’s body, a person’s physical or mental disabilities, attire or on other prohibited grounds of discrimination; unnecessary physical contact such as patting, touching, pinching or hitting; patronizing or condescending behaviour; displays of degrading, offensive or derogatory material such as graffiti or pictures; physical or sexual assault.

“Bullying” is a pattern of acts or verbal comments that could mentally hurt or isolate a person in the workplace, which may include negative physical contact, and usually involves repeated incidents or a pattern of behaviour intended to intimidate, offend, degrade or humiliate a particular person or group of people.

6 PROCEDURE

(a) Step 1 - Self-help

Employees are encouraged to attempt to resolve their concerns by direct communication with the person(s) engaging in the unwelcome conduct. Where employees feel confident or comfortable in doing so, communicate disapproval in clear terms to the person(s) whose conduct or comments are offensive. Keep a written record of the date, time, details of the conduct and witnesses, if any.

(b) Step 2 – Management Support and Intervention

Employees who are not confident or comfortable with Step 1 and who believe they are victims of discrimination, bullying or harassment, or become aware of situations where such conduct may be occurring, are encouraged to report these matters to any of the following: the employee's manager, President, or any person designated to deal with bullying or harassment complaints from time to time by Bongarde Media.

(c) Step 3 – Formal Complaint

If informal attempts at resolving the issue are not appropriate or prove to be ineffective, a formal complaint may be filed. To file a formal complaint:

- (i) Provide a letter of complaint that contains a brief account of the offensive incident (i.e., when it occurred, the persons involved, names of witnesses, if any). The letter shall also include the remedy sought and be signed and dated by the person complaining.
- (ii) File the complaint with your manager, to the President, or to any person designated by Bongarde Media to deal with harassment complaints.
- (iii) Cooperate with those responsible for investigating the complaint.

An employee who becomes aware of situations where discrimination, bullying or harassment may be occurring is requested to notify his or her manager, the President or to any person designated by Bongarde Media to deal with such complaints.

Formal complaints shall be investigated. The investigation process shall involve interviews of the complainant, the respondent and any witnesses named by either. Within fourteen (14) working days of the incident or notice thereof, that manager shall investigate the incident and prepare a written report of the investigation findings. The report shall be provided along with recommendations, if any, to the President for action.

All complaints shall be handled in a confidential manner. Information concerning a complaint, or action taken as a result of the investigation, will not be released to anyone who is not involved with the investigation.

Disciplinary action for violations of this Statement of Policy and Procedure will take into consideration the nature and impact of the violations, and may include a verbal or written reprimand, suspension (with or without pay) or termination (with or without notice). Similarly, deliberate false accusations are of equally serious nature and will also result in disciplinary action up to and including termination without notice for just cause. Note, however, that an unproven allegation does not mean that harassment did not occur or

that there was a deliberate false allegation. It simply means that there is insufficient evidentiary basis to proceed or that while the complainant may have genuinely had reason to believe that there was harassment, investigation has not borne out the complaint.

WORKPLACE VIOLENCE

14 POLICY

Bongarde Media does not tolerate violence or unacceptable behavior in the workplace perpetrated by or against employees, customer, clients, or other third parties. In the event of a violent incident or unacceptable behavior perpetrated by an employee, Bongarde Media will act to severely discipline the employee, up to and including discharge for cause.

Bongarde Media shall establish programs and procedures to assess and reduce the risk of violence and unacceptable behavior in the workplace. All employees are expected to be aware of and participate in such programs and procedures, as required.

A copy of this policy shall be provided to each new employee as part of the employee's hiring documentation.

This policy shall be reviewed after any serious incident or at least annually, whichever is the earlier.

15 PURPOSE

The purpose of this policy is to establish procedures to minimize and/or prevent violence and unacceptable behavior in the workplace and to foster the safety and security of Bongarde Media's employees, customers, and visitors to our work sites.

16 SCOPE

This policy applies to all employees of and visitors to Bongarde Media.

17 RESPONSIBILITY

Employees

- a) Employees are responsible for informing their supervisors of any violence, potential risk of violence, or unacceptable behavior they may experience or witness. This includes issues in the employee's non-work life that may impact on the employee's or his or her co-worker's safety.
- b) Employees are responsible for reporting to their Supervisors any incidents of violence or close calls, according to the procedures set out in this policy.
- c) Employees are responsible for attending any training or information sessions provided by the employer to reduce violence or risks of violence.
- d) Employees are expected to co-operate with the police, company investigators or other authorities as required during any investigation related to workplace violence.

Supervisors

- a) Supervisors are responsible for assessing the risk of violence to employees in their jurisdiction, minimizing those risks where necessary or reasonably possible and informing any affected employee of such risk or potential risk.

- b) Supervisors are responsible for ensuring employees are trained to:
 - i. Recognize the potential for violence;
 - ii. Follow the procedures and policies developed to minimize risk;
 - iii. Respond to incidents appropriately; and
 - iv. Report and document such incidents.
- c) Supervisors are responsible for tracking and reporting risks of violence, incidents of violence, and close calls to Management and the Joint Health and Safety Committee, according to the lines set out in the procedures. The Violent Incident Report Form shown in Attachment A to this policy is used for this purpose.
- d) Supervisors are responsible for ensuring proper medical care is provided for anyone involved in an incident and for securing the safety of employees, before investigating the incident or taking reports.
- e) Supervisors are responsible for co-operating with police, company investigators or other authorities, as required during any investigation related to workplace violence.

18 DEFINITIONS

“Violence” means unacceptable behavior as defined in paragraph 5.03 and includes any incident in which there is

- a) The exercise of physical force by a person against an employee, in the workplace, that causes or could cause physical injury to the employee,
- b) An attempt to exercise physical force against an employee, in a workplace, that could cause physical injury to the employee,
- c) A statement or behavior that it is reasonable for an employee to interpret as a threat to exercise physical force against the employee, in a workplace, that could cause physical injury to the employee.
- d) An attempt to threaten or assault a client or visitor to the workplace while on company premises; or
- e) An attempt by an employee to threaten or assault a client, co-worker or other individual in circumstances relating to the employee’s execution of his or her duties, whether on or off company premises.

f)

“Workplace” means in or on the property of Bongarde Media, or away from Bongarde Media property if the employee is engaged in work-related activities.

“Unacceptable Behaviour” means physically or psychologically aggressive behaviours including but not limited to:

- Hitting, kicking, punching, pushing, shoving, slapping, pinching, grabbing, biting
- Carrying or brandishing weapons of any sort
- Throwing objects at an individual with a view to cause physical injury or fear
- Destruction of workplace or co-worker’s property
- Threats of violence
- Intimidating behavior that causes the recipient to have a fear of physical violence
- Obscene or harassing telephone calls.

“Close Calls” means incidents which did not result in actual physical harm, but except for circumstances, had the potential to result in physical harm.

“Minor Incident” means an incident in which no one is physically harmed in any way and which was resolved through employee or Supervisory mediation.

“Serious Incident” means an incident in which someone was physically harmed (whether requiring medical attention or not), or which continued or escalated after Supervisory mediation.

19 PROCEDURE

The Manager of each Department shall initiate a process to involve Supervisors, employees and the Joint Health and Safety Committee in assessing the risk of violence in the department and work environment on a periodic basis. The process shall include taking actions to remove as many risks as can be reasonably removed and instructing employees to recognize risk. The risk assessment shall be reviewed at least annually.

Each and every incident of violence in the workplace shall be reported immediately to the Supervisor. The Violent Incident Report Form shown in Attachment A to this policy is used for this purpose.

The Supervisor shall investigate the incident immediately. The Violent Incident Investigation Checklist shown in Attachment B to this policy may be used to ensure proper investigation of any reported violent incident.

- a) The Supervisor shall immediately make the appropriate inquiries of the victim and/or witnesses to determine if the incident is minor or serious.
- b) If the incident is minor:
 - i. The Supervisor will determine if mediation is appropriate and if so, mediate or arrange for mediation of the situation;
 - ii. Conduct the appropriate investigation immediately; and
 - iii. Within twenty-four (24) hours, write a report outlining the details, facts and witnesses of the incident and submit the report to the President and the Joint Health Safety Committee.

If the assailant is an employee, the Supervisor shall apply appropriate disciplinary measures based on the facts of the incident and the assailant’s employment record.

- c) If the incident is serious:
 - i. The Supervisor must first ensure the safety of employees and him/herself;
 - ii. Ensure proper medical treatment is provided to the injured person(s) or sent for;
 - iii. Contact the authorities as soon as possible, (Police, WorkSafeBC, WCB, where appropriate), to report the incident;
 - iv. Contact the President and Joint Health and Safety Committee or Health and Safety Representative, as appropriate, as soon as possible, to assess who should be involved in the investigation;

- v. Conduct a thorough investigation, keeping detailed notes of facts, times, witnesses, and witness accounts;
 - vi. Within twenty-four (24) hours after the completion of the investigation write and submit a detailed report of the incident to the Joint Health and Safety Committee and the President, and any other parties required by law.
 - vii. Consult with the President regarding any disciplinary action to be applied.
- d) If the incident involves a fatality; results in an individual being admitted to a hospital for more than two (2) days; or involves an unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury,
- i. The area where the incident occurred must be sealed and not disturbed except insofar as is necessary to attend to persons injured or killed, or to prevent further injuries;
 - ii. The President shall immediately notify the WCB and/or other authorities, as necessary, of the time, place and nature of the incident.

To report a serious incident or fatality, phone
Monday – Friday, 8:30a.m – 4:30 p.m. 1-888-621-7233
After hours (Richmond) toll-free 1-866-922-4357

The sealed are must remain sealed unless otherwise directed by OHSa Director of Inspection, an OHSa Officer or peace officer.

A Supervisor shall advise an employee to consult a health professional of the employee's choice for treatment or referral if the employee reports an injury or adverse symptom resulting from workplace violence or is exposed to workplace violence.

The individual responsible for documenting newly hired employees shall ensure a copy of this policy is provided to and reviewed with each new employee during that employee's documentation process.

20 ATTACHMENTS

Attachment A – Violent Incident Report Form

Attachment B – Violent Incident Investigation Checklist

Attachment C – Sample Workplace Violence Risk Assessment Form

Attachment D – Sample Violence in the Workplace Compliance Checklist

ATTACHMENT A

VIOLENT INCIDENT REPORT FORM

Complainant Information		
Name:		Job Title:
Department:	Date of Incident:	Time of Incident:
Type of Incident: <input type="checkbox"/> Physical <input type="checkbox"/> Verbal <input type="checkbox"/> Other		
Description of Incident:		
Location of Incident:		
Medical Attention Required (Please Explain):		
Police Called? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give details:	WSIB Report Issued? <input type="checkbox"/> Yes <input type="checkbox"/> No Provide details:	
Investigation Conduct? <input type="checkbox"/> Yes <input type="checkbox"/> No Names of Investigators Involved:	Reported to Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of Supervisor:	

VIOLENT INCIDENT REPORT FORM

Assailant Information			
<input type="checkbox"/> Employee <input type="checkbox"/> Customer <input type="checkbox"/> Visitor <input type="checkbox"/> Delivery Person <input type="checkbox"/> Ex-Employee <input type="checkbox"/> Other (Please Specify)			
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Name (If Known):	
Age:	Height:	Weight:	Complexion:
Other Distinguishing Marks:			
Vehicle Description (If Any):			
Other Information			
Has the assailant been involved in any previous incidents with employee? If yes, provide details.			
Did any working condition contribute to the incident?			
Names of Witnesses:			
Please provide and other information you think is relevant:			
Name of Investigator:		Signature of Investigator:	
Date:			

ATTACHMENT B

VIOLENT INCIDENT INVESTIGATION CHECKLIST

Use this check chart for violent incident investigations to ensure all aspects of the incident have been reviewed. Prepare an Incident Report based on your findings.

- Names, addresses, telephone numbers of complainants, assailants and witnesses
- Occupation of complaints, assailants and witnesses
- Date and time of Incident
- Date and time incident reported to employer
- Exact location of Incident
- Exact location of complainants, assailants and witnesses
- Activities of complainants, assailants and witnesses before, during and after incident
- Statements of witnesses and their locations
- Detailed explanation of events in order of sequence of occurrence
- Complainant’s account of events
- Description of assailant(s)
- Description of any vehicles involved in incident
- Assailant’s account of events
- What participants said and did immediately before and after incident
- Physical conditions of work environment at time of incident
- Assailant’s physical and mental state prior to and at time of incident
- Unusual activity that may have contributed to incident
- Substance use or abuse
- Relationship between complainant and assailant, if any
- Investigator’s relationship to complainant and assailant, if any
- Photographs of incident site
- Diagram of incident site, location of injured worker and witnesses

WORKPLACE VIOLENCE RISK ASSESSMENT FORM

Name:

Title:

Department: Date:

Part 1. Work Department/Area: Briefly describe your department/area and the types of activities or functions performed by employees in the department.

Part 2. History				
Task	Yes	No	Describe/Specify	Action to be taken/control measure to implement
Have there been incidents when employees in your department have experienced or been threatened with physical violence? If yes, describe incidents.				
Have there been incidents when employees in your department have experienced verbal abuse, i.e., shouted at, obscene language, threats or obscene phone calls? If yes, describe incidents.				

Part 3. Activities which might expose employees to risk of violence				
Task	Yes	No	Describe/Specify	Action to be taken/control measure to implement
Do employees in your department work with money or other valuables? If yes, describe.				
Do employees in your department deliver or collect items of value? If yes, describe.				
Do employees in your department deal with people who may be under the influence of drugs or alcohol? If yes, describe.				
Do employees in your department deal with people who are deeply				

troubled or distressed? If yes, describe.				
Do employees in your department monitor or regulate the activity of others or carry out procedures or make decisions which adversely affect others? If yes, describe.				
Are employees in your department involved with activities that might elicit a negative or confrontational response? If yes, describe.				
Are there other aspects of the work in your department that might spark a violent response? If yes, describe.				

Part 4. Factors the increase the risk of violence

Working alone: A person works alone when he/she works in a situation where he/she is out of sight and out of hearing of other employees.

Task	Yes	No	Describe/Specify	Action to be taken/control measure to implement
Do any of your employees work alone during normal working hours? If yes, describe.				
Do any of your employees work alone after normal working hours? If yes, describe.				
Describe any precautions already taken to safeguard employees of your department who work alone.				
Describe other factors which you feel might increase the risk of violence.				

Part 5. Reducing the risk of violence

Task	Yes	No	Describe/Specify	Action to be taken/control measure to implement
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<p>Describe policies or procedures already in place to reduce the risk of violence in your department.</p>				
<p>In light of your responses to the questions in this assessment:</p> <ul style="list-style-type: none"> a) Do you consider that you have taken all steps to prevent or reduce the risk of violence? b) What further steps would you recommend? c) What assistance do you need to accomplish any of the above steps? Specify. 				

VIOLENCE IN THE WORKPLACE COMPLIANCE CHECKLIST

1. Violence Prevention Program				
Task	Yes	No	N/A	Action Required
Does your workplace have a violence prevention program?				
Does the program include: <ul style="list-style-type: none"> • Risk assessment process • Policies and procedures • Control measures in place/evaluation and implementation of corrective action • Communication process/instruction to workers • Training and education • Reporting and investigation process 				
Was the program developed by management in collaboration with Health and Safety Committee or worker representatives?				
Was the program approved by senior management?				
Did you clearly communicate the program to all employees?				
Have you included the workplace violence prevention program as part of your general occupational health and safety program?				
2. Violence Prevention Policy and Standards				
Task	Yes	No	N/A	Action Required
Have you established policies and procedures to eliminate or minimize the risk to workers from violence?				
Does the policy include clearly established standards and expectations for violence prevention such as: <ul style="list-style-type: none"> • A policy statement acknowledging the risk of injury from violence • A clear statement of the responsibilities of managers, supervisors, and workers 				

<ul style="list-style-type: none"> • Provision for periodic risk assessments • Establishing clear codes of conduct, supported by procedures that are conducive to a culture that encourages and supports early identification, intervention and meaningful discussion • Written instructions for works so they understand the work environment arrangements designed to minimize the risk of violence and safe response methods they must use • Worker and supervisor training • Incident reporting and investigation • Incident follow-up, including review of you corrective action taken to determine its effectiveness • Annual program review to evaluate the program's performance 				
<p>Does the violence policy deal with domestic violence?</p>				
<p>Did you clearly communicate the policy and procedures to all employees via:</p> <ul style="list-style-type: none"> • Email • Group meeting • Hard copy • Bulletin boards • Intranet • Individual meeting 				
<p>3. Risk Assessment</p>				
<p style="text-align: center;">Task</p>	<p style="text-align: center;">Yes</p>	<p style="text-align: center;">No</p>	<p style="text-align: center;">N/A</p>	<p style="text-align: center;">Action Required</p>
<p>Have you conducted a risk assessment to determine the nature, type and likelihood of occurrences of violence anticipated in the workplace?</p>				
<p>Have you assessed the location and circumstances in which work takes place at your workplace?</p>				
<p>Have you reviewed records and reports, e.g., security reports, employee incident reports, staff perception surveys, health and safety inspection reports, first aid records or other related records (at least once a year)?</p>				

Have you reviewed past incidents and accidents – e.g., Ministry of Labour orders (at least once a year)?				
Have you reviewed factors at the workplace that might contribute to risk of violence, e.g., contact with public, exchange of money, working alone or at night, etc. (at least once a year)?				
4. Control Violence Hazards				
Task	Yes	No	N/A	Action Required
Do measures include workplace design to minimize the risk of violence, for example, use of signs, locks, physical barriers, lighting and electronic surveillance?				
Have you considered improvements such as placing the reception area in view of other workers, improving lighting in the parking lot or using fences to control access to the work site?				
Do you have written procedures for checking the well-being of any worker assigned to work alone or in isolation under conditions which present a risk of injury?				
Have you implemented controls measures, such as: <ul style="list-style-type: none"> • Two-way communications systems • Intervention security • Link to the police • Emergency-response teams • Video surveillance cameras • Personal alarms • Panic buttons/voice-activated devices • Adequate staffing • System for identifying, isolating and restraining high-risk patients, residents or clients • Escape avenues • Safe rooms with peep holes and communication ability 				
Was the violence prevention program part of all employee orientation and training?				
Are education and training provided to workers so they are aware of potential				

violence risks, policies and procedures for controlling them?				
Have all your workers been trained in the written procedures?				
Is your training sufficient to ensure your workers are aware of any risk of violence and the appropriate measures to be taken if violence occurs or is threatened?				
Do your Supervisors have all the necessary training to safely supervise all workers?				
5. Communication Process				
Task	Yes	No	N/A	Action Required
Have you provided information to your workers related to the risk of violence from any persons whom you are aware have a history of violent behavior and whom your workers might encounter in their work?				
6. Reporting and Investigation				
Have you developed a chain of command and reporting/response procedure in the policy/program to respond to threats of domestic and workplace violence, abuse, harassment or other violence-related complaints that occur in the workplace or that are work-related?				
Have you established required steps to take toward resolving incidents in a timely manner?				
Have you established steps to communicate to appropriate workplace parties (i.e., complainant, workplace representatives, JHSC, Human Resources, Occupational Health and Safety manager and co-workers)?				
Have you established a safety plan for victims to ensure that a number of safety/security measures are in place for their protection? Staff scheduling and work reassignments and transfers should be accommodated in situations involving any form or source of workplace violence.				
Do you have a process to ensure a thorough investigation of all claims of misconduct present in the workplace?				

<p>This process will also outline that mediation should not be utilized for incidents involving any form or source of violence because of the power imbalance between the parties in these circumstances.</p>				
<p>7. Audit and Review of Program</p>				
<p>Task</p>	<p>Yes</p>	<p>No</p>	<p>N/A</p>	<p>Action Required</p>
<p>Do you regularly inspect your workplace and look for signs of violence such as broken items or holes in walls?</p>				
<p>Do you conduct an annual review of the violence prevention program, and make revisions where needed?</p>				
<p>Is the violence prevention program audited every year to ensure its effective, and make revisions where needed?</p>				

WHISTLEBLOWER PROTECTION

1 POLICY

- (a) Where an employee, acting in good faith and on the basis of reasonable belief, becomes aware of actual, suspected or intended misconduct, unlawful activity, suspicious financial management, or other accountability concerns, he or she has a duty to report such misconduct or incidents, as soon as learning of them, to lawful authorities.
- (b) An employee, acting in good faith and on the basis of reasonable belief, may refuse to carry out any order or direction which is illegal, unethical, or against company policy and which is given by an individual who has direct or indirect control over the employee's employment. Such refusals must be reported immediately to lawful authorities.
- (c) Employees are expected to co-operate fully with lawful authorities during any investigation or proceeding related to acts of alleged misconduct or work refusals under this policy.

No employee shall be subject to discipline, termination, demotion, or any form of retaliation, including but not limited to, intimidation, harassment, financial penalty or other threats by reason that:

- (i) the employee, acting in good faith and on the basis of reasonable belief, reports actual, suspected or intended misconduct as outlined in paragraph (a); or
- (ii) the employee, acting in good faith and on the basis of reasonable belief, refuses to carry out an order or direction which is illegal, unethical, or against company policy and reports such refusals in accordance with paragraph (b); or
- (iii) the employee cooperates with, or provides information to, or testifies in any proceeding against a member of Bongarde Media regarding situations outlined in paragraph's a,b and c.

Nothing in this policy is meant to take precedence over an employee's duties under federal or provincial law, or common law. Any unlawful misconduct or incident which may affect public safety must be reported to the proper lawful authorities immediately.

Information regarding any alleged misconduct, the identity of the reporting person, and any details of the alleged misconduct or investigation, shall be held in confidence by those to whom or through whom the misconduct is reported, including the President or other lawful authorities, except as required by this policy or by law. Any employee who breaches this confidentiality requirement shall be subject to discipline up to and including termination for cause.

Complaints or reports of misconduct made under this policy shall be fully investigated, and any employee found to have participated in actions of misconduct shall be subject to discipline, up to and including termination for cause.

An employee who makes a complaint or report of misconduct under this policy which is found to be both unfounded and made with malicious intent will be subject to disciplinary measures up to and including termination for cause.

2 PURPOSE

Bongarde Media is committed to maintaining high ethical standards and legitimate business practices and wishes to encourage the identification and prevention of any misconduct that may affect this commitment. The purpose of this policy is, therefore:

- (a) to provide employees with a system whereby employees can disclose any knowledge of actual or intended misconduct which may be unethical, illegal or fraudulent; and
- (b) to provide employees who provide such disclosure, and are acting in good faith, and on the basis of reasonable belief, with protection from any form of retaliation or threat of retaliation when they do provide such disclosure.

3 SCOPE

This policy applies to all employees, independent contractors, clients, job applicants and any other individual who may have dealings with Bongarde Media.

This policy does not apply to complaints or issues related to employment or safety issues. Such issues should be handled through the individual's immediate supervisor and be dealt with under other more appropriate policies.

4 RESPONSIBILITY

Employee

- (a) An employee, acting in good faith and on the basis of reasonable belief, has a duty to report actual, suspected or potential incidents of misconduct and to co-operate with any investigation by lawful authorities into such allegations.
- (b) An employee is responsible for adhering to Bongarde Media's confidentiality policy when making reports to external lawful authorities, except where required by law, or where an employee's safety or public safety is imminently threatened.

Supervisors are responsible for:

- (a) receiving any reports of misconduct from employees or clients in confidence, and for immediately forwarding such reports to the President
- (b) co-operating with any investigations into misconduct
- (c) fostering work environment which encourages open communication, ethical behavior, adherence to laws and adherence to company policy

President

The President is responsible for receiving reports of misconduct, alleged misconduct or anticipated misconduct and for:

- (a) assessing the situation in order to make a determination of the process of investigation to be followed
- (b) determining whether external authorities should be notified
- (c) leading the internal investigation process
- (d) reporting to the most senior level of executive management, or in the alternative the Chair of the Board of Directors, the confirmed facts of each disclosure
- (e) implementing actions to resolve the issue and ensuring any procedural or policy changes that may be necessary in order to prevent a recurrence
- (f) developing and preparing, in consultation with the most appropriate senior authority, a communications strategy for internal and external use regarding the misconduct and/or investigation
- (g) providing any information or follow-up reports as required by executive management, external authorities or agencies

In carrying out these responsibilities, the President, in his or her sole discretion, may involve legal counsel and/or independent auditor representatives throughout the process.

5 DEFINITIONS

“Lawful authority” means:

- (a) any person directly or indirectly responsible for supervising the employee
- (b) any police or law enforcement agency with respect to an offence within its power to investigate
- (c) any person whose duties include the enforcement of provincial or federal law within his or her power to investigate.

“Misconduct” means conduct which results in or could result in a contravention of federal or provincial law, serious breach of company policy, misuse of company resources, financial mismanagement or misuse of authority. Misconduct also includes any retaliatory measures against any employee who is protected under this policy.

6 PROCEDURE

- (a) An employee, acting in good faith and on the basis of reasonable belief, who has knowledge or a concern that misconduct has occurred or will occur, must report the information to his or her immediate Supervisor as soon as the employee becomes aware of such information.
- (b) If it is not possible or appropriate to report the information to the employee’s immediate Supervisor, the information should be reported to the Department Manager.

- (c) If it is not possible or appropriate to report the information to the employee's Supervisor or Department manager, the information should be reported directly to the President, or as a last resort, to a member of the Board of Directors.

Any person who received a report of alleged misconduct under this policy must hold the report and the identity of the reporting person in confidence.

Employees are discouraged from making anonymous reports. If an employee, for whatever reason, believes that he or she cannot otherwise make a report of misconduct, anonymous reports can be sent to the President via the internal mail system or by telephone.

The President shall exercise the specific and exclusive responsibilities specified and conduct inquiries and investigations into complaints or allegations made and/or submitted under this policy, including complaints or allegations that whistleblowers have suffered retaliation. The employee who initiated the report of alleged misconduct shall be notified of the proposed process of investigation except where the initial report is made anonymously.

Any and all information collected under this policy or through the investigative process shall be held in confidence, except where disclosure may be necessary to further the investigation, or as required by law.

Employees and independent contractors are required to co-operate with the investigation of incidents under this policy and, if necessary, shall be granted paid time off to do so.

WORKING ALONE

1 POLICY

Bongarde Media will make every reasonable effort to schedule work to minimize the incidence of employees working alone or in isolation. However, we recognize that there are certain circumstances in which employees will be required to work alone.

When employees are required to work alone or in isolation, Bongarde Media is committed to providing and maintaining procedures which will promote a safe and healthy work environment.

2 PURPOSE

The purpose of this policy is to provide a safe environment and promote safe work practices for employees who are required to work alone or in isolation.

3 SCOPE

This policy applies to all employees of Bongarde Media, while they are on duty, regardless of their work site.

4 RESPONSIBILITY

Human Resources

- a) The Human Resources Department is responsible for maintaining current information on safety risks and preventative measures for working alone situations, making supervisors aware of these issues, and updating this policy as necessary.
- b) The Human Resources Department will produce checklists or other tools to assist supervisors to conduct safety assessments.

Supervisors

Supervisors are responsible:

- a) For being aware of this policy and procedure and for ensuring compliance by all employees within their jurisdiction.
- b) For carrying out assessments, identifying risk, communicating risks to employees and taking steps to eliminate such risks. This includes ensuring training, investigations and evaluations required by this policy are completed.
- c) For recording each incident, occurrence or concern of employees working alone, making note of the date, circumstances, resolutions and other details.
- d) For taking every step reasonable to respond to employees' concerns or correct any unsafe situation.

Employees

- a) Employees must report any concerns they have regarding health and safety to their Supervisor.
- b) Employees must follow security procedures and practice safe work practices.

5 DEFINITIONS

“Working Alone or in Isolation” means to work in circumstances where assistance would not be readily available to the worker

- a) In case of an emergency, or
- b) In case the worker is injured or in ill health.

6 PROCEDURE

Situations where employees may be working alone or in isolation must be examined and any hazards to the worker identified.

Potential workplace hazards and safety risks must be identified and communicated to affected employees. Employees must be consulted when identifying risks and discussing potential corrections.

The Joint Health and Safety Committee or Health and Safety Representative, as applicable shall be involved in the process of assessment, identification and elimination or reduction of any risks and in the development and implementation of any written procedures related to working alone or in isolation.

Any identified hazards or risks shall be eliminated or reduced if practicable using engineering controls, administrative controls or both.

- a) An effective means of communication, and other security measures shall be available to all employees who work alone or in isolation, and appropriate training shall be provided.
- b) A person shall be designated to establish contact with the employee at predetermined time intervals and the results of those checks shall be recorded in a log book. A check designated to check on the employee’s well-being shall be trained in the written procedure for checking on the employee’s well-being.

Employees will be educated about the potential risks associated with working alone or in isolation and shall be trained to take steps to prevent or eliminate such risks.

All incidents, occurrences, concerns of employees will be recorded and assessed. Where possible, corrective measures will be taken to prevent recurrences.

All security practices and working alone procedures shall be thoroughly reviewed annually, and adjusted accordingly.

DEPARTURE POLICY

Bongarde Media recognizes the contributions of its employees and is committed to providing good working conditions and health and safety standards.

Termination for Cause

An Employment Contract may be terminated by the Employer at any time for cause, without notice or payment in lieu of notice or severance pay whatsoever, except payment of outstanding wages, overtime and vacation pay to the date of termination. Cause includes, but is not limited to, any act of dishonesty, conflict of interest, breach of confidentiality, harassment, insubordination, or careless, negligent or documented poor work performance (*see Progressive Discipline Policy*).

Termination without Cause

An employee is entitled to a certain amount of notice (or pay in lieu of notice) when their employment is terminated without cause.

Bongarde Media strictly adheres to the BC Employment Standards Act; the following amount of notice (or pay in lieu) is provided:

- After three consecutive months of employment – one week's pay
- After 12 consecutive months of employment – two week's pay
- After three consecutive years of employment – three weeks' pay, plus one week's pay for each additional year of employment to a maximum of eight weeks.

The notice as described above is inclusive of all statutory and common law entitlements to notice or payment in lieu of notice.

Upon satisfaction of the requirements, the Employer shall have satisfied any and all obligations to the employee, whether under the ESA, as amended or at common law.

Resignation

After completion of the first ninety (90) days of the probationary period, employees must give the Employer two (2) weeks' notice of resignation. The Employer may waive the resignation notice period in whole or in part at any time by providing payment off regular wages for the period so waived.

Layoff

Operation requirements are subject to changed based on workload and the funding levels received on an annual basis. All efforts will be made to keep staff in a position similar, in scope and salary, to that they have become accustomed to. If the organization is unable to do this, then employees will receive one (1) week notice for each year of service, as required by the BC Employment Standards Act.

Employer Property

Upon termination of employment for any reason, all items of any kind created or used pursuant to the employee's service or furnished by the Employer including but not limited to computers, reports, files, diskettes, manuals, literature, confidential information, or other materials shall remain and be considered the exclusive property of the Employer at all times and shall be surrendered to the Employer, in good working condition, promptly and without being requested to do so.