

Introduction

A harmonious understanding of all Policies is of utmost importance to the successful relationship between all people in our employ.

The various topics of Policies listed should serve as a strong and level playing field. We believe that our Policies should lay down a road for long-term success.

GENDER

Words in the masculine gender shall include the feminine

DEFINITIONS

The Company – Melloul-Blamey Construction Inc.

Melloul-Blamey – Melloul-Blamey Construction Inc.

Senior Management – Partners / Executives of the Company (President and Vice-Presidents)

Management – A person who has the power and responsibility to organize, make decisions,
give direction and manage a group of one or more people

Worker – Any person performing work or services for monetary compensation

H.R. – Human Resources

IT – Information Technology

JHSC – Joint Health and Safety Committee

WSIB – Workplace Safety and Insurance Board

RTW – Return to Work

FAF – Function Abilities Form

The Company reserves the right to amend any Melloul-Blamey Policies at their discretion

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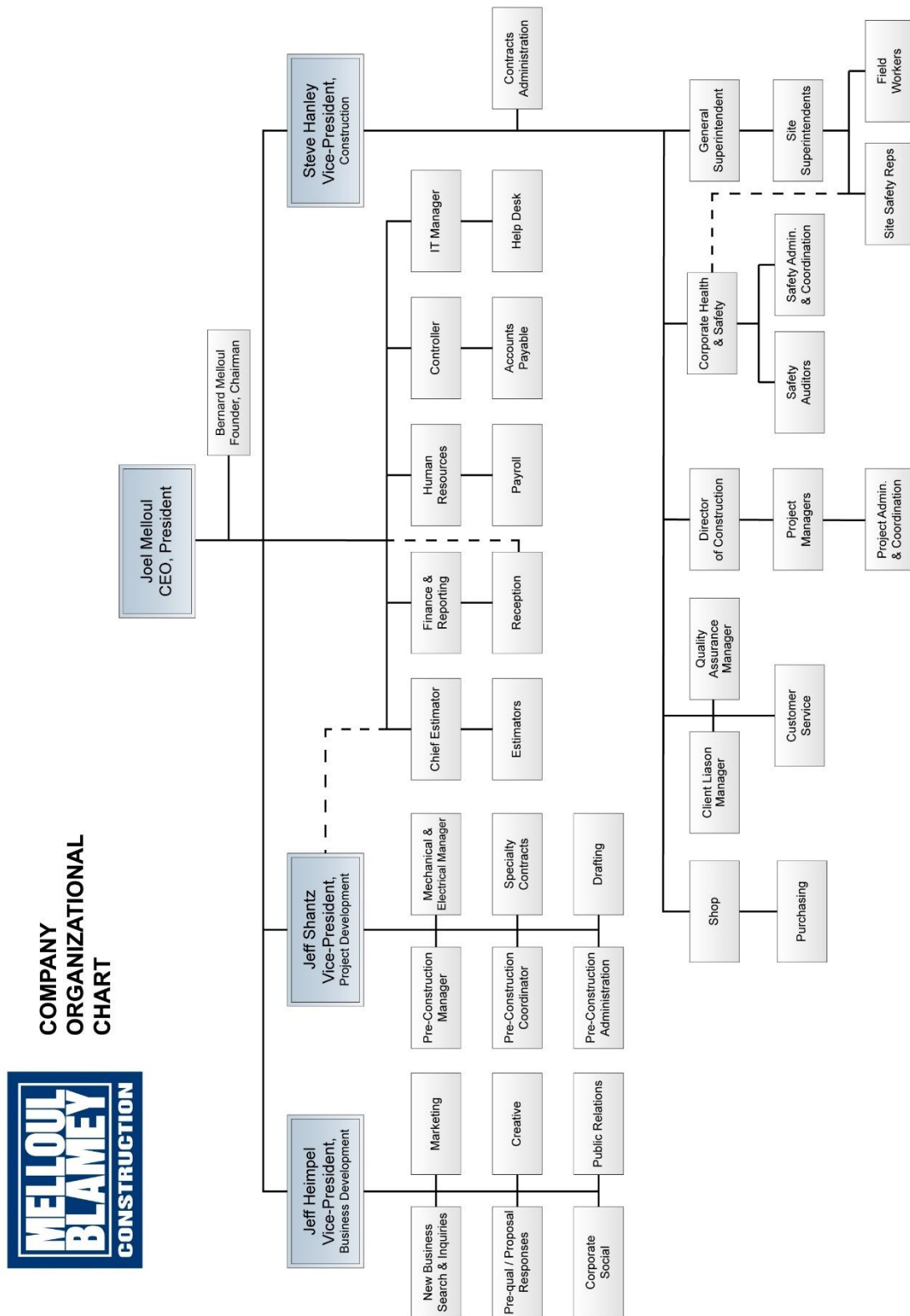
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Policy: SUSTAINABILITY COMMITMENT	
Date of Issue: February 11, 2010	Authorized By: J. Melloul
Reviewed/Revision: Jan. 1/25, Feb 12/24, Mar. 1/22	Approved By: 

At Melloul-Blamey Construction Inc., we are dedicated to creating positive impacts for both people and places. Our commitment to sustainability drives us to implement responsible practices that benefit the environment, empower communities, and create long-term value for all stakeholders.

Environmental Commitment We strive to reduce the environmental footprint of our operations by integrating best practices into every project:

- a. **Energy Efficiency:** Utilizing energy-efficient machinery and processes to reduce emissions and energy consumption on job sites.
- b. **Waste Minimization:** Implementing comprehensive waste management programs that prioritize reduction, reuse, and recycling.
- c. **Carbon Reduction:** Minimizing hazardous waste, promoting carpooling, and ensuring peak performance of equipment through regular maintenance.

Social Responsibility Beyond constructing buildings, we focus on building stronger communities:

- a. **Community Engagement:** Collaborating with local stakeholders to address needs and minimize project disruptions.
- b. **Employee Well-Being:** Fostering a safe, inclusive, and empowering workplace where employees can thrive.
- c. **Skill Development:** Offering training programs to enhance skills in sustainable construction practices.
- d. **Diversity and Equity:** Promoting workforce diversity and ensuring equal opportunities for all.


Economic Viability Sustainability is integrated into our financial strategy to drive long-term value:

- a. **Innovation and Technology:** Reducing paper use by leveraging digital tools for project communication and design.
- b. **Cost-Effective Solutions:** Implementing practices that minimize costs without compromising environmental integrity.

Governance and Leadership Strong leadership underpins our sustainability goals:

- a. **Sustainability Committee:** Overseeing and driving initiatives to ensure accountability and progress.
- b. **Regulatory Compliance:** Adhering to local and international environmental standards.
- c. **Collaborative Partnerships:** Working with suppliers, contractors, and industry organizations to amplify sustainable impacts.

By integrating sustainability into every aspect of our operations, Melloul-Blamey Construction Inc. is committed to delivering projects that promote a healthier planet, empowered communities, and a prosperous future for all.

Policy: CONFIDENTIALITY POLICIES - CONFIDENTIALITY	
Date of Issue: February 27, 2013	Authorized By: J. Melloul
Reviewed/Revision: Mar. 1/22	Approved By: 

GOAL

Employees of Melloul-Blamey may become aware of Company trade-secrets and proprietary material through the course of their employment. If the Company's trade-secrets and proprietary material are not effectively protected the production and operations of Melloul-Blamey may be threatened.

DEFINITION

CONFIDENTIALITY – spoken or written in confidence; entrusted with trade-secrets, proprietary material, or personal information

SCOPE

All Melloul-Blamey Employees are required to keep all proprietary information, Clients, and relevant trade-secrets of the Company confidential both during and after the term of employment.

PLAN


Employees of Melloul-Blamey will have access to and be entrusted with confidential information including, but not limited to:

- a. Clients
- b. Financial plans
- c. Business strategies
- d. Marketing opportunities
- e. Contacts and business leads
- f. Employees
- g. Jobsite lists

Employees are required to keep all proprietary information and relevant trade-secrets confidential and not reveal, disclose nor authorize any other person to reveal or disclose in any way confidential information to persons outside of the Company both during and after the Employee's term of employment. It is also expected that Melloul-Blamey Employees will not compete with the Company during their employment.

Disclosure of confidential information is detrimental and harmful to Melloul-Blamey Construction.

A violation of this policy may result in immediate dismissal for cause without notice or compensation in lieu of notice including possible legal action.

Policy: CONFIDENTIALITY POLICIES – EMPLOYEE PERSONAL INFORMATION	
Date of Issue: June 1, 2005	Authorized By: J. Melloul
Reviewed/Revision: Mar. 1/22, Mar. 15/21, Nov. 5/20, Jan. 27/20, Feb. 27/13	Approved By: 

GOAL

Melloul-Blamey has developed this policy to govern how we deal with personal information from its collection to its destruction.

LEGISLATION

The Personal Information Protection and Electronic Documents Act (PIPEDA)

DEFINITION

LABOUR RELATIONS – the relationship between the management of the company and its workforce

PERSONAL INFORMATION - information that identifies or describes an individual, no matter how trivial, that can be traced or linked to an identifiable individual

PERSONAL INFORMATION PROTECTION AND ELECTRONIC DOCUMENT ACT (PIPEDA) - rules to govern the collection, use and disclosure of personal information in a manner that recognizes the right of privacy of individuals with respect to their personal information and the need of organizations to collect, use or disclose personal information for purposes that a reasonable person would consider appropriate in the circumstances

SCOPE

This policy applies to Individuals working for Melloul-Blamey and is to be complied with whenever personal information is collected as a part of the Company's business functions/transactions.

PLAN

Melloul-Blamey has appropriate safeguards in place to protect personal information following PIPEDA requirements. The Company takes all reasonable precautions to ensure that your personal information is kept safe from loss, unauthorized access, modification, or disclosure. Employee personal information collected is used only for the purposes for which it was collected e.g., group benefits.

Melloul-Blamey appoints the Human Resources Manager as the PIPEDA Representative to oversee compliance for their Employees.

While conducting business, the Company may monitor Employee communication activities e.g., voicemail, email, etc.

Employee consent to the collection and retention of personal information shall be made at the time of signing their Employment Offer and Employment Agreement with the Company. Consent to the collection and retention of personal information will be presumed for Employees without an employment contract. Personal information is compiled at time of hire and updated as necessary.

To help ensure information security the Company has developed a process when compiling or updating Employee personal information. Melloul-Blamey requires the Employees to abide by the established process to safeguard their personal information.

ROLES AND RESPONSIBILITIES

Management shall:

- a. Respect the personal information of Melloul-Blamey Employees, Management, Subcontractors, Clients, etc. in accordance with PIPEDA requirements

Human Resources shall:

- a. Represent Melloul-Blamey as the PIPEDA representative
- b. Ensure Employee information is kept confidential and stored securely
- c. Collect Employee personal information from the Employee in person
- d. Confirm with Employee by phone if a request for a change of personal information has been made electronically to ensure validity
- e. Avoid processing any personal information changes unless provided in person by the Employee or a confirmation of validity has been conducted
- f. Update personal information for Employees accurately and where applicable

IT shall:


- a. Provide technological safeguards such as security software and firewalls to prevent hacking or unauthorized computer access
- b. Administer internal passwords and security policies
- c. Monitor Employee technical communications when seen necessary

Employee shall:

- a. Ensure all personal information is accurate and up to date with Human Resources
- b. Complete and submit personal information changes to Human Resources on the Changes to Employee Personal Information form
- c. Provide personal banking information in person to Human Resources
- d. Cooperate with Human Resources when contacted for validation of personal information changes

FORMS / REFERENCE MATERIAL

Changes to Employee Personal Information - Melloul-Blamey No. 208.1
Information Technology (IT) Policy
Personal Information Protection and Electronic Documents Act (PIPEDA)

Policy: SOCIAL MEDIA	
Date of Issue: February 24, 2010	Authorized By: J. Melloul
Reviewed/Revision: Mar. 1/22, Feb. 23/21, Feb. 7/20, Feb. 8/19, Feb. 3/15, Feb. 27/13	Approved By: 

GOAL

Melloul-Blamey's goal is not to stifle or deter social media use, nor interfere with the private lives of our Employees. The Company encourages Employees to use social media tools to reflect Melloul-Blamey's brand in a positive manner. This policy helps Employees navigate social media use in a way that will reinforce the Company's values, Honesty, Integrity, Pride of Workmanship.

DEFINITION

MASS MEDIA - as a whole; television, radio, magazines, and newspapers, along with the people involved in their production

SOCIAL MEDIA – forms of electronic online communication. These include but are not limited to blogs, Twitter, Facebook, LinkedIn, Instagram, YouTube, wikis, and other social networks, whether accessed through the web, mobile devices, or other means

SCOPE

Since Employees are representatives of Melloul-Blamey, even outside of regular business hours, the Company expects Employees to conduct themselves online in a manner that is appropriate.

PLAN

Melloul-Blamey has created the Company's social media channels to interact with Clients and other organizations the Company does business with. The Company would like to keep personal interactions with Employees within the Workplace and not on social media.

Melloul-Blamey is very proud to be a workplace that encourages, supports, and nurtures their Employees. For marketing, Melloul-Blamey must always maintain control of the Company brand.

Employees must respect the following plan for using social media in an official capacity or when interacting with the Melloul-Blamey brand on a social network.

Dealing with the Media

- a. If approached via any form of media to comment on the Company, do not divulge any information. Direct the inquiry to Senior Management
- b. Contact Senior Management immediately if misrepresentation of the Company or its Employees is made by any form of media

Show Respect for People's Privacy

- a. Do not post personal information without consent and be aware that certain topics like religion or politics may be considered disturbing to some

Respect the Law

- a. Defamation, harassment, copyright, and fair use of media must be respected

Personal Email

- a. When signing up for a social network or other online services, do not use a Melloul-Blamey email address, unless directed by Senior Management

Personal Social Media at Work

- a. Employees are responsible for making sure online personal activities do not interfere with their ability to fulfill job requirements or commitments to the Company
- b. Internet access is monitored and excessive use of social media on Company time is a misappropriation of Company time and resources
- c. Do not post anything to your personal social media profiles that may appear endorsed by Melloul-Blamey

Protect Confidential Information

- a. Do not share confidential Melloul-Blamey information publicly for any reason

Permission

- a. Referencing Company Staff, Clients, Subcontractors or Competitors is not acceptable without explicit permission

Accountability

- a. Employees will be held accountable for what they write or post on social media or other pages on the internet
- b. Inflammatory comments, unprofessional or offensive remarks about the Company, its Employees, Clients, Subcontractors or Competitors may result in disciplinary action, up to and including termination
- c. Anything you post can be viewed by anyone and, regardless of your intent; your comments may be misinterpreted if they are not clear
- d. Employees who choose to make social media disclosures about topics relevant to the Company should always be aware that their disclosures are not private or temporary. Social media disclosures live online indefinitely
- e. Once something is posted to a social network assume it is there forever, even if you delete it

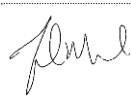
Melloul-Blamey requests Employees to be respectful when engaging e.g., retweeting, tagging with the Company's Twitter or Instagram account. When and if the Company creates other social profiles, Senior Management requests Employees minimize interaction with those accounts.

ROLES AND RESPONSIBILITIES**Melloul-Blamey shall:**

- a. Communicate and protect the image of the Company and their Employees on how to conduct themselves when dealing with any forms of social media
- b. Keep personal interactions with Employees within the Workplace and not on social media
- c. Always maintain control of the Company's brand
- d. Respect the law
- e. Request permission when referencing Company Staff, Clients, Subcontractors or Competitors
- f. Be held accountable for what they write or post on social media

Employee shall:

- a. Always represent the Company by conducting themselves in an appropriate manner online
- b. Contact Senior Management immediately if misrepresentation of the Company or its Employees is made by any form of media
- c. Use best judgment when interacting with the Melloul-Blamey brand publicly on social media
- d. Direct social media inquiries to Senior Management
- e. Respect the law
- f. Not use a Company email address for personal social networks and/or online services
- g. Be responsible that online personal activities do not interfere with their job obligations
- h. Not post to their personal social media profiles that may appear endorsed by Melloul-Blamey
- g. Not publicly share confidential Company information
- h. Be held accountable for what they write or post on social media

Policy: HIRING AND DISMISSALS	
Date of Issue: June 1, 2005	Authorized By: J. Melloul
Reviewed/Revision: Mar. 1/22, Mar. 1/21, Mar. 2/16, Feb. 27/13	Approved By: 

Under no circumstances are hiring, dismissals or wage negotiations carried out on jobsites without direct involvement of Senior Management.

HIRING

During the hiring process, Melloul-Blamey shall notify job applicants when they are individually selected to participate in the interview process that accessibility accommodations are available upon request. If a selected applicant requests accommodation, the Company shall consult with the applicant and provide or arrange for the provision of suitable accommodation in a manner that considers the applicant's accessibility needs due to disability.

Upon Senior Management offering employment to an individual, the new candidate will be requested to sign an 'Offer of Employment' before being oriented to the Company.

The Employment Offer and Employment Agreement includes, but not limited to:

- a. Employment position
- b. Starting rate of pay
- c. Employment date
- d. Probationary period
- e. Agreement to undergo a pre-placement functional examination, if applicable
- f. Awareness of Human Resources Employment and Health and Safety Policies

The Offer of Employment for Field Employees is conditional upon passing the pre-placement functional examination. On receiving successful results, the New Employee will be oriented to the Company by Human Resources and a Company Health and Safety Representative.

At orientation, a New Employee will receive access to Melloul-Blamey's Company Policies and will be required to complete and return a Company Policy Acknowledgement agreeing to abide to all policies. A personal protective equipment safety package will be issued, where applicable. The personal protective equipment is the responsibility of the Employee to maintain and must be returned upon termination of employment. Lost and/or stolen items will reflect on the Employee's final payroll remuneration.


REASONS FOR DISMISSAL

- a. Repeated violations of the Occupational Health and Safety Act and Regulations for Construction Projects (The Green Book)
- b. Repeated violations of Melloul-Blamey policies
- c. Found guilty of theft of materials and/or time from the Company
- d. Alcohol and drug consumption

The above list cannot be construed as being all inclusive

FORMS / REFERENCE MATERIAL

Employment Offer and Employment Agreement
Melloul-Blamey Company Policies
Company Policy Acknowledgement – Melloul-Blamey No. 200

Policy: PROBATIONARY EMPLOYMENT PERIOD	
Date of Issue: June 1, 2005	Authorized By: J. Melloul
Reviewed/Revision: Mar. 1/22, Feb. 22/21, Apr. 27/18, Feb. 24/10	Approved By: 

GOAL

The goal of an employment probationary period policy is to establish a time frame during which Employees can evaluate their new job responsibilities while, at the same time, providing Melloul-Blamey with the opportunity to assess their suitability as a potential member of the Company's team.

SCOPE

This policy applies to all New and Rehired Full-time and Permanent Part-time/Casual Employees.

PLAN

- a. All New and Rehired Full-time and Permanent Part-time/Casual Employees shall serve a probationary period during the first three (3) months of continuous service from date of hire
- b. The probationary period may be extended due to significant absenteeism. The extension will be based on the length of time absent
- c. The probationary period shall be noted in the Employee's Offer of Employment
- d. An evaluation form shall be completed by all applicable parties prior to the probationary period end date. The completed form will be filed within the Human Resources Department
- e. Exceptions to this policy is at the discretion of Management
- f. Within the probationary period, either the Employee or Melloul-Blamey may end the employment relationship at any time during the probationary period. The Company is not obligated to provide any notice or pay in lieu of notice if the Employee's employment is terminated during the probationary period
- g. A successful probationary period will change a Probationary Employee's classification to a Full-time or Part-time/Casual Employee

ROLES AND RESPONSIBILITIES

Management shall:

- a. Assess the Probationary Employee within the probationary period
- b. Along with the probationary Employee complete the Probationary Employee Evaluation form

Human Resources shall:

- a. Issue the evaluation form to the necessary parties in ample time for completion
- b. Track to ensure the Employee Probationary Evaluation form is completed and returned timely
- c. File the completed Employee Probationary Evaluation form

Probationary Employee shall:

- a. Be prepared by evaluating their job responsibilities and complete the Self Probationary Evaluation form
- b. Cooperate with Management when completing the Probationary Employee Evaluation form

FORMS / REFERENCE MATERIAL

Probationary Employee Evaluation - Melloul-Blamey No. 207

Self-Probationary Evaluation - Melloul-Blamey No. 207.1

Policy: FIT FOR DUTY	
Date of Issue: November 14, 2018	Authorized By: J. Melloul
Reviewed/Revision: Mar. 1/22	Approved By: 

GOAL

The intent of Melloul-Blamey's Fit for Duty policy is to support an effective safety culture, remain in compliance with all legislated requirements and ensure the health, safety, and wellness of Employees.

DEFINITION

FIT FOR DUTY - an individual is in a physical, mental, and emotional state which enables the employee to perform his work tasks in a manner which does not threaten the safety or health of oneself, coworkers, property, or the public at large

IMPAIRMENT - an individual who is diminished, weakened, or damaged, mentally or physically to function normally or safely

SAFETY SENSITIVE POSITION - a position in which impairment could result in risk of injury to a person, property, or environment e.g., operating machinery, vehicles, or equipment, working with hazardous materials, etc.

SCOPE

This policy applies to any person who carries out work for Melloul-Blamey Construction. Workers at Melloul-Blamey have individual responsibilities to take reasonable care for their own health and safety and for others who might be affected by their acts or omissions.

PLAN

Employees are required to report to work in an emotional, mental, and physical condition necessary to perform their job in a safe and satisfactory manner. Workers are required to report to Management any persons whether witnessed directly, or made aware of by others, behaviour that raises concerns about being fit for duty.

If Management observes or is made aware of a Worker conducting himself in an unsafe manner, Melloul-Blamey will remove the Worker from the situation to prevent further dangers.

Safety Sensitive Position

An Employee in a safety sensitive position has a duty to disclose impairment. Being fatigued, using or being under the influence of medication, alcohol, cannabis, or drugs or having a dependency or addiction relating to medication, alcohol, cannabis, or drugs at the workplace may result in the Employee not being fit for duty.

Evaluation

The purpose of a fit for duty evaluation is to determine if an Employee is medically and/or physically fit to perform the job tasks required by Melloul-Blamey. The Company may require professional evaluation(s) of an Employee's physical, emotional, or mental capacities to determine his ability to perform essential job tasks. Such evaluations are conducted by a licensed health care professional.

A fit for duty evaluation may be requested in any of the following situations:

- A significant change is observed in the Worker's baseline personality
- The job has been modified and the Returning Worker is still receiving physiotherapy and/or rehabilitation
- There has been a change in the Employee's health e.g., returning to work after recovering from a serious illness or injury

- d. A medical condition may limit, reduce, or prevent the Employee from performing a new or current job task effectively e.g., musculoskeletal conditions which may limit mobility
- e. A medical condition may make it unsafe for themselves, coworkers, or the public
- f. A medical condition may be made worse by the job task e.g., excessive physical exertion by a person with a heart condition

The professional evaluation report will determine one of the following conditions:

- a. Fit
- b. Unfit
- c. Fit subject to work modifications

Accommodation

Melloul-Blamey will take the necessary measures to develop an Employee fit for duty plan in accordance with the professional evaluation report. Melloul-Blamey will accommodate an Employee up to the point of undue hardship to the Company.

Disciplinary Action

Employees found in violation of the Fit for Duty policy may be subject to disciplinary action up to and including termination of employment. Non-compliance with a request for a fit for duty evaluation shall be cause for disciplinary action.

ROLES AND RESPONSIBILITIES

Melloul-Blamey shall:

- a. Train Management on the expectations of Workers being fit for duty
- b. Encourage Employees to disclose any conditions or concerns that may impair their job performance or compromise theirs or others health and safety

Management shall:

- a. Observe baseline personality changes in Workers
- b. Identify and address any situation where an Employee appears to be unfit for duty
- c. Remove Workers from the workplace deemed unfit for duty
- d. Arrange transportation for the Employee from the work site, if necessary
- e. Notify Human Resources when an Employee is exhibiting behavior that suggests he may be unfit for duty or has been removed from the workplace
- f. Support Human Resources with Employee accommodation plans
- g. Maintain confidentiality and Employee privacy

Human Resources shall:

- a. Obtain information from Management regarding a change to any Employee's behavior or performance
- b. Obtain information from the Employee regarding any relevant previous medical or psychological treatment information
- c. Communicate with the Employee as to their rights, responsibilities, and employment status
- d. Work with the Employee as to who will conduct the fit for duty professional evaluation
- e. Coordinate payment for the fit for duty evaluation, if necessary
- f. Receive the results of the fit for duty evaluation
- g. Communicate the results to the Employee if not done so by the professional evaluator
- h. Discuss recommendations with Management on the development of a fit for duty plan in accordance with the professional evaluation report
- i. Implement any reasonable accommodation deemed necessary
- j. Maintain communication with the necessary parties on the Employee's fit for duty status
- k. Maintain confidentiality and Employee privacy

Employee shall:

- a. Report to the workplace fit for duty and remain fit for duty throughout the workday
- b. Notify Management when unfit for duty
- c. Notify Management if they witnessed or have become aware of a Worker acting in a behaviour that raises concerns
- d. Inform Senior Management if Management's behaviour is the focus of concern
- e. Provide relevant medical and psychological information in the form of an updated prognosis
- f. Cooperate with Melloul-Blamey in the accommodation process

TRAINING

- a. The Company will communicate all expectations to Employees surrounding this policy
- b. Management will be trained in recognizing signs of impairment and the process to report Workers unfit for duty
- c. Human Resources will train New Employees at time of orientation of employment

FORMS / REFERENCE MATERIAL

Record of Employee Communication - Melloul-Blamey No. 209
Individual Fit for Duty Plan - Melloul-Blamey No. 214.2

Policy: RETURN TO WORK POLICY STATEMENT

Date of Issue: June 2005

Reviewed/Revision: Feb. 23/23, Mar. 1/22, Feb. 18/21, Feb. 26/20, Feb. 5/19, Jan. 20/18, Jan. 26/17, Feb. 5/16, Feb. 26/15

In accordance with legislative requirements, Melloul-Blamey has developed a return-to-work program allowing Employees who have experienced an injury/illness on the job to return to work in a timely and safe manner. The Company will make every reasonable effort to accommodate any Injured/ill Employee who is unable to perform any or all his normal duties because of a work-related injury/illness.

Melloul-Blamey is committed to cooperating with the Injured/ill Employee to identify alternate or modified work that is both productive and safe. The Company will focus on active recovery in the workplace, whenever possible, and goal-oriented work transition plans, when needed. The Company's return to work process begins immediately after an injury/illness occurs.

Melloul-Blamey's goal is to provide job tasks that will be within the Injured/ill Employee's skill level and consistent to their functional abilities and that, to the extent possible, restore the Injured/ill Employee to his pre-injury earnings and job tasks.

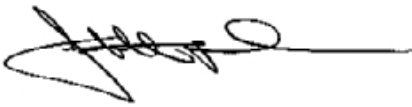
All Workers will be treated fairly and are expected to cooperate fully in assisting with the timely return to work program. It is also expected Injured/ill Employees will cooperate by accepting alternate or modified work that is within their skills and abilities. Any personal information received will be held in the strictest confidence.



Joël Melloul, President
Estimating



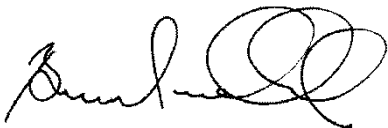
Jeffrey Shantz, Vice President
Project Development




Jeffrey Heimpel, Vice President
Business Development



Steve Hanley, Vice President
Construction



Bernard J. Melloul, Chairman


Policy: RETURN TO WORK - AGREEMENT	
Date of Issue: June 2005	Authorized By: J. Melloul
Reviewed/Revision: Jan 1/25, Mar. 1/22, Feb. 5/19, Feb.1/13	Approved By: 

Any available and suitable work assignment for the Injured/ill Employee will be identified by the Management and a description of work and its requirements will be documented on Melloul-Blamey's Return to Work Agreement form and filed at Head Office. The Return-to-Work Agreement is open for modification e.g., hours of work, job tasks etc. for 5 business days from receipt. The Return-to-Work Agreement is activated once the Agreement has been signed by all relevant parties. The Agreement must be received at Head Office within 5 business days; otherwise, the Agreement will be recognized as refused. In the event an Injured/ill Employee chooses not to participate and WSIB deems the job suitable to the Injured/ill Employee's restrictions, WSIB benefits may be denied.

The Injured/ill Employee's case will be reviewed after one week of modified/lost time from work. At this time an assessment will be made by Management with respect to the suitability of the job placement and documented on the Return-to-Work Plan form. All Injured/ill Employees on modified duties, lost time or performing temporary suitable work will be contacted by Management on a regular basis depending on the circumstances (weekly, bi-weekly, monthly).

FORMS / REFERENCE MATERIAL

Return to Work Agreement - Melloul-Blamey No. 601
Return to Work Plan - Melloul-Blamey No. 603

Policy: RETURN TO WORK - ROLES AND RESPONSIBILITIES	
Date of Issue: June 2005	Authorized By: J. Melloul
Reviewed/Revision: Jan 1/25, Mar. 1/22, Feb. 5/19, Nov. 2/13	Approved By: 

Senior Management shall:

- Provide and communicate to all Employees the Companies Return to Work Program
- Participate, if necessary, with Relevant Parties to develop suitable RTW program opportunities
- Ensure an evaluation of the RTW program is completed on an annual basis
- Present recommendations to the Joint Health and Safety Committee
- Work with the Injured/ill Employee to design the suitable work placement

Management shall:

- Maintain regular contact with the Injured/ill Employee during his absence from work
- Coordinate the development of the Injured/ill Employee's Return to Work Plan
- Participate with Relevant Parties to develop suitable RTW program opportunities
- Attend regularly scheduled meetings with the Injured/ill Employee and Relevant Parties during the RTW program to discuss progress
- Meet with Injured/ill Employee at the start and end of first shift to review and discuss any concerns
- Conduct an evaluation of the RTW program on an annual basis, presenting the report and recommendations to the Joint Health and Safety Committee

Injured/ill Employee shall:

- Maintain regular contact with Management to advise of any changes in medical condition
- Actively participate in the RTW program
- Participate with Relevant Parties to develop suitable RTW program opportunities
- Communicate any concerns to Management regarding the modified duties
- Maintain regular contact with the WSIB, as required

Human Resources/Health and Safety Department shall:

- Manage claims
- Follow WSIB's Work Reintegration policy and guidelines
- Schedule meetings
- Liaises with WSIB, Injured/ill Employee and Management
- Maintain documentation
- Review program on an annual basis
- Communicate any changes to the RTW Program
- Maintain communication with WSIB on each individual claim
- Follow-up with Management on the Injured/ill Employee's progress

Joint Health and Safety Committee shall:

- Support the Return-to-Work Program
- Review first aid records for trends and health and safety needs
- Review accident investigation reports

WSIB shall:

- Provide support to the Return-to-Work Program
- Provide the Company with the WSIB Work Reintegration policy and guidelines
- Assist the Injured/ill Employee and Relevant Parties


Healthcare Practitioner shall:

- Provide the Injured/ill Employee a copy of the WSIB Health Professional's Report
- Maintain communication with WSIB, if required

FORMS / REFERENCE MATERIAL

Return to Work Plan - Melloul-Blamey No. 603

WSIB Health Professional's Report - WSIB Form 8

Policy: RETURN TO WORK - CASE MANAGEMENT	
Date of Issue: June 2005	Authorized By: J. Melloul
Reviewed/Revision: Mar. 1/22, Feb. 5/19, Aug. 14/13	Approved By: 

GOAL

To ensure Melloul-Blamey's Return to Work (RTW) Case Management process is successful in the workplace.

LEGISLATION

Workplace Safety and Insurance Act

SCOPE

The ill or Injured Employee will work with Management and Relevant Parties, if necessary, to ensure the program's success. This policy does not pertain to Workers outside Melloul-Blamey.

PLAN

The Company is committed to developing and maintaining a safe and healthy work environment. It is the expectation of Melloul-Blamey that all Workplace Parties will participate in early intervention to experience a successful RTW plan. One of the fundamental keys to a successful RTW program is communication. Communication must take place between all Workplace Parties who are involved with implementing the RTW Plan.

Case Management is about the collection of information to develop an appropriate RTW plan for the Injured/ill Employee in a timely basis. It is also about Workplace Parties working together to create a successful outcome e.g., the return of the Injured/ill Employee to full duties.

Melloul-Blamey will be following a management model provided by WSIB:

- a. Collecting information:
 - Look at causes using Accident/Injury Report
 - What type of injury
 - What is the anticipated level of recovery
 - Use the WSIB Functional Abilities Form (FAF)
 - Use the WSIB Health Professional's Report (Form 8)
- b. Assess:
 - Can the Injured/ill Employee be accommodated e.g., modified duties, modified hours
 - Look at psychological and social impact on Injured/ill Employee
- c. Goals:
 - Injured/ill Employee and all Relevant Parties will set goals to determine a successful RTW plan
 - Reach an agreement with Injured/ill Employee and all Relevant Parties for a positive outcome
- d. Develop the RTW Plan:
 - WSIB's Work Reintegration Policy and Guidelines will be followed to develop the RTW Plan
 - When the RTW plan is implemented Injured/ill Employee and all Relevant Parties will develop guidelines to achieve the best outcome
 - Specific timelines and expectations shall be included to address each step of the RTW plan

- e. Implementation of the RTW Plan:
 - Once the RTW plan is developed, it shall be communicated to Senior Management, Management, Injured/ill Employee, applicable Co-workers, WSIB and a copy provided to Medical Care Provider, if requested
- f. Monitor:
 - Once implemented, the RTW plan needs to be monitored on a regular basis
 - Documentation should take place at each step
 - All documentation shall be filed at Head Office
 - All changes to the original RTW plan will be documented and filed
- g. Closure:
 - Under the direction of WSIB an Injured/ill Employee's case file will be closed when all resources have been utilized
- h. Follow Up/Evaluation:
 - Relevant Parties of Melloul-Blamey will evaluate the Injured/ill Employee's outcome
 - Determine what changes need to occur for future RTW plans

PROCEDURE

Melloul-Blamey will be in contact with the Injured/ill Employee during the recovery process. Meetings should take place in person; however, telephone conference calls will be considered. All Parties involved will provide input in the RTW program and participate on a regular basis. In the best interest of the Injured/ill Employee and all Workplace Parties, the Company will take disciplinary action if the RTW plan is not adhered to. WSIB can decline benefit coverage if Injured/ill Employee fails to participate in the RTW Program.

For a successful RTW Case Management, the following forms will be used:

Health Professional's Report / WSIB Functional Abilities Form (FAF)

- a. This document sets the course for the RTW plan. If this document is not immediately available, Melloul-Blamey will develop a modified work plan with the necessary parties
- b. Once the FAF is received, a new RTW plan will be developed to assist in returning the Injured/ill Employee to suitable and/or modified work
- c. The FAF should be completed on a regular basis by the appropriate Healthcare Practitioner

Job Task / Physical Demand Analysis Form

- a. The analysis is available for the Injure/Illness Employee as evidence that Melloul-Blamey has modified duties available

RTW Agreement Form

- a. The FAF assists in the completing the RTW Agreement
- b. Completed by Health and Safety Manager or Human Resources Manager and Injured/ill Employee
- c. Form will state:
 - Dates
 - Restrictions
 - Job Description
 - Job Duties
 - Hours of Work
 - Workplace Location
- d. RTW Agreement is filed with Health and Safety Department
- e. Revised RTW agreement will be completed and signed by All Workplace Parties

RTW Case Management Discussion Guide

- a. Document provides guidance to assist in developing a successful RTW plan
Completed by Management and the cooperation of the Injured/ill Employee

RTW Plan

- a. The RTW plan will be developed when it is determined an Injured/ill Employee requires suitable and/or modified work
- b. Provides guidance for suitable and/or modified work
- c. Signed by the Injured/ill Employee and Management
- d. Management and Injured/ill Employee shall contribute in the completing this document
- e. The RTW Plan should be revised to reflect changes in FAF, if necessary

RTW Contact Log

- a. Documents communication from relevant parties recording all information regarding the Injured/ill Employee
- b. Completed by Management

RTW Progress Report

- a. To be completed by Management to ensure that the RTW plan is being adhered to, modifications are being addressed and goals are being met

RTW Evaluation Form

- a. Evaluates the entire RTW outcome of the Injured/ill Employee

ROLES AND RESPONSIBILITIES**Senior Management shall:**

- a. Appoint appropriate personnel to manage all injury/illness claims
- b. Contact the Injured/ill Employee as soon as possible
- c. Ensure the Injury/illness is reported to WSIB within the specified timeline
- d. Educate the RTW Program to the Injured/ill Employee
- e. Actively participate with WSIB
- f. Review Injured/ill Employee's progress regularly and revise RTW Case Plan to ensure it is current and reflects the Injured/ill Employee's functional abilities
- g. Pay full wages and benefits for the day on which the injury occurred
- h. Establish and maintain support networks dedicated in improving case management
- i. Ensure confidentiality is maintained of the Injured/ill Employee

Health and Safety Manager shall:

- a. Be appointed by Senior Management to manage injury/illness claims
- b. Reappoint H.R. Manager to manage injury/illness claims, if required
- c. Cooperate in providing suitable and/or modified work
- d. Report injury/illness to WSIB within three (3) business days if Injured/ill Employee received medical aid, time off work or lost wages
- e. Participate in the RTW program
- f. Educate the Injured/ill Employee about the RTW program
- g. Make certain that the Injured/ill Employee understands their obligations to cooperate
- h. Maintain communication with Injured/ill Employee throughout health recovery and RTW process
- i. Notify Senior Management any disputes or concerns immediately
- j. Provide Injured/ill Employee with FAF for future healthcare visits, if necessary
- k. Review Injured/ill Employee's progress regularly and revise RTW Case Plan to ensure it is current and reflects the Injured/ill Employee's functional abilities
- l. Complete RTW forms in a timely manner and provide copies to the Appropriate Parties
- m. Act as liaison with Injured/ill Employee, Management and WSIB
- n. File and retain all documents in a secure location
- o. Ensure confidentiality is maintained of the Injured/ill Employee

Injured/ill Employee shall:

- a. Inform Healthcare Practitioner of Melloul-Blamey's RTW program
- b. Report to work the day following injury/illness prior to normal working start hour, if possible, with the completed Health Practitioner's form(s) to develop a RTW plan
- c. Cooperate with Melloul-Blamey and WSIB
- d. Advise the Company of any changes in their medical condition
- e. Help identify and cooperate in suitable and/or modified work arrangements
- f. Provide WSIB with all information requested
- g. Stay in regular contact with Melloul-Blamey Management
- h. Contact WSIB if a Healthcare Practitioner change is required

Joint Health and Safety Committee shall:

- a. Support the RTW program
- b. Review results of evaluation and make recommendations
- c. Be responsible in maintaining the privacy of the Injured/ill Employee

WSIB shall:

- a. Provide support to the RTW program
- b. Assist in determining job suitability
- c. Confirm temporary/permanent restriction
- d. Provide effective claims management that monitors the activity, progress, and cooperation between Workplace Parties through the return-to-work process
- e. Obtain and clarify functional abilities information
- f. Help resolve difficulties and disputes through the RTW reintegration process
- g. Provide ergonomic and/or mediation services and/or site visits to help Workplace Parties through the RTW process
- h. Make decisions on all claim-related issues

TRAINING


Melloul-Blamey's RTW program will be addressed by Human Resources to New Employees at orientation. Health and Safety Manager will review the RTW Plan with Injured/ill Employee as needed.

EVALUATION

The RTW Case Management policy and supporting documentation will be reviewed on an annual basis or as the situation arises. Relevant RTW Parties will review documentation and monitor RTW Plans to ensure Management and Injured/ill Employees have participated in accordance with their specific obligations.

FORMS / REFERENCE MATERIAL

Accident/Injury Report - Melloul-Blamey No. 107
Functional Abilities Form - WSIB
Health Professional's Report - WSIB Form 8
Job Task / Physical Demand Analysis Form - Melloul-Blamey No. 600
RTW Agreement Form - Melloul-Blamey No. 601
RTW Case Management Discussion Guide - Melloul-Blamey No. 602
RTW Contact Log - Melloul-Blamey No. 604
RTW Evaluation Form - Melloul-Blamey No. 606
RTW Plan - Melloul-Blamey No. 603
RTW Progress Report - Melloul-Blamey No. 605

Policy: RETURN TO WORK - PHYSICAL DEMANDS INFORMATION	
Date of Issue: June 2005	Authorized By: J. Melloul
Reviewed/Revision: Mar. 1/22, Feb. 24/21, Feb. 5/19, Sept. 15/14, June 7/13	Approved By: 

GOAL

Physical Demands Information is to assist Melloul-Blamey Management with the process of sourcing suitable and/or modified work during the Injured/ill Employee's recovery process.

DEFINITION

PHYSICAL DEMANDS ANALYSIS – the evaluation and assessment of the physical strength, mobility, coordination, and vision required to perform a job and the assessment of physical and chemical hazards that an employee is subject to when performing the regular duties of that job

PHYSICAL DEMANDS INFORMATION FORM (PDIF) - the physical demands information form gathers and documents specific information about the physical demands of job tasks that are relevant to an injured/ill employee's specific area(s) of injury/illness. It is used to obtain information about an injured/ill employee's pre-injury tasks or alternate tasks

SCOPE

Physical demands information is the responsibility of Management, General Superintendent for Field Employees, and an Office Manager for Office Employees. Management should get input from the Injured/ill Employee and/or from others who are familiar with the physical demands of the task and the work processes involved, which may include Medical Professionals if required.

PLAN

When an Employee is injured/ill on the job and is unable to perform full duties, it is important that suitable and/or modified work is provided as part of the Return-to-Work program. To provide modified duties Melloul-Blamey will assess the tasks that the Injured/ill Employee will be performing. One of the Company's goals is to return the Injured/ill Employee to modified duties within the limitations and restrictions of the Functional Abilities Form (FAF). The goal is to assist in the safe return of the Injured/ill Employee to full pre-injury job duties. The WSIB Physical Demands Information Form (PDIF) is a tool that is used to determine the suitability of existing duties and addresses whether the pre-injury job can be modified in a safe manner. The PDIF must be used when a PDA is not available or is incomplete.

The purpose of the PDIF is not to act as a full physical demand's analysis. Ideally, a PDA should be completed for each task prior to an injury taking place. A completed PDA will assist the person completing the PDIF by:

- a. Providing relevant information on the pre-injury job and
- b. Assisting in the modification of the existing PDA tasks to suit modified duties commitment

PDA considers all physical demands of the task relating to the use of all body parts required to complete the task. The PDIF is specific to the Injured/ill Employee and the injury/illness where a PDA refers to the task and does not consider individual needs e.g., the PDA indicates that the Injured/ill Employee must frequently lift 50 lbs. as a regular work task. The PDIF might indicate that the Injured/ill Employee will occasionally lift 5 lbs. of the 50 lbs. for a modified pre-injury task. There are various levels of injury, and some Injured/ill Employees will be able to perform pre-injury tasks with very little accommodation

Physical Demands Information Form (PDIF)

The PDIF is comprised of four (4) sections:

Section 1 - General Job Information

- a. This section collects information about working conditions, requirements, and the objectives of the job
- b. There are three (3) areas to select from when deciding what job is being submitting to WSIB:
 - Regular pre-injury job
 - Modified pre-injury job
 - New job

Section 2 - Job Duties and Physical Demands

- a. This section asks questions about the physical demands of the job that may relate to the Employee's injury/illness
- b. There are four (4) separate sheets for:
 - Sheet 1 - Neck and Shoulder
 - Sheet 2 - Back
 - Sheet 3 - Elbow, Forearm, Wrist, Hand
 - Sheet 4 - Hip, Leg, Knee, Ankle, Foot
- c. Each collects information about physical demands that affect a specific area of the body. Use only the page that corresponds to the Employee's injury/illness

Section 3 - General Physical Demands

- a. This section asks questions about the overall physical demands of the job as they may relate to the Employee's injury/illness
- b. There are four (4) different pages to this section. Each collect physical demands information in relation to specific areas of the body. Use only the page that corresponds to the Employee's injury/illness
 - Sheet 1 - Neck and Shoulder
 - Sheet 2 - Back
 - Sheet 3 - Elbow, Forearm, Wrist, Hand
 - Sheet 4 - Hip, Leg, Knee, Ankle, Foot

Section 4 - Additional Considerations for Injury Risk

- a. This section assists in identifying existing risks and the potential for further risks to develop
- b. When risks are identified, an opportunity to provide corrective action is made possible
- c. All risks must be mitigated before the task is undertaken

When faced with an Injured/ill Employee requiring modified work, a choice will need to be made on whether to select the section that refers to the breakdown of specific tasks as per Section 2 or general demands of the task as per Section 3. WSIB recommends that tasks requiring six (6) plus tasks should be referred to in Section 3. If several parts of the body are injured, then each body part must be identified and analyzed with the correct portion of the PDIF. Once the PDIF is complete it will help identify whether a modification of existing pre-injury job duties can be facilitated or not.

Physical Demands Analysis (PDA)

Although a PDA is not part of this policy, it is important that all PDIF and PDA documents are kept in a data base for further reference. To maintain a physical demands database for assisting Injured/ill Employees in their recovery, a physical demands analysis must be performed first. To complete the PDIF, you will need to refer to the PDA for the applicable job tasks. A PDA will be developed over a period by the same parties involved in the PDIF.

PROCEDURE**Completion of the Physical Demands Information Form (PDIF)**

- a. Management and injured/ill Employee to review PDIF together
- b. Other Workers who perform the same task may be consulted for input
- c. Management shall submit completed PDIF to WSIB
- d. Should be completed prior to performing of any modified duties

- e. Only light duties should be done until the PDIF is agreed upon by Management, Injured/ill Employee and WSIB
- f. The Injured/ill Employee should be provided with a copy of the PDIF so that the Healthcare Practitioner has a full understanding of the physical demands of tasks and is able to make an appropriate recommendation e.g., continue with modified duties or return to full duties
- g. The Injured/ill Employee should provide the Healthcare Practitioner with a copy of the completed and agreed upon PDIF
- h. If a pre-injury job was selected in Section 1, Management and the Injured/ill Employee will discuss and complete an additional PDIF that indicates pre-injury modified work or a new task if the Injured/ill Employee is unable to perform the tasks
- i. If the Injured/ill Employee is unable to perform the pre-injury, modified pre-injury task or new task with modification, then a new task will be selected and an additional PDIF will be completed using the steps above

Determination of Physical Demands

There are several ways and forms of assessment that can assist all Workplace Parties in the accurate completion of a PDIF:

- a. Interview Workers
- b. Observation of the task being performed
- c. Ask questions as the task is being performed but only at appropriate intervals
- d. Determine:
 - Height
 - Weight or effort required to complete the tasks
 - Duration
 - Frequency
 - Posture/positions of the body
 - Movement required and how much
 - Actions
 - Set parameters for light, medium or heavy
- e. If necessary, use other items to assist in completing the PDIF accurately e.g., tape measure, video recorder, timer
- f. Record all information on the PDIF immediately

ROLES AND RESPONSIBILITIES

Management shall:

- a. Assign and review the job tasks
- b. Assist in completion of the PDIF
- c. Make recommendations for accommodations to the tasks
- d. Provide new or clarifying information for PDA database
- e. Advise Health and Safety Department to maintain PDA database when existing tasks are modified, new tasks are required or when tasks are no longer performed
- f. Review database of all the PDIF and PDA documents, if applicable, on an annual basis
- g. Submit completed PDIF to WSIB

Health and Safety Department shall:

- a. Assist in the completion of the PDIF
- b. Make recommendations for accommodations to the tasks
- c. Update and retain database

Injured/ill Employee shall:

- a. Assist in completion of the PDIF
- b. Review PDIF draft, if requested
- c. Add further breakdown of tasks and/or identify risks they have experienced performing the task

Co-worker shall:

- a. Be consulted, if necessary, to provide input on any task performed within the past six (6) months

TRAINING

The Injured/ill Employee will receive specific training when asked to complete the PDIF


EVALUATION

If the PDIF is used, Health and Safety Department will meet with the Injured/ill Employee within three (3) months of the Injured/ill Employee returning to full duties to discuss the effectiveness of the PDIF.

FORMS / REFERENCE MATERIAL

Functional Abilities Form - WSIB

Physical Demands Information - WSIB 2647A

Policy: RETURN TO WORK - SELF-ASSESSMENT	
Date of Issue: June 2005	Authorized By: J. Melloul
Reviewed/Revision: Mar. 1/22, Feb. 5/19, July 17/13	Approved By: 

GOAL

This policy will assess Melloul-Blamey's ability to return the Injured Employee back to safe, productive, and sustainable work as soon as medically possible. It will identify the Company's current program and recognize areas for improvement.

LEGISLATION

Freedom of Information and Protection of Privacy Act
Workplace Safety and Insurance Act Ontario Regulation 35/08

SCOPE

The WSIB's Return to Work Self-Assessment Guide for Ontario Workplaces is used to assist Melloul-Blamey in being aware of the benefits of having an evidence-based good practices approach to returning the Injured Employee to work in a safe and timely manner.

PLAN

The Company's policy is to take all reasonable steps to return the Injured/ill Employee to their pre-injury job as quickly as possible and that all Workplace Parties have a shared responsibility to actively participate in the return-to-work program, when required. By participating in the Return-to-Work Self-Assessment, Melloul-Blamey will determine what parts of the program can be improved upon and make the necessary changes.

All Workplace Parties are reminded that confidential information must be respected and treated in accordance with the Freedom of Information and Protection of Privacy Act.

Return to Work Self-Assessment Guide

Melloul-Blamey shall complete the self-assessment within the WSIB's Return to Work Self-Assessment Guide for Ontario Workplaces. The initial completion of the RTW Self-Assessment Guide will require the combined efforts of the Human Resources Department, Health and Safety Manager, JHSC, Payroll/Accounting Departments and Senior Management. To complete the Return-to-Work Self-Assessment Guide, the following documentation will be required:

- a. Existing policies
- b. WSIB Injury Summary Report
- c. WSIB CAD-7
- d. Return to Work Plans
- e. Case Management Reports

The RTW Self-Assessment Guide contains three areas of assessment:

- a. Organizational Framework
- b. Return to Work Program Management
- c. Strategies for Successful Return to Work Outcomes

Each area addresses a list of assessment questions. The RTW self-assessment questions are scored for compliancy and must be supported by documented evidence.

RTW Self-Assessment Summary

The summary is divided into five (5) steps:

- Step 1: Tabulation of the Scores
- Step 2: Graph the Results
- Step 3: Interpretation
- Step 4: Follow-up Action
- Step 5: Set Dates for Review

Based on the results of the RTW Self-Assessment Summary, a continual improvement plan shall be completed and will address the following:

- a. Heading
- b. Findings (Gap)
- c. Critical Elements (Priority)
- d. Assigned Responsibility
- e. Timeframe to be Addressed (Planned Timeline)
- f. Goals for improvement (Action Plan)

ROLES AND RESPONSIBILITIES

Health and Safety Manager, Human Resources, JHSC and Senior Management shall:

- a. Participate, if required, in the WSIB's RTW Self-Assessment and the resulting action plan
- b. Review the section(s) that pertains to their field of knowledge and expertise prior to the completion of the RTW Self-Assessment
- c. Request Employees to participate in the RTW Self-Assessment program, if necessary
- d. Consult WSIB for clarification, if necessary

Senior Management will work with all Workplace Parties to ensure that they understand how to complete the Self-Assessment Guide.

TRAINING

Training will be provided to Employees involved in the administration of the policy upon the completion of the RTW Self-Assessment program.

COMMUNICATION

The RTW Self-Assessment results will be reported to Senior Management consisting of:

- a. Heading
- b. Findings (Gap)
- c. Critical Elements (Priority)
- d. Assigned Responsibility
- e. Timeframe to be Addressed (Planned Timeline)
- f. Goals for Improvement (Action Plan)

The RTW Self-Assessment results will be communicated to all Employees through:

- a. Joint Health and Safety Committee Minutes
- b. Payroll Insert, or
- c. Employment Orientation


EVALUATION

Melloul-Blamey will evaluate the Return-to-Work Program annually by reviewing the:

- a. Process e.g., suitability to the Company, new legislation, and best practices
- b. Results through the continual improvement plan addressing the gaps and identifying solutions

FORMS / REFERENCE MATERIAL

WSIB Return to Work Self-Assessment Guide for Ontario Workplaces

Policy: RETURN TO WORK - WORK REINTEGRATION	
Date of Issue: June 2005	Authorized By: J. Melloul
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GOAL

Melloul-Blamey strives to return Injured/ill Employees back into the workforce. Job tasks will be within the Injured/ill Employee's skill level and consistent to their functional abilities and that, to the extent possible, restores the Injured/ill Employee to his pre-injury earnings. Ideally, the Injured/ill Employee will return to their pre-injury job tasks.

LEGISLATION

Workplace Safety and Insurance Act Ontario Regulation 35/08
The Ontario Human Rights Code

DEFINITIONS

WORK REINTEGRATION – the process of returning to work following a period of disability

AVAILABLE WORK – work that exists with the injury employer at the pre-injury worksite, or at a comparable worksite arranged by the employer

SUITABLE WORK – post injury work (including the worker's pre-injury job) that is safe, productive, consistent with the worker's functional abilities, and that, to the extent possible, restores the worker's pre-injury earnings

MODIFIED WORK – any modification to the work or the workplace, including but not limited to reduced hours, reduced productivity requirements and/or the provision of assistive devices, results in work becoming available that is consistent with the employee's functional abilities and that respects applicable human rights legislation

VOCATIONAL SKILLS – is training services improving existing job skills and/or teach new skills e.g., apprenticeships, trades, technical, academic programs etc.

SCOPE

This policy applies to all Melloul-Blamey Employees who have incurred a work-related injury or illness.

PLAN

This policy represents a set of guidelines aimed at ensuring the Injured/ill Employee's opportunities for work reintegration are successful in a manner consistent with the provisions of the Workplace Safety and Insurance Act and the Ontario Human Rights Code. The following guiding principles support the legislation and policy:

- Appropriate and early work reintegration that maintains the dignity and productivity of the Injured/ill Employee plays an important role in the Employee's rehabilitation and recovery
- Work reintegration will be part of the recovery plan
- Where recovery and work reintegration barriers occur, they will be addressed quickly through early support and intervention
- Maximize opportunities for the Injured/ill Employee to return to work with the Company, including retraining for a suitable and/or modified work within the Company
- Injured/ill Employee will be offered a plan that is of equal quality and practical to pre-injury position
- WSIB must provide the Injured/ill Employee with meaningful input and choice in relation to the programs offered

Work reintegration is a process which includes teamwork and cooperation between Melloul-Blamey and the Injured/ill Employee, Treating Healthcare Practitioner(s) and WSIB. It focuses on active recovery in the workplace, whenever possible, and goal-oriented work transition plans, when needed. The process starts as soon as the Company learns an Employee has had a work-related injury/illness and continues throughout the recovery and period of impairment. An Employee is considered unable to work because of a work-related injury/illness when:

- a. Absent from work
- b. Working less than regular hours, and/or
- c. Requires modified work that pays, or normally pays, less than his regular pay

Contact WSIB if Workplace Parties are unsure or unable to agree whether the Injured/ill Employee can return to modified work.

The Company's obligation to re-employ begins when it is notified that the Injured/ill Employee is medically able to perform:

- a. The essential duties of his pre-injury job
- b. Suitable construction field work, or
- c. Suitable non-construction work

Following notification, Melloul-Blamey shall offer to re-employ the Injured/ill Employee in the first job that becomes available that is consistent with the Injured/ill Employee's medical ability to return to work.

Melloul-Blamey will offer to accommodate work within the Workplace that meets the needs of the Injured/ill Employee with decent, safe, and sustainable employment; with the exception the work modification does not cause the Company undue hardship.

Melloul-Blamey's obligation to re-employ continues until the earliest of:

- a. Two (2) years from date of injury/illness
- b. One (1) year after Injured/ill Employee is medically able to do pre-injury essential duties
- c. The date the Injured/ill Employee declines an offer of work, or
- d. The date the Injured/ill Employee reaches age 65

When the work-related injury/illness deteriorates to the point where the Injured/ill Employee is only capable of suitable construction field work or suitable non-construction work, the Company's re-employment obligation continues until the earliest of:

- a. Two (2) years from date of injury/illness
- b. The date the Injured/ill Employee declines an offer of work, or
- c. The date the Injured/ill Employee reaches age 65

These obligations apply to Workplace Parties from the date of injury/illness until the earliest of:

- a. The Injured/ill Employee's loss of earnings benefits can no longer be reviewed by the WSIB, usually seventy-two (72) months after the date of injury/illness, or
- b. There is no longer an employment relationship between the Workplace Parties because either:
 - The Employee voluntarily quits, or
 - The Company terminates employment for reasons unrelated to the work injury/illness

The Workplace Parties obligation to each other can also end when WSIB is satisfied no current suitable work with Melloul-Blamey exists, or will exist in the reasonably foreseeable future.

Suitable Construction Field Work and Suitable Non-Construction Work

Based on reviewing the Injured/ill Employee's functional abilities, the Workplace Parties and/or WSIB will determine if the Injured/ill Employee is not fit for the essential duties of the pre-injury job, with or without modifications. The Workplace Parties and/or WSIB must determine whether the Injured Employee is fit for suitable construction field work. If the Injured/ill Employee is not fit to perform suitable construction field work, the Workplace Parties and/or WSIB will determine if the Injured/ill Employee is fit for suitable non-construction work.

Suitable Work

When the Workplace Parties have been unsuccessful in arranging a return to suitable and available work with Melloul-Blamey, WSIB provides a work transition assessment to determine what specialized assistance the Injured/ill Employee requires enabling a return to work with the Company to a suitable occupation. When determining suitable occupation for an Injured/ill Employee, every effort is made to:

- a. Maintain employment relations between the Injured/ill Employee and the Company
- b. Provide effective and meaningful input and choice by the Injured/ill Employee in identifying a suitable occupation
- c. Reintegrate the Injured/ill Employee into suitable and available work

WSIB will work with the Injured/ill Employee and the Company considering:

- a. Injured/ill Employee's functional abilities
- b. Injured/ill Employee's employment-related skills, abilities, and interests
- c. What jobs are available with the Company through direct placement, accommodations, or retraining
- d. Labour Market trends and the likelihood of the Injured/ill Employee being able to secure and maintain work within the same occupation with another employer
- e. Pre-existing non-work-related condition(s) the Injured/ill Employee may have

Work Transition Plan

The work transition plan outlines the assistance and services the Injured/ill Employee requires to return to work with Melloul-Blamey in identified suitable and available work or, if required, to re-enter the Labour Market in the identified suitable occupation. WSIB determines if a work transition plan is required based on the following:

- a. Information about the Injured/ill Employee e.g., medical, functional, and vocational etc.
- b. Information received from the Workplace Parties through assessment reports
- c. Discussions between WSIB and Workplace Parties regarding if suitable occupation is available within the Company
- d. Suitable occupation information gathered determines available employment in the Labour Market

WSIB develops a work transition plan in partnership with the Injured/ill Employee, Melloul-Blamey, and the Treating Healthcare Practitioner(s), as necessary. The work transition plan outlines activities designed to maximize the Injured/ill Employee's current skills or provides the Injured Employee with new skills, including training, to prepare for employment in a suitable occupation. The Injured/ill Employee is encouraged to provide input in identifying a suitable occupation. The Injured/ill Employee will be provided with choices regarding specific education/training providers and programs. To demonstrate commitment and agreement to the Work Transition Plan, the initial Work Transition Plan shall be signed by the Worker, WSIB and a Company Representative.

Work Transition Expenses

WSIB pays expenses that it considers appropriate to enable the Employee to engage in work transition assessments and work transition plans. Paid expenses are determined, as per WSIB's Work Transition Expenses policy. Expenses to be paid by WSIB related to a work transition plan are set out and agreed to before commencement of the plan. These may include expenses for services, tuition fees, books, supplies, special accommodation needs, equipment, and travel. Work transition expenses are paid until the work transition plan is completed or discontinued. WSIB's Accident Cost Statement aids the Company in monitoring its occupational health and safety performance.

Work Transition Assessment

The work transition assessment assists Workplace Parties and WSIB to determine what services and activities are necessary to facilitate the Injured Employee's successful work reintegration. The Injured/ill Employee is expected to be an active participant in identifying a suitable occupation that maximizes existing skills and interests to restore the Employee's pre-injury earnings. Work transition assessments are considered for Injured/ill Employees:

- a. Who have or likely have a permanent impairment
- b. Who are not capable of performing the pre-injury job
- c. Where the Company is unable to provide suitable and available work
- d. Where the Company has identified a job, but it is unclear if the work is suitable

In most cases, it is expected that the work transition assessment will be provided six (6) to nine (9) months following the date of injury/illness. If this is not possible, the work transition assessment will occur as soon as the Injured/ill Employee is functionally fit to return to suitable work

Work Transition Assessment Report

The work transition assessment report includes:

- a. The Employee's vocational and functional profile
- b. Opinions on the suitability of work offered by the Company
- c. Recommendations for suitable occupation
- d. Identified barriers to the Employee's participation in work transition activities and suggestions as to how these barriers may be addressed

The Workplace Parties (Employee and Company Representative) and Other Authorized Representative(s) are given the opportunity to discuss the findings with WSIB/External Assessor. WSIB, the Injured/ill Employee and Melloul-Blamey (when participating) will receive relevant copies of work transition assessment documentation.

Work Transition Reassessment

In general, Employees are provided with one assessment. A work transition re-assessment may be appropriate where, for example, the work-related impairment significantly changes. If necessary, WSIB may revise the original suitable occupation.

Relocation Services

Relocation is a work reintegration option that may be considered when a suitable occupation is not available with the Company or in the local labour market.

WSIB will offer relocation services when all the following conditions are met:

- a. Permanent work-related restrictions require the Injured/ill Employee to change jobs
- b. There is no suitable occupation with the Company in the local labour market or in the surrounding area within a reasonable commuting distance
- c. Labour market information indicates there are no suitable occupation in the local labour market with a new employer, and
- d. The broader labour market offers greater employment prospects in the suitable occupation

WSIB will pay for appropriate expenses directly related to the Injured/ill Employee looking for work in the broader labour market. Once the Injured/ill Employee has received a bona fide offer of employment in the broader labour market, WSIB will pay for appropriate expenses associated with that relocation.

Work Transition Closure

A work transition plan is closed, and the Injured/ill Employee's benefits are adjusted accordingly when the Employee:

- a. Successfully completes the work transition plan or returns to work
- b. Fails to participate in the development of the work transition plan or the completion of work transition plan activities
- c. Is unable or unavailable to complete the work transition plan because of change in circumstances unrelated to the work injury/illness
- d. Has retired or has voluntarily withdrawn from the workforce, or
- e. Has received extensive work transition services and the provision of further services would not likely lead to successful work reintegration

Penalties for Non-Cooperation

Both Injured/ill Employee and Melloul-Blamey can be penalized for non-cooperation. The Company may not penalize the Employee. WSIB has the right to reduce, suspend or discontinue the Injured/ill Employee's benefits and/or levy penalties to the Company for non-compliance with work transition.

Employees 55 and Older

When WSIB determines entitlement to loss of earnings benefits for Injured/ill Employees 55 years of age or older and require a work transition plan consisting of vocational skills to achieve employment in a suitable occupation, the Injured/ill Employee has two options:

- a. Participate in WSIB's work transition plan, or
- b. Independently choose a twelve (12) month transition plan focused on self-directed work reintegration. If the independent work transition plan is chosen, the following applies:
 - The self-directed transition plan option is chosen in combination with the irrevocable no review option for loss of earnings benefits payable to age 65
 - After the Employee signs the irrevocable option, full loss of earnings benefits will continue for the twelve (12) month period of the self-directed transition plan
 - At the end of twelve (12) months, loss of earnings benefits will be recalculated based on the estimated earnings of the identified suitable occupation as reflected in the current Labour Market

ROLES AND RESPONSIBILITIES

Senior Management shall:

- a. Ensure injury/illness is reported to WSIB
- b. Cooperate in providing suitable and/or modified work that is safe, productive and within the Injured Employee's functional abilities and restores the Injured Employee to his pre-injury earnings
- c. Be obligated to re-employ the Injured/ill Employee when the necessary conditions are met
- d. Cooperate and fulfill all work reintegration obligations
- e. Develop the Work Transition Plan in partnership with the WSIB, Injury/ill Employee and the Treating Healthcare Practitioner as necessary

Health and Safety Manager/Human Resources shall:

- a. Be trained in all aspects of the Company's Return to Work Program and Procedures
- b. Report injury/illness to WSIB
- c. Document and manage each WSIB injury claim
- d. Maintain communication throughout the Injured/ill Employee's recovery and return to work
- e. Identify and secure work reintegration opportunities for the Injured/ill Employee including training, if necessary
- f. Endorse the WSIB's Work Transition Plan Agreement
- g. Provide WSIB with any information concerning the Injured/ill Employee's work reintegration
- h. Notify WSIB of any disagreements concerning the Injured/ill Employee's work reintegration
- i. Review annually all Company WSIB Injury claims

The Injured/ill Employee shall:

- a. Report the injury/illness to Management as soon as possible
- b. Maintain communication with the Company and WSIB throughout recovery
- c. Cooperate with the Company to identify suitable work opportunities
- d. Provide WSIB with any relevant information requested concerning return to work
- e. Cooperate and fulfill all work reintegration obligations
- f. Cooperate with the Company to return to the pre-injury job
- g. Develop the Work Transition Plan in partnership with the WSIB, the Company and the Treating Healthcare Practitioner as necessary
- h. Endorse the WSIB's Work Transition Plan Agreement
- i. Notify WSIB of any disagreements concerning work reintegration
- j. Provide the Company with functional abilities information when requested
- k. Notify WSIB and the Company when able to return to some form of work
- l. Inform WSIB and the Company of significant changes in medical condition, returning to work or beginning to receive other income or government benefits

WSIB shall:

- a. Provide the necessary work reintegration services to support the efforts of the Workplace Parties in achieving successful work reintegration outcomes
- b. Monitor the work reintegration activity, progress, and cooperation between Workplace Parties
- c. Provide healthcare recovery support, education, case management, work reintegration coordination, accommodation assistance, dispute resolution and ensuring compliance with cooperation, re-employment obligations and work transition services
- d. Meet with Workplace Parties if the Injured/ill Employee's return to suitable and available work is unsuccessful
- e. Facilitate an early and safe work reintegration outcome
- f. Obtain medical support from Treating Healthcare Practitioner(s), if required
- g. Provide mediation, when needed, for return-to-work dispute resolutions
- h. Develop the Work Transition Plan in partnership with the Injury/ill Employee, the Company, and the Treating Healthcare Practitioner as necessary
- i. Endorse the WSIB's Work Transition Plan Agreement
- j. Enforce Workplace Safety and Insurance Act

EVALUATION

Melloul-Blamey will evaluate the success of the return-to-work reintegration program annually.

FORMS / REFERENCE MATERIAL

Work Reintegration Principles, Concepts and Definitions - WSIB policy #19-02-01


Responsibilities of the Workplace Parties in Work Reintegration - WSIB policy #19-02-02

Determining Suitable Occupation - WSIB policy #19-03-03

Work Transition Plans - WSIB policy #19-03-05

Work Transition Expenses - WSIB policy #19-03-06

Relocation Services - WSIB policy #19-03-11

Policy: RETURN TO WORK - PROGRAM DEVELOPMENT	
Date of Issue: October 30, 2014	Authorized By: J. Melloul
Reviewed/Revision: Mar. 1/22, Feb. 5/19	Approved By: 

GOAL

Melloul-Blamey's Return to Work Program promotes the early and safe return to work of Employees who have suffered a workplace injury/illness.

LEGISLATION

Workplace Safety and Insurance Act
 Workplace Safety and Insurance Board
 The Ontario Human Rights Code

DEFINITIONS

SUITABLE WORK - job tasks suited to the employee's skill that is safe, productive, and consistent with the employee's functional abilities, and that, to the extent possible, restores the employee to his pre-injury earnings

MODIFIED WORK - any modification to the work or the workplace, including but not limited to reduced hours, reduced productivity requirements and/or the provision of assistive devices, results in work becoming available that is consistent with the employee's functional abilities and that respects applicable human rights legislation

TRANSITIONAL WORK - is suitable and available work, which is temporarily assigned to the injured/ill employee, within his limitations and capabilities. When possible, transitional work restores the worker's pre-injury earnings. Transitional work includes the following:

- a. Modified Work - Changing or eliminating specific job duties within the employee's regular job to meet the temporary work restrictions
- b. Alternative Work - Offering the employee a position other than his regular job to meet the temporary work restrictions
- c. Reduced-Hours Work - Less than full-time work to meet the temporary restrictions

PHYSICAL DEMANDS ANALYSIS - the evaluation and assessment of the physical strength, mobility, coordination, and vision required to perform a job and the assessment of physical and chemical hazards that an employee is subject to when performing the regular duties of that job

FUNCTIONAL ABILITIES FORM (FAF) - this indicates what the injured worker's present physical capabilities are, as per their treating physician

SCOPE

Employees having sustained an injury or illness resulting from work or in the workplace will be eligible to participate in Melloul-Blamey's Return to Work Program. The return-to-work process begins immediately after the injury or illness occurs. Both Melloul-Blamey and the Injured/ill Employee benefit in cooperating in the early and safe return to work program.

PLAN

Prevention of injuries and illnesses is accomplished primarily through the maintenance of a safe and healthy workplace. Consistent with this value is the Company's commitment to the successful recovery of the Injured/ill Employee by assisting in early intervention and a safe return to work. Melloul-Blamey's policy is to take all reasonable steps to return the Injured/ill Employee to their pre-injury job as quickly as possible. All members of the workplace have a shared responsibility to actively participate in the return-to-work program when required.

The Injured/ill Employee shall immediately report all accidents/illnesses to Management and obtain necessary first aid and/or health care treatment. The Employee must obtain a completed Functional Abilities Form (FAF) from the Treating Healthcare Practitioner(s) and return the form to the Company's Health and Safety Department before starting his next workday. If unable to return the form the functional abilities information must be communicated to the Health and Safety Department as soon as possible.

When Melloul-Blamey receives information from the Treating Healthcare Practitioner(s) indicating the Injured/ill Employee may work with certain limitations, the Company must review the physical demands analysis with the Employee to identify modified or suitable work within his functional ability limitations. The Employee will now be eligible to participate in the Company's Return to Work Program. An action plan will be developed and monitored in cooperation with the Employee, Treating Healthcare Practitioner(s) and WSIB. The Company and Employee will communicate weekly throughout the recovery process. The Employee will provide the Health and Safety Department with updated functional abilities information as seen necessary.

If the Employee returns to work for modified or suitable work duties, WSIB must be informed. When the Employee returns to transitional work, Management shall develop an action plan in cooperation with the Employee and monitor him in the performance of the work. The progress shall be monitored on a weekly basis. When monitoring the Employee, the following will be considered:

- a. Physical capabilities
- b. Attendance
- c. Productivity
- d. Accuracy
- e. Problems with tasks

Management will release the Employee from the Return-to-Work program providing the Employee can return to:

- a. Regular job at full capacity
- b. Full functional capacity supported by functional ability information, or
- c. Permanent placement in alternative work

ROLES AND RESPONSIBILITIES

Senior Management shall:

- a. Ensure there is a fair and consistent program for returning Employees back to work
- b. Ensure a trained Employee is given the responsibility to oversee the early and safe return to work program
- c. Provide any needed intervention/accommodation where possible
- d. Cooperate with WSIB

Management shall:

- a. Maintain contact with the Injured/ill Employee
- b. Cooperate with WSIB
- c. Communicate the Injured/ill Employee's limitations to the Appropriate Parties
- d. Address barriers to an Employee's return to work
- e. Participate in planning and implementing the RTW plan for the Injured/ill Employee
- f. Arrange a physical demands analysis on the various tasks/jobs
- g. Accommodate the Injured/ill Employee with modified or suitable work duties
- h. Document all communication and activities of the RTW Program
- i. Release the Employee from the RTW program

The Injured/ill Employee shall:

- a. Participate in the RTW program
- b. Provide all necessary documentation e.g., WSIB
- c. Maintain regular contact with Management
- d. Notify Management of any concerns regarding their suitable transitional work duties
- e. Obtain clearance, where applicable, from Treating Healthcare Practitioner(s) for the return to suitable transitional work
- f. Cooperate with WSIB

WSIB shall:

- a. Provide effective claims management that monitors the activity, progress and cooperation of All Parties involved
- b. Help resolve difficulties and disputes
- c. Provide ergonomic and/or mediation services and/or jobsite visits to help All Parties
- d. Make decisions on all claim-related and compliance issues

TRAINING

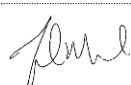
All Employees shall receive information about the Company's Return to Work Program at orientation. At the time of injury/illness, the requirements of the program will be re-communicated to the Injured/ill Employee. All Employees involved in the Return-to-Work Program will be trained as required.

EVALUATION

An exit interview will be performed with any Employee involved in the program to evaluate the program and identify any improvements that need to be made.

FORMS / REFERENCE MATERIAL

Health Professional's Report/ Functional Abilities Form - WSIB Form 8
Job Task / Physical Demand Analysis Form - Melloul-Blamey No. 600
RTW Agreement Form - Melloul-Blamey No. 601
RTW Case Management Discussion Guide - Melloul-Blamey No. 602
RTW Contact Log - Melloul-Blamey No. 604
RTW Evaluation Form - Melloul-Blamey No. 606
RTW Plan - Melloul-Blamey No. 603
RTW Progress Report - Melloul-Blamey No. 605

Policy: BENEFITS	
Date of Issue: June 1, 2005	Authorized By: J. Melloul
Reviewed/Revision: Mar. 1/22, Feb. 23/21, Sept. 6/18, Feb. 22/18, Feb. 26/14, Feb. 29/12	Approved By: 

GOAL

Melloul-Blamey will communicate this policy to Company Employees to ensure that they are aware of all pertinent benefits.

DEFINITION

BENEFITS - means legislated benefits and/or group benefits offered by the Company

GROUP BENEFITS - is defined by the Company's group benefits provider, e.g., long-term disability, health plan insurance, dental, life insurance, etc. along with a Private Health Service benefit

PHSP (Flex Plan) - Private Health Service Plan

CPP - Canada Pension Plan

WSIB - Workplace Safety Insurance Board

SCOPE

Applicable benefits shall be communicated to Eligible Melloul-Blamey Employees.

PLAN

Full-time Employees or Permanent Part Time Employees who work a minimum of 20 hours per week are eligible for Company group benefits. Eligible Employees must complete three (3) months of continuous service with the Company before they are entitled to group benefits. The PHSP is offered upon the completion of one (1) year of continuous service.

Group Benefit Coverage at Age 65

- Life Insurance Benefit is reduced by 50% of coverage
- Accidental Death & Dismemberment (AD&D) reduces by 50%
- Critical Illness Insurance ends
- Long Term Disability (LTD) ends at age 65, premiums stop 4 months before 65th birthday

Group Insurance Benefit Continuance While on Leave

Employees will continue to participate in the group benefit plans during statutory leave recognized by the Employment Standards Act, 2000 (ESA); e.g., maternity, parental, family medical leaves, etc.

Eligibility for continued coverage during any leave of absence is governed by the terms and conditions of the Group Benefits Plan Contract and Melloul-Blamey's Company policies. Employees should review the Benefit Provider's booklet and should contact the Insurer directly to verify their eligibility for continued coverage, as well as the limitations if any, for benefit continuation during a leave of absence.

An Employee on leave shall pay his required portion of premiums from the time his wages stop until whichever of the following comes first:

- The date wages begin again
- The date employment is terminated
- The Employee requests in writing to stop group benefit coverage or
- A maximum of twenty-four (24) months from the last day worked due to the Employee being accepted and approved to receive benefits through Long Term Disability (LTD)

At the discretion of Management, consideration will be made to extend group benefits, excluding PHSP, for Employees continuing to receive approved LTD benefits beyond the maximum 24-month period. On an approved extension of benefits the premium costs will be assumed 100% by the Employee.

If an employee stops submitting the required Employee premium portion of benefits, all coverages including the PHSP (Flex Plan) benefit, if applicable, will cease immediately. If benefits are ceased this will not be considered termination of employment with Melloul-Blamey.

All benefit premium payments required by the Employee are those not automatically waived by the Benefit Provider as per their policy.

An employee's benefit coverage details cannot be modified until the Employee resumes active employment. Melloul-Blamey reserves the right to revise the PHSP/Flex Benefit.

Converting Benefit Coverage

Employee group benefits can be converted from the current Company benefit plan to an individual insurance policy upon retirement or having an employment status change. A request to convert coverage must take place within 90 days of coverage changing or ending. There are several rules and conditions in the group benefit contract that apply to converting coverage, it is recommended to contact Human Resources or the current group benefit provider for more details.

CPP Age 60 and Over

- a. All Employees with pensionable earnings who are 60 to 65 years of age must make CPP contributions even if they are receiving a CPP retirement pension
- b. Employees at age 65 years but under the age of 70 collecting a CPP retirement pension while working will have the option to either pay CPP contributions or opt out of contributing. To opt out of contributing you must complete a form CPT30 (*Election to Stop Contributing to the Canada Pension Plan, or Revocation of a Prior Election*)
- c. Employees opting to stop CPP payroll contributions at age 65 and are receiving a CPP retirement pension must complete a CPT30 form and send a copy to payroll along with proof of receiving CPP retirement pension. Otherwise, CPP contributions will continue until the age of 70

WSIB Coverage Age 65 and Over

A Worker who has a loss of earnings because of a workplace injury is entitled to payments under the WSIB Act. The payments continue until the earliest of:

- a. The day on which the Worker's loss of earnings ceases e.g., returns to work,
- b. The day on which the Worker reaches 65 years of age, if the Worker was less than 63 years of age on the date of injury,
- c. Two years from date of injury, providing the Worker was 63 years of age or older on date of injury

WSIB does not limit entitlement to healthcare at any age. A Worker who sustains an injury is entitled to such healthcare as may be necessary, appropriate, and sufficient because of the injury, e.g., physiotherapy.

ROLES AND RESPONSIBILITIES

Melloul-Blamey shall:

- a. Implement a group benefit insurance package for the Company
- b. Reserve the right to amend the Company's group insurance benefits, the coverage details and/or the group benefit provider at the Company's discretion

Senior Management shall:

- a. Determine the details of the Company's group benefit insurance plans; the group benefits providers, associated premium costs, etc.
- b. Support Human Resources with the implementation of the Company's group insurance package as necessary

Human Resources shall:


- a. Communicate and offer all relevant group insurance benefits to Eligible Employees at orientation
- b. Register Eligible Employees onto the applicable group insurance plans in an accurate and timely manner
- c. Support Employees with group insurance benefit concerns
- d. Maintain and update group insurance plans with changes affecting an Employee's benefit package
- e. Be involved with negotiations and implementation of the Company's group insurance package

Employee shall:

- a. Abide to the terms of Melloul-Blamey's group benefit insurance plans
- b. Report promptly to HR of all personal changes reflecting on their benefit coverage with the Company e.g., changes in marital status, address, dependents, etc.

FORMS / REFERENCE MATERIAL

Employee Group Benefits Summary – Melloul-Blamey No. P207

Policy: PAYROLL	
Date of Issue: June 1, 2005	Authorized By: J. Melloul
Reviewed/Revision: Mar. 1/22, Feb. 22/21, Feb. 19/19, Jan. 1/17, Feb. 23/1, Jan. 31/07	Approved By: 


- a. Payroll is processed bi-weekly with the pay date for direct bank deposit occurring on Tuesdays; ten (10) calendar days following the bi-weekly pay ending date
- b. Bi-weekly pay cheque stubs are available online through Powerpay self service
- c. The standard workweek consists of 44 hours; Monday 9 hrs., Tuesday 9 hrs., Wednesday 9 hrs., Thursday 9 hrs. and Friday 8 hrs.
- d. Workplace breaks consist of an unpaid ½ hour lunch plus two paid 15-minute coffee breaks
- e. Reporting hours accurately on weekly timesheets to the Payroll Department is vital. Field Staff hours are submitted to the Payroll Department by Jobsite Superintendents. Office Staff hours are submitted directly to the Payroll Department
- f. Overtime is not promoted and is paid after 44 hours worked in a week to Hourly Employees e.g., overtime occurs after 44 hours worked in a statutory holiday week
- g. Jobsite overtime during a regular workweek e.g., Monday to Friday except for holidays does not require written approval; approval must be granted by the Jobsite Superintendent and/or Senior Management prior to working
- h. Any jobsite work required outside a regular workday e.g., Saturday, Sunday or Statutory Holidays requires a written approval from Senior Management on a Statutory Holiday Weekend Approval form prior to commencing work. Time worked will not be recognized if this procedure is not followed
- i. Expenses incurred by an Employee will be reimbursed through Payroll and/or Accounts Payable. Expenses must be submitted within thirty (30) days on an Employee Expense Report and accompanied by receipts. Employee Expense Reports must be reviewed and approved by Management prior to submitting to Payroll or Accounts Payable

FORMS / REFERENCE MATERIAL

Statutory Holiday Weekend Approval - Melloul-Blamey No. 212

Employee Expense Report - Melloul-Blamey No. 205

Powerpay Self Service - <https://clients.powerpay.ca/selfservice/login>

Policy: WORKPLACE ACCOMMODATION	
Date of Issue: October 17, 2018	Authorized By: J. Melloul
Reviewed/Revision: Mar. 1/22	Approved By: 

GOAL

The purpose of this policy is to provide a clear statement regarding the obligations and responsibilities required for a successful workplace accommodation policy.

LEGISLATIONS

Accessibility for Ontarians with Disabilities Act, 2005 (AODA)
Integrated Accessibility Standards Human Rights Code (the Code)

DEFINITIONS

ACCOMMODATION - Any modification to the work or the workplace that is fitting with the worker's functional abilities

BARRIERS - A natural formation or structure that prevents or hinders movement or action

UNDUE HARDSHIP - The point at which an employer is not legally required to accommodate an employee's needs as the action would impose significant strain or risk to the operation of the business

SCOPE

This policy applies to Melloul-Blamey Employees with a disability who may require accommodation, and to Job Applicants who may require accommodation during the selection process.

PLAN

Melloul-Blamey will work to achieve a workplace free from barriers by providing accommodation for the needs of those Individuals covered by the Code and AODA.

Duty to Accommodate

Melloul-Blamey encourages Individuals to contact and work with Management and/or Human Resources (HR) with their accommodation needs. The Company will share the obligation with the Individual requesting accommodation to ensure that the measures taken are mutually agreeable and the Individual is able to work effectively by modifying the work or the work environment, up to the point of undue hardship.

Accommodation Plan

Management and/or HR should be the first point of contact for Individuals when requesting a form of accommodation. Individuals shall provide information to Management and/or HR regarding their needs relevant to identifying the most appropriate, reasonable, and necessary accommodation requirements.

Melloul-Blamey shall provide a written fit for duty plan and review annually to determine the most appropriate way to achieve alternative means for a successful position. Individuals developing the plan may consist of Company Representatives, Employee, Employee Support Person if required, Healthcare Practitioner(s) and Third Parties.

Appropriate Accommodations

Appropriate accommodations to an Employee's current role may include but not limited to:

- a. Workstation adjustments
- b. Changes to organizational policies and practices
- c. Technical aids
- d. Support Person
- e. Providing materials in alternative formats
- f. Counselling and referral services
- g. Modified hours
- h. Extended or additional breaks
- i. Leave of absence

In some cases, an alternate position may be required if accommodation to the Employee's current role cannot be met. Management and HR will work with the Employee in attempt to place the Employee in an available and suitable position. This may require the assistance of Third Parties with specialized expertise. Melloul-Blamey shall ensure the Employee placed in a suitable position:

- a. Has the necessary qualifications for success
- b. Can perform the tasks associated with the position and
- c. Agrees the alternate work is acceptable

Where the accommodation requires an investment in materials or equipment, requests shall be directed to Senior Management.

Accommodating Job Applicant

A Job Applicant communicating the need for accommodation shall be considered in a manner that is non-discriminatory and respectful of our human rights obligations. Melloul-Blamey will notify Job Applicants and the public who have disabilities about the availability of accommodation in compliance with AODA. The Job Applicant will consult with Melloul-Blamey for suitable accommodations, if requested.

ROLES AND RESPONSIBILITIES

Melloul-Blamey shall:

- a. Identify and address the need for accommodation
- b. Implement the accommodation process
- c. Communicate the fit for duty policy to Employees

Management shall:

- a. Work with HR and Employee to provide a plan in determining the most appropriate way to address the potential barriers
- b. Ensure barriers are addressed
- c. Consult with Job Applicants and attempt to accommodate Applicant's request for suitable accommodations
- d. Review and revise plan, if required
- e. Respect the right to privacy and confidentiality of Employees and Job Applicants

Human Resources shall:

- a. Encourage Employee to contact Management and/or HR with their accommodation needs
- b. Work with Management and Employee to provide a plan in as timely a manner as possible
- c. Develop fit for duty plans on an individual basis
- d. Assist the Employee in understanding the accommodation process and their responsibilities
- e. Ensure a written fit for duty plan is provided to the Employee
- f. Communicate fit for duty plan in a format accessible to the Employee
- g. Ensure barriers are addressed
- h. Maintain contact with the Relevant Parties throughout the accommodation process
- i. Review and revise plan, if required
- j. Ensure the fit for duty plan integrates Individuals in a manner that respects their dignity, autonomy, and self-esteem
- k. Respect the right to privacy and confidentiality of Employees and Job Applicants

Employee shall:

- a. Inform Management and/or HR of any accommodation requirement(s)
- b. Provide information to Management and/or HR regarding needs relevant to identifying the most appropriate, reasonable, and necessary accommodations
- c. Work with Management, HR, and Relevant Parties to identify and develop the fit for duty plan

Job Applicant shall:


- a. Communicate to Management any accommodation requirements needed for Melloul-Blamey to endeavor accommodation requirements can be met

TRAINING

- a. Employees associated with developing fit for duty plans will be appropriately trained
- b. Human Resources will train New Employees at time of orientation of employment

FORMS / REFERENCE MATERIAL

Individual Fit for Duty Plan - Melloul-Blamey No. 214.2

Policy: WORKING FROM HOME	
Date of Issue: April 23, 2020	Authorized By: J. Melloul
Reviewed/Revision: Mar. 1/22, Jan. 25/21, May 14/20	Approved By: 

GOAL

Melloul-Blamey understands that under certain circumstances, the Company and some Employees may benefit from the option to work from home. In the event of an epidemic or pandemic situation Employees may be directed to work from home. This policy outlines the process used and expectations for Employees working from home.

DEFINITIONS

COMPENSATION - wages, overtime, bonuses, allowances, group benefits e.g., medical, dental, etc.

EPIDEMIC - a widespread occurrence of an infectious disease in a community at a particular time

PANDEMIC - a disease prevalent over a whole country or the world

SCOPE

This policy applies to Melloul-Blamey Personnel working from home or requesting to work from home.

PLAN

Working from home will be arranged on a case-by-case basis. Employees must comply with all Company policies, practices and procedures whether working at the workplace or from home. Melloul-Blamey will not require an Employee to work from home unless arranged at time of hire, stated in the employment contract or due to special circumstances e.g., epidemic, pandemic, etc.

Communication is vital for successful work from home arrangement. The Company expects Employees to be available at home during regular business hours unless an approved change in working hours is granted. Working from home should not affect an Employee's ability to complete day-to-day functions including:

- Communicating with Co-Workers, Management, Clients, etc.
- Staying updated on department and work events
- Keeping Management informed on the progress of assignments
- Reaching out for support e.g., Department, IT, etc.

Employees are required to come into the workplace to manage and process paperwork as required and at a minimum of once a week. If not possible to come into the workplace, Employees must make alternate arrangements with Management. If the Employee's presence is required for a meeting at the workplace, arrangements will be made.

Approval Process

- Written requests to Senior Management to work from home must be submitted and completed on the Flexible Work Arrangements Request form for approval
- Requests to work from home must be approved by Senior Management
- Requests must be submitted prior to working remotely
- If advance notice cannot be provided, Employees must inform the Company as soon as possible
- Number of scheduled work hours may alter if leave time is required due to special circumstances e.g., pandemic which may result in a temporary compensation change
- Approved request will be reviewed regularly by the Employee's Department Manager
- Request approvals will be kept with the Employee's personal HR records
- If at any time the approved arrangement no longer meets business or productivity goals, Melloul-Blamey reserves the right to revoke the agreement

Payroll

- Work hours and compensation will be according to the Employee's employment contract and Company policies
- When working from home, modifications to hours and compensation may need to be considered
- Senior Management must approve overtime hours in advance

- d. Timesheets must be submitted weekly to the Payroll Department and Employee's Immediate Manager. Hours worked remotely and/or at the workplace must be identified on the timesheet
- e. Work-related expenses accrued due to working from home need to be reviewed and approved by Management prior to reimbursement

IT Hardware and Software

- a. Company provided devices must be used when working from home to ensure that the appropriate malware protection and software are being utilized
- b. Company owned resources may only be used for business purposes
- c. Failure to use Company approved devices may leave Melloul-Blamey's data vulnerable as well as potentially having our servers blacklisted due to malware
- d. Reasonable steps must be taken to protect any Company property from theft, damage, or misuse
- e. Home internet will be the Employee's responsibility
- f. Completed and working copies of documents must be saved on the Company's online systems
- g. Data security and confidentiality must be maintained
- h. Finished documents at home must be copied back to the server in a timely manner to be available for Co-Workers
- i. Employees may be responsible for any damage to or loss of Company property
- j. At the completion of the working from home agreement all Company property must be returned
- k. Failure to return Company property may result in discipline for Current Employees or legal action for Former Employees
- l. If an agreement is being revoked, notice will be given to return Company property

ROLES AND RESPONSIBILITIES

Senior Management shall:

- a. Respond to requests to work from home
- b. Communicate working from home arrangements with the Employee's Manager
- c. Support Employees while working from home
- d. Approve expenses incurred due to working from home
- e. Be aware of work activities

Management shall:

- a. Monitor the continuance of Employees working from home
- b. Update Senior Management
- c. Support Employees while working from home
- d. Review and monitor timesheets and work assignments

IT Department shall:

- a. Provide the necessary resources
- b. Provide aid for hardware and software
- c. Confirm all Company owned property is returned and in good order


Employee shall:

- a. Request approval in writing prior to working from home
- b. Comply with Company policies, practices, and procedures
- c. Notify IT Department if hardware and software are required
- d. Communicate regularly with Department Manager or as required
- e. Refrain from using Company owned devices and software for personal use
- f. Be responsible and properly care for assigned Company owned property
- g. Be available during regular business hours to complete day-to-day functions
- h. Come into the workplace or make alternate arrangements at minimum weekly to manage and process paperwork
- i. Participate in workplace meetings, if required
- j. Return Company owned property at the completion of working from home

This policy does not alter or replace the terms of an existing employment contract. Any breach of this policy may result in disciplinary action up to and including termination.

FORMS / REFERENCE MATERIAL

Flexible Work Arrangements Request - Melloul-Blamey No. 204

Policy: DRESS CODE	
Date of Issue: January 26, 2006	Authorized By: J. Melloul
Reviewed/Revision: Mar. 1/22, Oct. 7/19, Feb. 24/10	Approved By: 

GOAL

This policy identifies the appropriate dress attire for Office and Field Staff.

SCOPE

Melloul-Blamey requires Employees to present themselves in a professional manner regarding attire, personal hygiene, and appearance.

PLAN

Employees are responsible for exercising professional judgment for their own attire. Individual situations relating to appropriate workplace attire may be addressed on a case-by-case basis.

Office Staff

Melloul-Blamey's minimum dress code for office staff is smart casual attire. Office Staff need to abide to the Field Staff dress attire when required to be on a construction jobsite.

The Company exercises a 'casual Friday' policy in the office, where Employees are welcome to wear casual attire on Fridays. Employees should consider the necessity to continually conduct themselves in a professional fashion and dress in such a way that will not create a negative perception by either internal or external personnel.

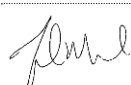
Field Staff

Melloul-Blamey has a mandatory high visibility safety clothing policy for everyone on the jobsite. Clothing must not interfere with the safe operation of equipment. Appropriate clothing must be worn for the job task at hand. Melloul-Blamey always recommends shirts and long pants be worn. When heat is a factor, the wearing of shorts must be approved by the Jobsite Superintendent/Designate Site Superintendent. Long pants must always be available if shorts are approved.

For personal protection Field Staff should not wear the following on the jobsite:

- a. Loose clothing or cuffs
- b. Torn or ragged clothing
- c. Greasy or oily clothing, gloves, or boots
- d. Boots badly worn or deteriorated
- e. Finger rings, dangling jewelry, or neck chains

Breach of this policy will be addressed by Management and may result in disciplinary action.

Policy: SUBSTANCE USE INCLUDING ALCOHOL, CANNABIS AND DRUGS	
Date of Issue: June 1, 2005	Authorized By: J. Melloul
Reviewed/Revision: Mar. 1/22, Nov. 15/18, Feb. 22/18, Jan. 11/17, Aug. 8/13	Approved By: 

GOAL

Melloul-Blamey is committed to the health and safety of their Employees and has adopted this policy to communicate the expectations and guidelines surrounding substance use, misuse, and abuse.

DEFINITIONS

COMPANY PROPERTY - encompasses all Company owned or leased property including parking lots, jobsite trailers, vehicles, desks, cabinets, etc.

DRUG - any substance which can change or adversely affect the way a person thinks or feels, whether obtained legally or illegally e.g., alcohol, recreational cannabis, cocaine, opiates, and amphetamines

DRUG PARAPHERNALIA - material or equipment used or intended for use in injecting, ingesting, inhaling or otherwise introducing a drug, illegal or controlled, into the human body

ILLICIT DRUGS - are those that are illegal to make, sell or use

MEDICATION - a drug obtained legally, either over the counter, or through a prescription or authorization issued by a medical practitioner

RECREATIONAL SUBSTANCES - are alcohol and cannabis that people take occasionally for enjoyment

SCOPE

This policy is for the protection of Employees, Clients, Subcontractors and Visitors. Melloul-Blamey fully prohibits the consumption, or being under the influence of alcohol, cannabis, or drug use at the workplace.

PLAN

Employees under the influence of alcohol, cannabis or drugs in the workplace can pose serious health and safety risks both to themselves and their fellow employees. To help ensure a safe and healthy workplace, Melloul-Blamey prohibits alcohol, cannabis, drugs, and drug paraphernalia being present in the workplace.

Accommodation

Exceptions will be made to accommodate medication use. Where medication is used for medical purposes, the Employee will be accommodated to the point of undue hardship to Melloul-Blamey. Additional medical information may be required to facilitate an accommodation plan.

Expectations

The following expectations apply to Employees and Management alike while conducting work on behalf of the Company, whether on or off Company property:

- Employees are expected to arrive to work fit for duty and able to perform their duties safely and to standard
- Employees must be fit for duty for the duration of their shift
- Consumption, possession, distribution or sale of alcohol, cannabis, drugs, and drug paraphernalia in the workplace is strictly prohibited
- Employees are prohibited from reporting to work while under the influence of alcohol, cannabis, or illicit drugs
- Employees on medication must communicate to Management or Human Resources any potential risk, limitation or restriction requiring modification of duties
- Employees are expected to abide by all governing legislation pertaining to the possession and consumption of alcohol, cannabis, or drugs

Medical Cannabis

Where an Employee uses medical cannabis, they shall provide a copy of their medical documentation to use cannabis to Human Resources and abide by the Company's accommodation policy.

Possession at Work

Possession of alcohol, cannabis, drugs, and drug paraphernalia on Company property is strictly prohibited. Possession of alcohol, cannabis, drugs, and drug paraphernalia is also prohibited while Employees are acting on behalf of the organization off Company premises. This includes attending events as a Company Representative.

Disciplinary Action

Employees found in violation of this policy may be subject to disciplinary action up to and including termination of employment. Where applicable, Melloul-Blamey may also take legal action in accordance with the law.

ROLES AND RESPONSIBILITIES

Management shall:

- a. Be trained on this policy
- b. Identify any situation that may cause concern regarding an individual's ability to safely perform their job functions
- c. Ensure that any Employee who asks for help due to a drug or alcohol dependency is provided with the appropriate support and is not disciplined for doing so
- d. Maintain confidentiality and Employee privacy

Human Resources shall:

- a. Work with the Employee who asks for help due to a drug or alcohol dependency
- b. Determine whether Employee accommodation request is for substance use dependency, or a disability for which a drug is being used medically
- c. Ensure appropriate documentation is completed and on file
- d. Maintain confidentiality and Employee privacy

Employee shall:


- a. Arrive to work fit for duty and remain fit for duty while in the workplace
- b. Perform work safely in accordance with the Company's established safe work practices and procedures
- c. Avoid the consumption, possession, sale or distribution of alcohol, cannabis, drugs, and drug paraphernalia in the workplace
- d. Provide documentation to Management or Human Resources of limitations and required modifications because of medication use
- e. Report unfit individuals to Management
- f. Seek advice or appropriate treatment, where required
- g. Communicate dependency or emerging dependency
- h. Abide by all governing legislation pertaining to the possession and use of alcohol, cannabis, and drugs

TRAINING

- a. The Company will communicate all expectations surrounding alcohol, cannabis and drug use, misuse, and abuse
- b. Management will be trained in recognizing signs of impairment, the obligation to report suspected impairment and how to address the Worker
- c. Human Resources will provide training to New Employees at orientation of employment

FORMS / REFERENCE MATERIAL

Record of Employee Communication - Melloul-Blamey No. 209

Policy: SUBSTANCE USE – SMOKING / ELECTRONIC CIGARETTES (VAPE)	
Date of Issue: February 24, 2010	Authorized By: J. Melloul
Reviewed/Revision: Mar. 1/22, Jan. 11/20	Approved By: 

GOAL

Melloul-Blamey completely enforces all enclosed workplaces are 100% smoke-free/vape-free in the interest of promoting a safe and healthy work environment.

LEGISLATION

Smoke-Free Ontario Act

DEFINITION

ELECTRONIC CIGARETTES (VAPE) - a handheld electronic device that contains a flavored liquid that is vaporized and inhaled, used to simulate the experience of smoking tobacco

ENCLOSED WORKPLACE - the inside of a building, structure, jobsite trailer or vehicle that an employee works in or frequents during their employment

MEDICAL MARIJUANA - marijuana as recommended by a doctor in the treatment of a medical condition

SMOKING - inhaling and exhaling or holding lighted tobacco or cannabis (medical or recreational)

VAPING - inhaling or exhaling vapour from an electronic cigarette (e-cigarette) or holding an activated e-cigarette, whether the vapour contains nicotine

SCOPE

A smoke-free/vape-free environment helps create a safer, healthier workplace for all Employees, Clients, Subcontractors and Visitors.

PLAN

- a. The Company's policy utilizes the Smoke-Free legislation to include electronic cigarettes e.g., e-cigarettes, e-cigs, vapes, vaporizers, etc.
- b. The Ontario Government's Smoking Legislation states that smoking/vaping is prohibited in enclosed public places, which includes, but is not limited to offices, jobsite trailers, enclosed buildings, parking garages or Company vehicles. This includes vehicles, the inside of any place, building/structure, or a part of any of them that is covered by a roof


- c. The ban on smoking/vaping in an enclosed workplace is always in effect, even during off-hours when people are not working
- d. Melloul-Blamey will not discharge Employees or refuse to employ individuals on the grounds that they smoke or vape
- e. Smoking/vaping outdoor locations shall be within a reasonable distance from entrances, exits, mechanically operated windows or intake vents
- f. Employees who take unscheduled breaks for the purposes of smoking/vaping may be subject to disciplinary action

The smoking/vaping of cannabis and cannabis-related products is strictly prohibited on Melloul-Blamey property or jobsites.

Medical marijuana will be treated the same as all other medically approved medications. Where an Employee requires the use of medical marijuana, it is expected they adhere to Melloul-Blamey's fit for duty policy. Employees who require medical marijuana will be provided with an individualized fit for duty plan to reduce any health and safety risks.

Melloul-Blamey has developed a program to assist Employees to quit smoking/vaping. Reference the Quit Smoking/Vaping Incentive program within the Human Resources Employment policies.

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Policy: PERSONAL EMERGENCY LEAVE	
Date of Issue: June 1, 2005	Authorized By: J. Melloul
Reviewed/Revision: Jan 1/25, Feb. 23/23, Mar. 1/22, Feb. 23/21, Jan. 1/19, Jan. 1/18, July 21/17, May 19/15, Feb. 27/13, Feb. 24/10	Approved By: 

GOAL

This policy will clarify an Employee's eligibility for personal emergency leave.

LEGISLATION

Employment Standards Act (ESA)

DEFINITION

PERSONAL EMERGENCY LEAVE (PEL) - absenteeism due to personal illness, bereavement of a family member and family responsibility matters

SPOUSE - is determined by the Employee's current marital status registered with Melloul-Blamey

FAMILY MEMBER - Employee's spouse (includes both married and unmarried couples, of the same or opposite genders), fiancé, fiancée, parent, stepparent, mother-in-law, father-in-law, foster-parent, child, stepchild, foster-child, grandparent, step-grandparent, grandchild, step-grandchild, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or any other relative of the Employee who is dependent on the Employee for care

SCOPE

Melloul-Blamey will exercise personal emergency leave entitlement for Employees.

PLAN

- a. The Company will grant Employees after two (2) consecutive weeks of employment a maximum of ten (10) personal emergency leave days per calendar year. The days may be combined of paid and unpaid entitlement as per the following:
 - Personal sick time, injury, or medical emergency
 - The death of a family member
 - In the event of an illness, injury, or medical emergency of a family member and/or
 - A family responsibility matter concerning an Employee's family member
- b. An Employee must contact Management no later than 7:00 a.m. if unable to attend work
- c. Management has the authority to order any Physically Sick Individual to leave a workplace in attempt to prevent further contamination of other fellow workers
- d. Personal emergency leave verification may be required by the Company e.g., physician's certificate, proof of death, etc.
- e. Personal emergency leave days do not accumulate or get paid out
- f. Employee's employment status determines paid and unpaid entitlement of personal leave days

EMPLOYMENT STATUS**Full Time Salaried Employees**

- a. Entitlement to a maximum of ten (10) paid days per calendar year combined of sick, bereavement and personal emergency leave
- b. Personal emergency leaves beyond ten (10) days will be unpaid time

Full Time Hourly Employees

- a. Employees under one (1) year of service are not entitled to paid sick days
- b. Employees with one (1) year of continuous service will be entitled to a maximum of five (5) potentially paid sick days at 60% of the Employee's wages per calendar year. The five (5) paid days only come into effect after three (3) consecutive business days of illness supported by a physician's certificate
- c. A total maximum of three (3) paid bereavement days per calendar year will be granted as follows:
 - Three (3) working days will be granted with pay for the death of an employee's spouse (includes both married and unmarried couples, of the same or opposite genders), fiancé, fiancée, parent, stepparent, mother-in-law, father-in-law, foster-parent, child, stepchild, foster-child, or any other relative of the Employee who is dependent on the Employee for care; or
 - Two (2) working days will be granted with pay for the death of an Employee's grandparent, step-grandparent, grandchild, step-grandchild, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law; or
 - One (1) working day will be granted with pay for the purpose of attending the funeral for the death of an employee's niece, nephew, aunt, uncle, grandparent-in-law, or cousin
- d. Two (2) additional unpaid personal emergency leave days will be granted

Permanent Part Time Employees

- a. A total maximum of three (3) bereavement days will be paid per calendar year and calculated according to the Employment Standards Act. The guidelines for paid bereavement entitlements are:
 - Three (3) working days will be granted with pay for the death of an employee's spouse (includes both married and unmarried couples, of the same or opposite genders), fiancé, fiancée, parent, stepparent, mother-in-law, father-in-law, foster-parent, child, stepchild, foster-child, or any other relative of the Employee who is dependent on the Employee for care; or
 - Two (2) working days will be granted with pay for the death of an Employee's grandparent, step-grandparent, grandchild, step-grandchild, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law; or
 - One (1) working day will be granted with pay for the purpose of attending the funeral for the death of an employee's niece, nephew, aunt, uncle, grandparent-in-law, or cousin
- b. Seven (7) additional unpaid personal emergency leave days will be granted

Casual Employees

- a. Entitlement to a maximum of ten (10) unpaid personal emergency leave days per calendar year

ROLES AND RESPONSIBILITIES

Melloul-Blamey shall:

- a. Comply with the Employment Standards Act (ESA)
- b. Reserve the right to amend this policy and remain committed to meeting ESA requirements

Management shall:

- a. Attempt to prevent contamination of illness to fellow workers by having the authority to request any Physically Sick Worker to leave the workplace

Human Resources shall:

- b. Communicate this policy to New Employees at orientation
- c. Diligently monitor and track personal emergency leave days
- d. Request medical certificates and/or proof of death verification, if necessary

Employee shall:

- a. Contact Management if unable to attend work
- b. Communicate the reason for a personal leave day to Management
- c. Provide documentation, if required e.g., medical certificate, proof of death, etc.

POLICY: WORKPLACE MENTAL HEALTH	
Date of Issue: February 3, 2021	Authorized By: J. Melloul
Reviewed/Revision: Mar. 1/22	Approved By: 

GOAL

This policy has been adopted to ensure the promotion and protection of the mental well-being of Melloul-Blamey personnel.

DEFINITIONS

MENTAL HEALTH - a state of well-being in which an individual realizes their own abilities, can cope with the normal stresses of life, can work productively / effectively and is able to contribute to the community

MENTAL ILLNESS - a recognized, medically diagnosable illness that results in the significant impairment of an individual's cognitive, affective, or relational abilities

SCOPE

This policy applies to supporting Melloul-Blamey Employees mental health / mental illness.

PLAN

Melloul-Blamey is vitally interested in the ongoing health and safety including mental health of their Employees. Poor mental health is associated with many of the leading causes of disease and disability. Employees may experience mental health issues which Melloul-Blamey cannot necessarily control e.g., hereditary, family conflicts, general health, etc. In addition, there are also work-related reasons for mental health issues including:

- a. Excessive pressure
- b. Work-Life balance
- c. Job insecurity
- d. Hostile workplace conditions

Mental illness may manifest in many different forms. Common mental illnesses may include:

- a. Anxiety disorders
- b. Post-traumatic stress disorder (PTSD)
- c. Attention deficit disorders
- d. Depression
- e. Bipolar disorder
- f. Eating disorders
- g. Phobia or panic disorders
- h. Post-partum depression
- i. Seasonal affective disorder

Melloul-Blamey shall work to create a workplace that minimizes poor mental health by addressing and assisting Employees in managing mental health issues by:

- a. Providing resources and information regarding mental health
- b. Providing a safe work environment that promotes and supports mental health
- c. Encouraging open communication between Employees and Management
- d. Providing support and reasonable accommodation when returning to work from a mental health leave of absence

The Company's group benefit plan provides an Employee Family Assistance Program (EFAP) to Employees and their dependent(s). EFAP aids such as:

- a. Marital and family problems
- b. Stress
- c. Psychological disorders
- d. Alcohol and drug problems
- e. Bereavement
- f. Eldercare concerns

Melloul-Blamey will conduct mental health risk assessments to determine mental health issues within the workplace. The Company will identify and address concerns resulting from the assessments.

ROLES AND RESPONSIBILITIES

Senior Management shall:

- a. Treat mental illness seriously
- b. Provide Employees with stress reduction activities e.g., social events, etc.
- c. Support Employees in managing mental health issues
- d. Encourage and support Employees in seeking mental health professional assistance
- e. Work with Employees requiring time off due to mental health issues
- f. Identify signs of poor mental health in the workplace
- g. Accommodate Employees returning to work from a mental health leave of absence
- h. Maintain confidentiality and Employee privacy
- i. Promote open communication between Employees and Management
- j. Address concerns identified from the Mental Health Risk Assessments

Management shall:

- a. Treat mental illness seriously
- b. Support Employees suffering from mental health issues
- c. Identify signs of poor mental health in the workplace
- d. Encourage and support Employees in seeking mental health professional assistance
- e. Maintain confidentiality and Employee privacy

Human Resources shall:

- a. Treat mental illness seriously
- b. Provide Employees with information to increase awareness of the importance of mental health
- c. Encourage and support Employees in seeking mental health professional assistance
- d. Work with Employees requiring time off due to poor mental health
- e. Accommodate Employees returning to work from a mental health leave of absence
- f. Maintain confidentiality and Employee privacy
- g. Distribute Mental Health Risk Assessments and identify concerns
- h. Support Employees in managing mental health issues

Employees shall:

- a. Treat mental illness seriously
- b. Monitor mental health and ask for assistance if needed
- c. Notify Management immediately if a co-worker is distressed
- d. Participate in the Mental Health Risk Assessment

FORMS / REFERENCE MATERIALS

Melloul-Blamey Counselling Services and Help Lines
Melloul-Blamey Mental Health Risk Assessment



Help when you need it.

9-8-8

Suicide Crisis Helpline

Call or text 9-8-8





www.my-benefits.ca

Employee & Family Assistance Program

Confidential HELP LINE

1-800-663-1142
www.HomeWeb.ca

Counselling - Coaching - Support
Family / Relationships / Marital
Anxiety / Stress / Depression
Grief / Bereavement
Addictions / etc.



Available 24 / 7

Code for EFAP is MC6318

**Available to those enrolled in
Melloul-Blamey Company Benefits**


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phone to diagnose, treat, and/or
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Canadian Mental Health Assoc. Distress Centre

www.cmhaww.ca
Crisis Line "Here 24/7"
1-844-437-3247
www.here247.ca



Centre for Addiction and Mental Health

1-800-463-2338
www.camh.ca Mon-Fri
info@camh.ca 8am-5pm



Carizon Family and Community Services

519-743-6333
www.carizon.ca



K-W Counselling Services

519-884-0000
www.kwcounselling.com
Walk-in Clinic Thurs 12-6
480 Charles St. E. Kitchener




Smokers' Helpline

1-877-513-5333
smokershelpline.ca



ConnexOntario: Addiction, Mental Health, and Problem Gambling Treatment Services

1-866-531-2600
www.connexontario.ca

Policy: WORKPLACE VIOLENCE AND HARASSMENT	
Date of Issue: February 24, 2010	Authorized By: J. Melloul
Reviewed/Revision: Jan 1/25, Mar. 1/22, Jul. 1/16	Approved By: 

Melloul-Blamey is committed to preventing workplace violence and harassment and to maintaining a safe work environment **including virtually**. All Employees must always treat others with courtesy and respect. Employees are expected to refrain from fighting, 'horseplay' or other conduct that may be dangerous to others. Conduct that threatens, intimidates, or coerces another Employee, Subcontractor, Visitor or Client at any time, including personal time is prohibited and will not be tolerated. Unacceptable conduct includes all acts of harassment, including harassment that is based on an individual's sex, sexual orientation, gender identity or gender expression, race, age, or any characteristic protected by federal, province or local law.

All threats of, or actual, violence, both direct and indirect, should be reported as soon as possible to Management or any member of Senior Management. This includes threats by Employees as well as threats by Subcontractors, Visitors and/or Clients. When reporting a threat of violence, you should be as specific and detailed as possible. **Details should include:**

- a. **Complaint Details**
- b. **Involved Parties**
- c. **Interview Summaries – Detailed accounts of interviews conducted with the complainant and the person accused of the complaint**
- d. **Impact of Complainant**
- e. **Nature of Abuse**
- f. **Degree of Aggressiveness**
- g. **Physical Contact**
- h. **Timeline of Abuse**
- i. **Frequency**

Management that receives a reported incident must forward the report to Senior Management within twenty-four (24) hours.

All Suspicious Individuals or activities should also be reported as soon as possible to Management or Senior Management. If you see or hear an incident or disturbance near your work area do not try to intercede, report the incident immediately.

Melloul-Blamey will promptly and thoroughly investigate all reports of threats of (or actual) violence and of Suspicious Individuals or activities. The identity of the individual making a report will be protected as much as is practical.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of the violence and harassment law will be subject to prompt disciplinary action, which may include termination of employment.

Melloul-Blamey encourages Employees to bring their disputes or differences with other Workers, Visitors and/or Clients to the attention of Management or Senior Management before the situation escalates into potential violence. Melloul-Blamey is eager to assist in the resolution of Employee disputes and will not discipline Employees for raising such concerns.

The complete policy and procedures are in the Health and Safety Policy Manual under 'Violence and Harassment'.


FORMS / REFERENCE MATERIAL

Violence and Harassment - Reference Melloul-Blamey Health and Safety Policy

Violence and Harassment Complaint Form- Safety Management Software Program

Violence and Harassment Follow-up - Melloul-Blamey No. 134.4

Record of Employee Communication - Melloul-Blamey No. 209

Policy: STATUTORY HOLIDAYS	
Date of Issue: June 1, 2005	Authorized By: J. Melloul
Reviewed/Revision: Mar. 1/22, Jan. 1/18, Apr. 7/15, Feb. 3/15	Approved By: 

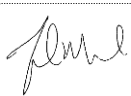
Statutory Holidays recognized by the Company are as follows:

New Year's Day, January 1st	Civic Holiday, August
Family Day, February (3 rd Monday)	Labour Day, September
Good Friday	Thanksgiving Day, October
Victoria Day, May	Christmas Day, December 25th
Canada Day, July	Boxing Day, December 26th

Employees covered by the statutory holiday provisions are entitled to paid statutory holidays except those who:

- a. Fail to work their last scheduled day of work before or after the statutory holiday without reasonable cause; or
- b. After having agreed to work on the statutory holiday yet fail to work without reasonable cause

Statutory Holiday pay for Hourly Full Time, Part Time and Casual Employees will be paid according to the Employment Standards Act (ESA).

Policy: VACATION	
Date of Issue: June 1, 2005	Authorized By: J. Melloul
Reviewed/Revision: Mar. 1/22, Feb. 23/21, Jan. 1/18, Sept. 25/13	Approved By: 

GOAL

Melloul-Blamey understands the importance of personal time off and encourages Employees to use their allotted vacation time in full every calendar year. The purpose of this policy is to explain the guidelines and procedures for vacation time for Employees.

LEGISLATION

Employment Standards Act (ESA)

SCOPE

This policy applies to the entitlement of vacation for Employees of Melloul-Blamey.

PLAN

- a. The Company's annual vacation year is from January 1st to December 31st
- b. Vacation entitlement is determined and calculated according to the following schedule:

Length of Service	Vacation Entitlement	Percentage Entitlement
less than 6 months	Prorated	4%
6 months to 1 year	1 week (5 days)	4%
1 year to 5 years	2 weeks (10 days)	4%
over 5 years	3 weeks (15 days)	6%
over 10 years	4 weeks (20 days)	8%
over 25 years	5 weeks (25 days)	10%

- c. Prime construction is the period of May 15th to September 15th, during this period, approved vacation time of one (1) week will be granted for Employees
- d. If there are conflicts among Employee vacation requests, decisions will be based on Employee seniority, Company needs and the judgement of Management
- e. **Salaried** Employee's vacation will be:
 - As per the above schedule based on length of service and vacation entitlement in weeks/days
 - Advanced to three (3) weeks entitlement as per ESA legislation
 - Prorated when changing to four (4) and five (5) weeks entitlement according to the Employee's anniversary date for years of service with the Company
 - Paid as continuous salary while on vacation
 - Approved by Senior Management prior to time taken for Office Salaried Staff
 - Approved by Senior Management and/or General Superintendent prior to time taken for Field Salaried Staff
 - Requested in writing by the Employee for approval from Senior Management for vacation time to be paid early prior to earning the entitlement. Employees must understand and agree paid early vacation entitlement can be adjusted accordingly on the Employee's final pay with the Company if termination occurs. If termination occurs and early vacation dollars have been paid written communication between the Employee and the Company will support the Employee agreeing to an adjustment on their final pay
 - Carried over to the following calendar year up to a maximum of five (5) days with the days carried over being taken first in the following year and before October 31st

- f. Salaried Employees at termination will be paid out vacation entitlement earned as of the termination date and as per the above schedule less any vacation time taken throughout the year
- g. **Hourly** Employee's vacation will be:
 - As per the above schedule; length of service and percentage entitlement. The vacation percentage accrued is calculated on dollars for hours worked
 - Approved by Senior Management for Office Staff prior to time taken
 - Approved by General Superintendent for Field Staff prior to time taken
 - Adjusted and processed when advancing to 6% as per ESA legislation
 - Adjusted to 8% and 10% on the Employee's anniversary date for years of service with the Company
 - Paid to an Employee when a written request is submitted to the Payroll Department, in a timely manner, on an Hourly Employee Vacation Pay Request form. A maximum of two (2) requests can be made per calendar year. The dollars requested cannot exceed the monetary vacation amount accrued to date. Requests for vacation days taken must be for a minimum of three (3) earned days. Earned vacation dollar entitlement is stated on the Employee's bi-weekly pay cheque stubs
 - Automatically paid on the last payroll in December for any outstanding vacation entitlement remaining
- h. Hourly Employees at termination will be paid any outstanding vacation dollars accrued on the Employee's final payroll with the Company
- i. Vacation time taken will be monitored and tracked by Human Resources

ROLES AND RESPONSIBILITIES

Melloul-Blamey shall:

- a. Comply with the Employment Standards Act (ESA)

Senior Management shall:

- a. Approve Office Salaried, Office Hourly and perhaps occasionally Field Salaried Staff vacation requests
- b. Approve written vacation requests by Salaried Employees for paid time requested early
- c. Assist in resolving conflicts in granting approval for vacation requests by Employees, if needed
- d. Reserve the right to amend this policy and remain committed to meeting ESA requirements

General Superintend shall:

- a. Approve Field Salaried and Hourly Staff vacation requests
- b. Resolve conflicts in granting approvals for vacation requests

Human Resources shall:

- a. Monitor and revise vacation entitlement as per ESA legislation and the Company's vacation entitlement schedule
- b. Track and record Employee vacation time taken

Payroll Department shall:

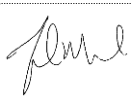
- a. Review and process Hourly Employee Vacation Pay Requests
- b. Process outstanding vacation dollars to Terminated Employees as per ESA legislation

Employees shall:

- a. Follow the Company Vacation policy guidelines
- b. Submit for approval a written request to Senior Management when Salaried Staff is requesting paid vacation time in advance of earned vacation entitlement
- c. Submit an Hourly Employee Vacation Pay Request form timely to the Payroll Department

FORMS / REFERENCE MATERIAL

Hourly Employee Vacation Pay Request - Melloul-Blamey No. 217

Policy: PAY EQUITY	
Date of Issue: June 1, 2018	Authorized By: J. Melloul
Reviewed/Revision: Mar. 1/22	Approved By: 

GOAL

Melloul-Blamey's goal of a pay equity policy is to ensure Employee compensation is evaluated and equitably distributed based on merit, skillset, effort, seniority, responsibilities and working conditions. The Company will comply with Ontario's Pay Equity Act and shall take those factors into consideration when determining whether work is equal or of equal value.

LEGISLATION

Employment Standards Act (Ontario)
Pay Equity Act (Ontario)

DEFINITION

SKILL - a required general factor to be considered in developing a neutral comparison system that measures the degree or amount of knowledge, education, experience, or special skills needed to perform the job

EFFORT - a required general factor to be considered in developing a neutral comparison system that measures the physical or mental exertion needed to perform a job

RESPONSIBILITY - a required general factor to be considered in developing a neutral comparison system that measures the number and nature of a worker's job obligations, the degree of accountability, and the degree of authority required to perform a job

WORKING CONDITIONS - a required general factor to be considered in developing a neutral comparison system that measures such things as exposure to the elements, health and safety hazards, workplace environment, hours of work, and any other terms or conditions of employment

SCOPE

This policy applies to All Employees of Melloul-Blamey Construction Inc.

PLAN

- Melloul-Blamey will maintain pay that is competitive with wages paid by similar employers and will pay Employees in jobs of comparable value equitably in compliance with all applicable legislation
- The value of positions will be assessed and evaluated using a neutral system that uses the four factors identified by the Pay Equity Commission: skills, effort, responsibility, and working conditions
- Each job position within Melloul-Blamey will be evaluated regularly or when significant changes occur, or a new job is introduced

Melloul-Blamey recognizes that the Pay Equity Act permits differences in pay due to seniority, merit, or differences not due to gender. If the Company deems there is a difference in pay due to these accepted exceptions, then there will be no need for pay equity adjustments to be applied.

ROLES AND RESPONSIBILITIES

Management shall:


- a. Assess and evaluate the value of each position and each Employee within the Company regularly
- b. Evaluate job positions regularly
- c. Review with each Employee annually their job position, wage, and overall performance

Human Resources shall:

- a. Maintain and file all related correspondence

Employees shall:

- a. Cooperate with Management at the annual job and wage review

Policy: PURCHASING AND LOGGING OF TOOLS AND EQUIPMENT	
Date of Issue: December 20, 2016	Authorized By: S. Hanley
Reviewed/Revision: Jan 1/25, Feb. 12/24, Mar. 1/22, Feb. 23/21, Feb. 8/19, Feb. 22/18	Approved By: 

GOAL

Ensure all tool and equipment purchases by Melloul-Blamey are being acquired at the best possible value and accurately logged.

DEFINITIONS

PURCHASING - Procuring of all tools and equipment

LOGGING - The process of collecting and storing data

TRACKING - Monitoring the location of all tools and equipment in an asset tracking program that will encompass its lifespan including purchase date, all repair work as well as the date of disposal

TOOL CRIB - An individual container for managing field tools and equipment

SCOPE

This policy applies to the Consumable Purchasing Department.

PLAN**Purchasing**

- a. Field Personnel requiring tools and equipment shall contact the Consumable Purchasing Department
- b. Purchasing tools and equipment exceeding \$1000 must be approved by Senior Management
- c. Tools and equipment under \$1000 can be purchased by Management Personnel
- d. Consumable Purchasing Department will source the best possible value for all tools and equipment through various suppliers
- e. Consumable Purchasing Department along with Management will maintain communication during the purchasing process to determine whether renting or purchasing is the best option
- f. All tools and equipment will establish warranty registrations per the manufacturer's recommendations
- g. Site Personnel will notify the Consumable Purchasing Department if a purchase is made directly by site

Logging

- a. The following activity of tools and equipment will be logged through the Company's tracking program:
 - Purchase Date
 - Tool Usage
 - Maintenance/Repaired
 - Disposed of
- b. Melloul-Blamey tools and equipment will be tracked through the Company's tracking program recording:
 - Make
 - Model
 - Serial number
 - Asset Number
 - Purchase Cost
 - Rental fee
 - Maintenance/Repair Records
 - Manufacturer's Warranty Information
 - Usage History

ROLES AND RESPONSIBILITIES

Melloul-Blamey shall:

- a. Provide the necessary tools and equipment to perform job tasks, except for personal tools as per the Company's personal tools policy
- b. Develop the Consumable Purchasing Department with the purchasing and logging program

Senior Management shall:


- a. Support the Consumable Purchasing Department with the purchasing and logging program
- b. Approve the purchasing of tools and equipment exceeding \$1000

Management shall:

- a. Contact Consumable Purchasing Department to request applicable tools and equipment
- b. Notify the Consumable Purchasing Department if tools or equipment are purchased in a time-sensitive situation
- c. Notify the Consumable Purchasing Department when the annual inventory update is requested
- d. Store, maintain and be responsible for assigned tool crib

Consumable Purchasing Department shall:


- a. Source the best possible value for tools and equipment purchases
- b. Jointly with Management, source the best option between purchasing and renting
- c. Log and track all tools and equipment within the Company's tracking program
- d. Log and track all consumables items
- e. Maintain a current log of each Jobsite Superintendent's tool crib
- f. Issue annually an inventory tool crib report to Jobsite Superintendents for amendments, if necessary
- g. Establish warranty registrations

Policy: SHOP MAINTENANCE AND STORAGE	
Date of Issue: June 1, 2005	Authorized By: S. Hanley
Reviewed/Revision: Jan 1/25, Feb. 12/24, Mar. 16/23, Mar. 1/22, Mar. 15/21, Feb. 8/19, Feb. 22/17, Dec. 21/16, Feb. 25/15	Approved By: 

- a. No unauthorized person shall use the Shop or Shop equipment
- b. New Employees, with little or no shop experience, must receive instruction from authorized personnel on shop operations, including the use of tools and equipment plus the use of certain materials
- c. For a safe environment, the Shop shall always be clean and tidy
- d. The Consumable Purchaser will maintain an adequate stock of consumable products
- e. All tools and equipment shall be stored in its proper place after use
- f. Consumables, tools and equipment must be stored in a safe and organized manner
- g. Partial containers of liquid or powdered material must be disposed of. Unopened containers of this type of material should be returned to the appropriate supplier. At no time should liquid or powdered material be stored in the Shop
- h. All tools and equipment removed from and returned to the Shop must be logged by a Shop Employee
- i. All tools and equipment must be returned to the Shop after the use, including broken tools and equipment
- j. All tools and equipment must be returned to the Shop when no longer required for site use
- k. All tools and equipment shall be moved through the Shop Maintenance Program. Site-to-site movement of tools and equipment is not permitted unless approved by Shop Manager
- l. Storage of company owned tools and equipment at different location other than the Jobsite or Shop is not permitted unless it has been approved by the Management
- m. Personal borrowing/storing of Company tools and equipment must be approve by Shop Manager
- n. The borrower of Company tools and equipment is responsible for any repair cost or replacement cost due to damage from use, improper storage or theft
- o. All maintenance and repairs performed on tools and equipment must be logged in the maintenance tracking program
- p. All tools and equipment returned to the Shop requiring repair must be tagged with a completed Repair Ticket
- q. All tools and equipment will be repaired or deemed fit for use as per Shop written procedures
- r. All repairs must be completed in accordance with manufactures guidelines

FORMS / REFERENCE MATERIAL

Repair Ticket - Melloul-Blamey No. 142

Policy: PUBLIC HEALTH EMERGENCIES	
Date of Issue: March 15, 2021	Authorized By: J. Melloul
Reviewed/Revision: Mar. 1/22	Approved By: 

GOAL

Melloul-Blamey has adopted this policy to ensure the ongoing health and safety of their Employees and to ensure business continuity in the event of a public health emergency.

DEFINITION

BUSINESS-NORMAL - the usual transactions, customs, and practices of a certain business

INFECTIOUS DISEASES - are caused by pathogenic microorganisms that impairs a person's health

PUBLIC HEALTH EMERGENCY - an urgent and critical situation of a temporary nature that seriously endangers the lives, health and/or safety of a community

SCOPE

A public health emergency can affect everyone in a community. In the event of an emergency Melloul-Blamey will plan and prepare accordingly.

PLAN

Although public health emergencies e.g., infectious disease outbreaks occur infrequently, planning and preparing is important to ensure an effective response and recovery.

Planning and Preparing

- Review existing business continuity plans and/or develop specific public health emergency procedures
- Identify ways to promote prevention and identify ways to minimize Employee, Client and Visitor exposure and illness
- Consider how essential information can be communicated throughout the workplace
- Establish procedures to keep Employees informed of the changes to public health emergencies

Response

- Stay informed, be prepared, and follow public health advice
- Take necessary actions to minimize the introduction and/or spread of a public health emergency
- Review, update and/or initiate essential business continuity measures
- Inform Employees of changes in the status of the public health emergency
- Determine any work activities where job duties can be performed from home
- Maintain communication with Employees to promote confidence in the workplace

Recovery

- Establish criteria for returning to business-normal
- Activate process for communicating business-normal status to Employees, Clients and Visitors
- Manage the return to business-normal status
- Review and update Infectious Disease Outbreak Plan as needed


ROLES AND RESPONSIBILITIES

Senior Management shall take the sole responsibility by supporting this policy to protect the Employees and business continuity in the event of a public health emergency.

FORMS / REFERENCE MATERIAL

Infectious Disease Outbreak Plan - Melloul-Blamey No. P807

Working from Home Policy - Reference Melloul-Blamey Human Resource Policy

Policy: INFORMATION TECHNOLOGY (IT) – ACCEPTABLE USE	
Date of Issue: June 1, 2005	Authorized By: J. Melloul
Reviewed/Revision: Jan 1/25, Mar. 1/22, Jan 28/21, Jan. 13/20, Feb. 7/19, Feb. 22/18, Feb. 14/17, Feb. 26/14, Feb. 27/13	Approved By: 

GOAL

The Information Technology Department's intentions for the Acceptable Use policy are not to impose restrictions that are contrary to Melloul-Blamey's established culture of openness, trust and integrity. The IT Department is committed to protecting Melloul-Blamey Employees from illegal or damaging actions by individuals, either knowingly or unknowingly.

DEFINITIONS

BYOD - Bring Your Own Devices e.g., phone, tablet, etc.

HELPDESK - Melloul-Blamey IT support

PHONE COMMUNICATION - Communication using any phone application e.g., text, audio, video, etc.

SCOPE

This policy applies to Melloul-Blamey Staff, Volunteers, Clients, and the General Public with respect to the use of Company owned computers, computer networks, servers and other applicable devices and resources including, but not limited to, Bring Your Own Devices.

PLAN

Under no circumstances is Melloul-Blamey Staff authorized to engage in any activity that is illegal under local, provincial, federal, or international law while utilizing any Company owned resources. Melloul-Blamey owned personal and business files on computers, notebooks, servers, and handheld devices are not considered private and can be examined by Authorized Employees or their Agents.

Always log in using your own personal Company login account for files and email. Do not give your personal Company login account and password to anyone except the IT Department. Dictionary words should never be used as passwords. A combination of letters in upper/lower case and numbers/symbols is recommended to reduce the risk of Outside Parties acquiring access to accounts through brute force password attacks.

The following activities are prohibited:

- Using a Company computing asset to actively engage in obtaining or transmitting material that is in violation of sexual harassment or hostile workplace laws
- Providing Employee information e.g., employee lists, jobsite lists, personal information, etc. to Parties outside the Company without Senior Management approval
- Storing or transmitting illicit materials
- Storing or transmitting proprietary information belonging to another company
- Harassing others
- Engaging in outside business activities

Employees shall contact Melloul-Blamey's helpdesk by email; helpdesk@melloul.com or phone prior to installing any software onto a Company computer, tablet, or cellular phone.

Personal cellular phones are not to be used in the workplace during Company working hours unless the Employee has been granted a BYOD allowance. Personal use of Company and/or personal electronic devices is only permitted on break and lunch times.

Phone communication of any type in the workplace should be done in a safe non-work area.

If usage of handheld electronic devices is necessary while traveling, the use of hands-free technology must be utilized. The Company will supply the required hands-free device.

Devices can be connected to Wi-Fi while at Head Office. Whereas jobsite offices are only cellular mobile internet. Wi-Fi is limited to jobsite computers only. Personal mobile devices should not connect to jobsite Wi-Fi unless an Employee has been granted a BYOD allowance.

Bring Your Own Device (BYOD)

- a. With approval from Management the Company can grant Eligible Employees the privilege of purchasing and using their own smartphones and tablets of their choosing for use in the operation of their job's responsibilities
- b. The IT Acceptable Use policy also applies to BYOD devices
- c. Connectivity issues are supported by the IT Department
- d. Devices must be presented to IT for proper job provisioning and configuration of standard apps. e.g., email, security tools, etc. before they can access the network
- e. All damages to the device are the sole responsibility of the Employee. The Company is not liable to repair or replace any personally owned devices
- f. The Company will pay the Employee an allowance of \$50 towards the cost of the device per month
- g. Allowance approval for personal owned devices is required for each jobsite
- h. Melloul-Blamey reserves the right to revoke this privilege if users do not abide by the policies and procedures or if job responsibilities and/or job locations change

Working from Home

- a. Helpdesk support is available Monday - Friday between 6am to 5 p.m. Email the helpdesk with a clear detailed message if experiencing technical difficulties outside of this time schedule
- b. If a cellular device; phone, smart hubs etc. are lost or stolen contact IT personnel immediately to suspend the phoneline before any costs are incurred
- c. Files opened on the computer server; Timberline/Sage 300, FreeNAS, etc. must be closed no later than by 9 p.m. for the Company's daily computer backup. Email and MBOSS can be accessed at anytime

The complete Working from Home policy can be referenced within the Human Resource Policy manual.

ROLES AND RESPONSIBILITIES

Management shall:

- a. Support IT with infrastructure changes and purchases
- b. Approve IT purchases over \$500
- c. Approve BYOD allowances

IT Department shall:

- a. Seek Management approval for IT infrastructure changes or significant capital expenses
- b. Communicate with Management on the distribution of electronic equipment and resources
- c. Purchase, setup equipment, provide training and repair IT resources
- d. Source the best possible value for electronic equipment and consumable purchases
- e. Be responsible for logging and tracking all electronic equipment
- f. Provide support for computers, tablets and cellular phones using remote access software, when possible, otherwise provide email, phone, or local support
- g. Provide support during regular business hours (Monday - Friday 6 a.m. - 5 p.m.)
- h. Prioritize helpdesk requests
- i. Purchase IT goods and equipment under \$500


Employee shall:

- a. Comply with the Company's Information Technology Acceptable Use policy
- b. Refrain from using personal cellular phones during working hours
- c. Notify IT Department if resources, training, or repairs are required
- d. Inform IT of technical issues occurring outside of regular business hours by sending a clear detailed email to the helpdesk
- e. Contact helpdesk by phone immediately to report a lost or stolen cellular device e.g., phone, smart hubs, etc. to prevent extra costs
- f. Ensure all remote files are closed e.g., Timberline/Sage 300, FreeNAS, etc. by 9 p.m. nightly for computer server backups. Email and MBOSS can be always open
- g. Properly care for assigned equipment and take precautions to prevent water damage, theft, etc.
- h. Contact the helpdesk by email or phone when making requests for electronic devices, IT consumables or technical support
- i. Avoid IT purchases on their own unless directed by the IT Department or Management
- j. Assist the IT Department by starting remote access of software on home computers, tablets, and cellular phones
- k. Return IT equipment for refurbishing and upgrades upon the completion of the project
- l. Return broken equipment to IT Department for responsible recycling
- m. Abide to the Company's BYOD policy and procedures

FORMS / REFERENCE MATERIAL

Working from Home Policy - Reference Melloul-Blamey Human Resource Policy

Bring Your Own Device Allowance Approval - Melloul-Blamey No. 210

Policy: PERSONAL PROTECTIVE EQUIPMENT (PPE) AND PERSONAL TOOLS	
Date of Issue: June 1, 2005	Authorized By: J. Melloul
Reviewed/Revision: Mar. 1/22, Mar. 15/21, Jan. 11/20, Feb. 15/17, Feb. 27/13	Approved By: 

GOAL

The purpose of this policy is to identify what Company supplied personal protective equipment and personal tools are required by Melloul-Blamey Employees.

DEFINITIONS

PERSONAL PROTECTIVE EQUIPMENT (PPE) - equipment to protect the worker against health or safety risks at work

TOOL - a device or implement used to carry out various tasks

SCOPE

This policy applies to Melloul-Blamey Employees.

PLAN

The following identifies the minimum personal protective equipment and personal tools required upon employment with Melloul-Blamey.

Company Supplied Personal PPE

- a. Safety bag
- b. Full body harness
- c. Trauma straps
- d. Lanyard
- e. Rope grab with integrated lanyard
- f. ½ Mask respirator
- g. High-visibility safety clothing-class 2 minimum
- h. Safety glasses
- i. Ear plugs
- j. Gloves

Personal Tools

Tools are recommended to be of a lifetime quality standard.

- a. General Labourer:
 - 1" x 25 ft./metric combination tape measure
 - 20 oz straight claw hammer
 - 7" speed square
 - Utility knife
 - Leather nail pouch
- b. Carpenter / Apprentice Carpenter:
 - 1" x 25 ft./metric combination tape measure
 - Various hammers
 - 7" speed square/tri square
 - Pliers, adjustable pliers, vice grips
 - Handsaw
 - Utility knife
 - Pencils
 - 2 ft., 4 ft. and torpedo levels
 - Pinch bars, wonder bar and cat's claw

- Screw drivers
- Wood chisels (full set)
- Concrete bolster or stone chisels
- Nail punch set
- Speed drill bits (full set)
- Wrenches (full but minimum set; metric/imperial)
- Hacksaw
- File
- Chalk line
- Leather nail pouch
- Framing square
- Yellow, green, and red snips

Melloul-Blamey **and its'** insurance policy does not cover Employee's personal tools.

Personal protective equipment used by Melloul-Blamey Employees should be stored and maintained in accordance with the manufacturer's instructions and requirements. Any PPE that is damaged, broken or in need of service or repair must be removed from service immediately. PPE that has been removed from use will be tagged 'out of service' and should not be used again unless repaired and inspected by a qualified person.

The Company will maintain inspection and service logs for specialty personal protective equipment. No PPE should be modified or changed contrary to its manufacturer's instructions, specifications or occupational health and safety legislation.

Lost, stolen or misplaced Company supplied PPE will be replaced by the Employee. The Company will replace Company supplied PPE that has been damaged from day-to-day job activity. Contact Health and Safety Department if Company supplied safety equipment requires replacement. All assigned PPE is the responsibility of the Employee to maintain and must be returned upon termination of employment. Lost and/or stolen items will reflect on the Employee's final payroll remuneration.

Disciplinary Actions

A punitive program has been established for Employees who are not wearing the proper PPE, when applicable. The following disciplinary actions may not be implemented progressively. Disciplinary actions taken will be consistent with the seriousness of the infraction.

- a. Failure to abide by the Company's fall protection rules herein will result in the following:
 - 1st offence – written warning with dismissal from the workplace for twenty-four (24) hours
 - 2nd offence – directed to Senior Management
- b. Failure to abide by legislation regarding CSA-approved safety footwear, CSA approved hard hat and the Company's high-visibility clothing policy will result in the following:
 - 1st offence – written warning with dismissal from the workplace for twenty-four (24) hours
 - 2nd offence – directed to Senior Management
- c. All other offences:
 - 1st offence – a written warning will be completed and issued to the Employee
 - 2nd offence – directed to Senior Management

An Internal Safety Violation Notice will be completed, forwarded to Health and Safety Department, signed by Senior Management, and filed with Human Resources.

ROLES AND RESPONSIBILITIES

Management shall:

- a. Ensure personal tools and PPE are used for their intended purposes only
- b. Take proper punitive steps for Workers who are not wearing appropriate PPE
- c. Supply the required safety PPE to Employees
- d. Ensure Employees are trained on the use and inspection of PPE they may be required to use to perform their job duties safely
- e. Ensure Employees use the appropriate PPE for their job duties and location
- f. Maintain inspection logs and service logs for PPE
- g. Replace Company supplied PPE that has been damaged from day-to-day job activity
- h. Deal with PPE violations immediately
- i. Remove from the workplace any individual who continues to cause unsafe conditions

Health and Safety Department shall:

- a. Distribute and track required safety PPE to Employees
- b. Replace any Company provided PPE that has been damaged from day-to-day job activity
- c. Annually inspect fall protection PPE to ensure they are in safe condition
- d. Maintain inspection logs and service logs for PPE
- e. Replace any lost, stolen, or misplaced Company supplied PPE
- f. Ensure all assigned PPE is returned upon termination of employment

Worker shall:

- a. Participate in training on the use and care of PPE
- b. Inspect PPE at the time of issue, before each use and when directed by Management
- c. Wear appropriate PPE, when applicable
- d. Maintain assigned PPE
- e. Annually inspect fall protection PPE
- f. Not modify or change a piece of PPE
- g. Remove any damaged PPE from the workplace and submit it for repair or replacement
- h. Notify the Health and Safety Department of any defective, lost, stolen or misplaced Company supplied PPE
- i. Be responsible for the cost of any lost, stolen, or misplaced Company supplied PPE
- j. Return Company supplied PPE upon termination of employment
- k. Inspect tools before each use to ensure they are in proper working order
- l. Follow all manufacturer's recommended maintenance schedules for personal tools and PPE
- m. Ensure tools and PPE are immediately removed from service if damaged, broken or in need of service or repair
- n. Ensure tools and PPE are never left unattended


TRAINING

Employees will be trained in Company supplied personal safety equipment upon employment with Melloul-Blamey.

FORMS / REFERENCE MATERIAL

Internal Safety Violation Notice - Melloul-Blamey No. 104

Personal Safety Equipment and Safety Documentation - Melloul-Blamey No. 116

Policy: EDUCATION AND SAFETY TRAINING	
Date of Issue: June 1, 2005	Authorized By: J. Melloul
Reviewed/Revision: Jan 1/25, Feb. 12/24, Mar. 1/22, Feb. 16/21, Mar. 16/16	Approved By: 

GOAL

Melloul-Blamey has adopted this policy to encourage and support the careers of Employees by promoting education and safety training related to the construction industry.

DEFINITIONS

APPRENTICESHIP - a position as an apprentice is an arrangement in which someone learns an art, trade or job under another e.g., obtaining a carpenter apprenticeship

SCOPE

This policy applies to Melloul-Blamey Employees striving to advance in their career within the Company.

PLAN

- a. Melloul-Blamey promotes various types of training related to the industry upon a written request for approval from Employees to Senior Management. Apart from Employees advancing in carpenter apprenticeships and non-mandatory safety training
- b. Carpenter apprentices sponsored by the Company will be determined and approved by the General Superintendent
- c. Non-mandatory safety training sponsored by the Company will be reviewed by the Health and Safety Department and approved by Senior Management or General Superintendent
- d. The Company will pay approved education and safety training registration fees
- e. Mandatory safety training will not require written requests and is managed by the Health and Safety Department
- f. Company paid fees will be the Employee's responsibility if they do not successfully complete the education and non-mandatory safety training and do not remain in Melloul-Blamey's employment for one (1) year after completion
- g. Training completed online and paid by the Company must be completed successfully with proof of documentation within a twelve (12) month period; otherwise, the Employee will be responsible for the monetary fees associated with the online course
- h. Mandatory safety training fees are the responsibility of the Company unless completion is unsuccessful by the Employee
- i. Registration fees for Employees not attending scheduled training will be at the discretion of Senior Management

- j. Human Resources will inform and assist Carpenter Apprentices with the necessary information when attending apprenticeship classroom training e.g., records of employment (ROE's), group benefits, etc.
- k. Proof of completion for education and/or safety training must be forwarded timely to Head Office

ROLES AND RESPONSIBILITIES

Senior Management shall:

- a. Promote and encourage Employees to advance in education and safety training within the industry
- b. Evaluate and approve education requests from Employees
- c. Determine the responsibility of registration fees for unattended scheduled training

General Superintendent shall:

- a. Determine and register eligible Employees for the carpenter apprenticeship program
- b. Inform Human Resources of Registered Employee Carpenter Apprentices
- c. Approve Field Employees for non-mandatory safety training

Human Resources shall:

- a. Review and file the Employee Education Approval requests
- b. Ensure documentation of completion for education is received and filed
- c. Monitor Employees unsuccessful in achieving completion and/or who have terminated from the Company prior to one (1) year after completion
- d. Inform Payroll if reimbursement of Company paid fees is necessary

Health and Safety Department shall:

- a. Manage mandatory Employee safety training
- b. Request approval from Senior Management or General Superintendent for non-mandatory safety training
- c. Monitor and record Employee safety training
- d. Determine Employees for non-mandatory safety training
- e. Issue safety training certificates timely to Employees

Employees shall:

- a. Submit to Senior Management a written education approval request
- b. Participate in the mandatory safety training
- c. Provide proof of completion to Head Office
- d. Be responsible for reimbursing training fees to the Company, if applicable

FORMS / REFERENCE MATERIALS

Employee Education Approval - Melloul-Blamey No. 216

Policy: COMPANY PROGRAMS - SAFETY AWARD INCENTIVE	
Date of Issue: June 1, 2005	Authorized By: J. Melloul
Reviewed/Revision: Jan 1/25, Feb. 23/23, Mar. 1/22, Dec. 1/17, Mar. 2/16, May 19/15, Feb. 26/14	Approved By: 

The Safety Incentive Program is designed to foster a culture of safety, encourage proactive measures, and reward employees for maintaining a safe work environment. By reducing the incidence of lost-time injuries on-site, the program aims to enhance overall workplace safety while recognizing the contributions of permanent full-time hourly field employees.

Scope

This policy applies to all permanent full-time hourly field employees.

Incentive Structure

1. Incentive Eligibility

- The program offers an annual monetary incentive with a maximum value of \$500.
- The program operates on a 12-month cycle, running from December 1 to November 30.
- Incentive amounts are determined by the safety performance metrics of the employee's work site.
- Eligible employees must remain actively employed at the end of the 12-month period.
- Incentives will be issued as a bonus during the first pay period in December. Employees are encouraged to contribute these funds to the Company R.R.S.P.
- For employees who join mid-year or have been on leave, temporary layoff, or experienced excessive absenteeism, the incentive will be prorated based on their active employment period.

2. Penalty for Lost-Time Injuries

- Employees who experience a lost-time injury are automatically disqualified from the program for that qualifying period.
- If a lost-time injury occurs, as a result of a safety infraction at a site, all eligible employees at that site will face a reduction in their incentive as follows:
 - **First injury:** \$100 reduction
 - **Second injury:** Additional \$100 reduction
 - **Third or subsequent injuries:** Entire incentive forfeited (\$0 for the year).
- Employees involved in at-fault company vehicle accidents will be withdrawn from the program for the qualifying period. However, such incidents will not impact the incentives of other employees.

3. Incentive Portability

- Penalties incurred due to lost-time injuries will carry over with employees throughout the calendar year, even if they transfer to a different site.

Program Administration

1. Monitoring


- The Human Resources and Health & Safety Departments will jointly oversee the program, ensuring accurate tracking and reporting of lost-time injuries.

2. Communication

- Program details will be communicated to eligible employees during safety meetings, onboarding sessions, and through internal communication channels.

3. Review and Adjustments

The program will undergo an annual review to evaluate its effectiveness. Adjustments may be made based on employee feedback and safety performance data. Senior Management reserves the right to amend or terminate the program at any time.

Policy: COMPANY PROGRAMS – QUIT SMOKING / VAPING INCENTIVE	
Date of Issue: February 27, 2013	Authorized By: J. Melloul
Reviewed/Revision: Mar. 1/22, Jan. 11/20, Feb. 22/18, Apr. 26/17, Feb. 24/14, Aug. 22/13	Approved By: 

Melloul-Blamey has developed a program to assist Permanent Full Time Employees to quit smoking/vaping.


The program is defined as follows:

- a. Eligible Employees who successfully quit smoking/vaping for one (1) continuous year from date of registration will receive \$500.00
- b. Employee has used tobacco or vaping products daily for a minimum of 12 months
- c. Tobacco-free and vape-free means no use of tobacco or vaping products of any kind
- d. Employees can use nicotine replacement therapies, e.g., patch, gum, inhaler, or lozenge, and/or a prescription medication to assist
- e. Requires a Support Partner who will support the Employee to become tobacco-free and vape-free
- f. Register with Head Office Health and Safety Manager
- g. At time of registration Employee must be actively at work
- h. Registration submission must be made within the first thirty (30) days of not smoking or vaping
- i. Submission of the Quit Smoking/Vaping Registration form will determine the start date of the one (1) continuous year of being tobacco-free and vape-free
- j. To make application for the incentive monetary reward the Successful Employee must be actively at work
- k. Employees must contact the Head Office Health and Safety Manager within 30 days upon the successful completion of being tobacco-free and vape-free for one (1) continuous year
- l. Support Partner will be asked to confirm Employee has remained tobacco-free and vape-free for one (1) continuous year
- m. Successful Employees will be recognized by Senior Management
- n. Employee is obligated to reimburse the reward if smoking or vaping resumes during employment with the Company
- o. This program can be amended or cancelled at any time by Senior Management

FORMS / REFERENCE MATERIAL

Quit Smoking/Vaping Incentive Registration - Melloul-Blamey No. 213

Quit Smoking/Vaping Incentive Reward - Melloul-Blamey No. 213.1

Policy: COMPANY PROGRAMS - SAFETY BOOT / GYM MEMBERSHIP	
Date of Issue: August 7, 2013	Authorized By: J. Melloul
Reviewed/Revision: Jan 1/25, Feb. 13/24, Jan. 2/23, Mar. 1/22, Dec. 9/20, Apr. 24/18, Feb. 22/18, Apr. 26/17, Nov. 7/16, Apr. 24/15, Oct. 7/15, Feb. 25/15	Approved By: 

Melloul-Blamey offers all eligible Permanent Full Time Employees safety boots or a gym membership.

This program is defined as follows:


- a. Employees are eligible after completing one (1) continuous year of service
- b. Reimbursement is annually for either safety boots or gym membership fees
- c. The annual maximum value is \$200; safety boots are a nontaxable benefit, gym membership fees are a taxable benefit
- d. Employees are responsible for requesting gym membership reimbursement
- e. This program is for Employee use only
- f. The Company reserves the right to amend or cancel this program at any time

Safety Boots

- a. Purchased at any Mr. Safety Shoe retail or mobile locations
- b. Photo ID is required in-store to verify identity
- c. Valid for CSA-approved steel toe footwear only
- d. Not redeemable for cash
- e. Active for the calendar year and become void annually at year-end, December 31st
- f. Upon notice of termination, the safety boot program is void including any remaining balances outstanding
- g. Upon return of terminated employees, your 1-year eligibility starts from the rehire date

Gym Membership

- a. An official gym membership receipt must be submitted to the Accounting Department **before the last pay period of the current year**
- b. Reimbursement by cheque will be issued to the Employee up to the maximum value of \$200
- c. The reimbursement is a taxable benefit which will be included on annual T4's
- d. Upon termination, gym membership receipts must be submitted to the Accounting Department for reimbursement prior to the last day of employment

Policy: COMPANY VEHICLES	
Date of Issue: June 1, 2005	Authorized By: J. Melloul
Reviewed/Revision: Jan 1/25, Feb. 12/24, Mar. 1/22, Mar 15/21, Feb. 8/19, Feb. 15/18, Feb. 26/14, Feb. 27/13	Approved By: 

GOAL

Melloul-Blamey is committed to the safety and well-being of its Employees when operating Company vehicles. It is the Company's goal to ensure that Employees will drive with care, due diligence, and safety in mind.

LEGISLATION

Highway Traffic Act (HTA) - Commercial Motor Vehicle Operators' Information Ontario Regulation 424/97

DEFINITION

ASSIGNED OPERATOR - an Employee of the Company assigned the use, care and control of a company-owned vehicle

COMMERCIAL MOTOR VEHICLE - a vehicle registered in Ontario with a gross weight or registered gross weight over 4,500 kilograms

COMMERICAL VEHICLE OPERATOR REGISTRATION (CVOR) - a CVOR Operator is the person responsible for the operation of a commercial motor vehicle over 4,500 kilograms

COMMERCIAL ANNUAL INSPECTION - completed annually by a licensed mechanic. A yellow dated sticker is to be displayed in the vehicle's window, with corresponding paperwork located inside the vehicle

COMPANY TRUCK - a vehicle owned by Melloul-Blamey provided for use to employees that is plated in Ontario with a gross weight or registered gross weight less than 4,499 kilograms

DRIVER ABSTRACT - is a record of your driving history. The record lists the date of the first issued and any driving tickets or other offences received in the previous five years

OPERATOR - the person directly or indirectly responsible for the operation of a commercial motor vehicle including the conduct of the driver of, and the carriage of goods or passengers, if any, in the vehicle or combination of vehicles

PAYLOAD - the load carried by a vehicle exclusive of what is necessary for its operation, including passengers, cargo, and fuel. Subtract the curb weight from the GVWR to calculate the payload capacity

SCHEDULE 1 - a mandatory procedure conducted on commercial trucks and trailers in Ontario to verify their compliance with the safety standards set by the Ministry of Transportation (MTO) Commercial motor vehicle daily inspection for trucks and trailers

SCOPE

This policy applies to all Staff of Melloul-Blamey who are required to operate a Company vehicle with or without a hauling trailer or a vehicle that is leased or rented by the Company. This policy also applies to the usage of personal vehicles while on Company time.

PLAN

The following provides guidelines to Employees on the use, maintenance, and repair of Company vehicles, as well as the use of personal vehicles for Company business.

Company vehicles shall be equipped with:

- a. Vehicle registration card
- b. Proof of insurance card
- c. First aid kit - 1-5 person
- d. Fire extinguisher - 5lb ABC
- e. Commercial Vehicle Operators Registration Certificate (CVOR vehicles only)
- f. Vehicle Daily Inspection Report (commercially inspected vehicles only)
- g. Annual Inspection Certificate (commercially inspected vehicles only)
- h. Schedule 1 – Daily Inspection for Trucks, Tractors and Trailers (commercially inspected vehicles only)

Authorized Use

- a. Company vehicles shall be used by authorized Employees only unless approved by Senior Management
- b. Passengers shall be limited to individuals requiring transportation for Company business, e.g., Employees, Clients
- c. Family members and non-employees are prohibited from operating Company vehicles. Exceptions will be made in the case of emergencies.
- d. Non-family members are prohibited as passengers in any Company vehicle unless approved by Senior Management
- e. The Company limits passengers to the number of seatbelts in the vehicle
- f. Everyone must always wear a complete seat belt assembly
- g. Company vehicles are not to be used for personal purposes except for transportation to and from work unless approved by Senior Management

Commercial Vehicle Operators Registration (CVOR)

- a. Employees required to drive a Company vehicle as part of their duties must provide a satisfactory driver abstract as a condition of operating a Melloul-Blamey vehicle
- b. Company vehicles and hauling trailers are to be operated by authorized employees with a valid Ontario Driver's License, in the proper class, minimum of a class G2 license with any required endorsements
- c. Driver license information is to be on record with Human Resources
- d. CVOR Operators are responsible for obtaining and providing a driver abstract to Human Resources at a minimum of once per year
- e. It is the employee's responsibility to report to HR any changes to their driver's license and/ or ticketed offences
- f. Management shall ensure the Employees required to drive as part of their duties are operating within CVOR rules of compliance and the HTA
- g. A pre-trip inspection shall be completed per MTO Schedule 1 guidelines and is valid for 24 hours. The inspector and driver do not have to be the same person, but both must sign the inspection report
- h. Major or Minor defects noted on Schedule 1, shall be reported to their direct Superintendent. Repairs found on the minor list will be completed before use
- i. Ensure the commercial vehicle registration sticker is properly applied and is valid
- j. Drive per all truck routes obeying truck road signs and weighted road restrictions
- k. Adhere to the half-load restriction signage during half-load season
- l. Calculate the maximum payload of the vehicle with load before using
- m. Ensure loads are secured for specific equipment with appropriate tiedowns e.g. ratchet straps, chains, shrink wrap etc.
- n. Items in the cabin of the truck to be adequately secured for transportation e.g. fire extinguishers, first aid kits etc.

Driver Licensing and Abstracts

The Company's registered vehicles require the following:

- a. A valid license
- b. Registered in the proper license class
- c. All required endorsements are valid; and
- d. No unreported violations have occurred while driving Melloul-Blamey vehicles
- e. Any drivers deemed high risk from previous tickets or the Insurance Company will not be permitted to operate Melloul-Blamey vehicles

Company Fuel Cards

- a. Upon approval from Senior Management, a fuel card can be obtained from the Accounting Department, and to be returned promptly to Accounting
- b. Fuel cards are intended for the of purchasing gas, diesel, and oil for Company vehicles only
- c. Fuel cards can be used for windshield wipers, windshield washer fluid, diesel exhaust fluid, coolant etc. for roadside 'runouts'
- d. Employees are prohibited from using gas cards to purchase fuel for personal vehicles, tobacco, lottery tickets or other personal purchases. Any such purchases will be subject to disciplinary action and reimbursement to the Company

Alcohol, Drugs and Smoking/Vaping

- a. Never drive under the influence of alcohol, illegal narcotics, medications, or other drugs that are likely to affect your alertness or driving performance
- b. At no time is illegal drugs permitted in a Company vehicle
- c. At no time shall alcohol be opened or accessible to the Operator or its Occupants per the provisions of the MTO Highway Traffic Act R.S.O. 1990
- d. Do not drive if you do not have full control of operating a vehicle safely
- e. Smoking/vaping is prohibited in Company vehicles as per Melloul-Blamey's Smoking/Electronic Cigarettes (Vape) policy

Handheld Electronic Devices

- a. All Staff shall comply with the applicable laws and regulations regarding the use of handheld electronic devices while operating a Company vehicle
- b. If the use of handheld electronic devices is necessary while travelling, the use of hands-free mobile technology must be utilized
- c. The Company will supply the required hands-free device
- d. To operate a handheld electronic device:
 - Pullover and stop in a safe location
 - Allow a passenger, if available, to operate the device
 - Let someone else drive
- e. The use of a mobile device to contact emergency services is permissible

Maintenance/Repairs

- a. Proper vehicle maintenance/repairs are important to the safety of our Employees and will increase the life of the vehicle.
- b. Routine maintenance work shall be completed at intervals of 5000 km or as required and may include oil changes, safety checks and any scheduled maintenance
- c. Routine oil changes to be completed at 5000 km or, not less than 35% of oil life. Following vehicle maintenance reminder
- d. Should a Company vehicle require maintenance/repairs, the service center shall provide an estimate if over \$300.00 before proceeding with any work
- e. If an estimate is required, maintenance/repairs must be approved by Senior Management
- f. Vehicle Log Sheets are to be completed by the Assigned Operator after every use
- g. Submit all maintenance/repair documentation to the Shop Manager
- h. Vehicles should always be kept clean and free of waste
- i. Employees operating a Company vehicle are required to complete a Daily Circle Check to ensure that the vehicle is in safe operating condition

First Aid Kits/Fire Extinguisher

- a. Vehicles shall contain a first aid kit and fire extinguisher
- b. Where an Employee operates their personal vehicle for Company business purposes, it is highly encouraged to carry a first aid kit and fire extinguisher
- c. Fire extinguishers shall be inspected monthly and recorded on the attached extinguisher tag
- d. If fire extinguisher service is required a replacement extinguisher will be provided
- e. Fire extinguishers shall be inspected by a trained NFPA10 Inspector yearly

In the Event of an Accident

- a. In the event of an accident, Employees operating a Company vehicle should assess the situation and call the appropriate authorities where necessary
- b. Do not discuss the accident with anyone at the scene other than the Police
- c. Do not reference or assume any responsibility for the accident
- d. Do not engage in any altercations
- e. Senior Management must be notified immediately when an Employee is involved in an accident with a Company vehicle, no matter the severity
- f. The Operator, if capable, should complete and submit to Senior Management, as soon as possible, the Company's Vehicle Accident Report
- g. A supply of Vehicle Accident Reports, insurance and ownership are in the glove compartment of each Company vehicle
- h. Operators are required to share the Company's insurance and contact information with the other Parties involved in the accident
- i. Operators must be aware of the location of the first aid kit and fire extinguisher within the vehicle
- j. If an Employee is involved in a vehicle accident and deemed at fault, disciplinary action is at the discretion of Melloul-Blamey Senior Management.

Company Insurance

- a. All Company vehicles will be insured by the Company's Insurance Provider
- b. The Company will maintain the appropriate level of insurance
- c. Vehicle insurance records will be reviewed yearly by both the Insurance Company and Melloul-Blamey
- d. The Company's insurance policy does not cover any damage or loss to a vehicle if any unlawful activity on the part of the Operator has taken place. Unlawful activity includes but is not inclusive to:
 - Criminal negligence
 - Racing
 - Driving under the influence of any illegal substance
 - Driving without a valid driver's license

Loss or damage to the vehicle will be the responsibility of the Operator and could result in disciplinary action possibly including dismissal

Personal Vehicle Usage

- a. Office Employees on Company business will be reimbursed at a rate of 50¢ per kilometer
- b. A Travel Expense Report should be completed monthly and approved before submitting to Accounting/Payroll for reimbursement
- c. Upon approval from Senior Management a personal vehicle can be used in the event no Company vehicle is available

Travel Allowance

Management is committed to logistically assigning Field Employees as close as practically possible to their places of residence.

- a. No travel allowance will be paid when commuting in a company vehicle
- b. Hourly Field Employees who travel from their place of residence in their personal vehicle to their assigned jobsite may receive a travel allowance according to the following guidelines:
 - More than 45 minutes - \$10.00 per day
 - 1 hour - \$20.00 per day
 - Excess of 1 hour - \$30.00 per day

All travelling allowances will be assessed and granted on an individual basis as determined by Senior Management

- c. The Company intends to coordinate/carpool Field Employees when commuting longer distances beyond their place of residence
- d. Travelling allowances may not be considered if the employee relocates from their original place of residence when hired, to a further location
- e. No travel allowance will be paid to an Hourly Field Employee when using their personal vehicle due to lateness at the carpool location, other personal choices, etc.

All license issues will be dealt with on a case-by-case basis and, depending on the investigation the following may occur:

- a. Employee's driving privileges with Melloul-Blamey may be suspended
- b. Alternative accommodation may be considered
- c. Further training may be required and/or
- d. Discipline up to and including termination may result

All personal information will be retained in confidence and in a secure location as per policy and requirements under the Highway Traffic Act (HTA) and the Ministry of Transportation (MTO).

Senior Management will be notified of any deficiencies found concerning Driver's licenses. Driving without a valid driver's license is strictly prohibited.

ROLES AND RESPONSIBILITIES

Senior Management shall:

- a. Ensure vehicle operators understand the HTA and CVOR Operators of compliance
- b. Approve all major maintenance/repair costs e.g., accident repairs, purchase of new tires, brake repair
- c. Keep a record of all maintenance/repairs
- d. Assign an identification number to vehicles
- e. Record the vehicle identification number in the Company Vehicle Logbook
- f. Maintain records of Company-owned vehicles
- g. Record the Assigned Operator of each Company vehicle

Jobsite Superintendent/Designated Site Superintendent and Management shall:

- a. Report any Employee driver's license issues to Senior Management for further investigation and monitoring

Assigned Operator shall:

- a. Have a valid Ontario driver's license, in the proper class and a minimum of a class G2 license
- b. Notify Management immediately if the driver's license class has changed, been revoked, or suspended
- c. Notify Senior Management, if at any time and/or for any reason e.g., medical condition, the ability to legally operate a vehicle is compromised
- d. Comply with the applicable laws and regulations regarding the use of handheld electronic devices while operating a Company vehicle as per Melloul-Blamey's Information Technology policy
- e. Ensure a copy of the annual registration is located in the assigned company vehicle
- f. Have a photocopy of the vehicle registration and insurance slip in the vehicle glove compartment
- g. Ensure blank Vehicle Accident Reports are always in the vehicle
- h. Ensure the vehicle is in good mechanical condition and perform a daily circle check
- i. Take care of regular maintenance of the vehicle, per the vehicle owner's manual
- j. Report estimates of \$300 and over for any maintenance/repairs to Senior Management for approval
- k. Complete and submit Vehicle Log Sheets to HR annually or when requested
- l. Operate vehicle per the HTA
- m. Notify Senior Management and assume responsibility for personal driving violation fines or penalties levied against them
- n. Notify Senior Management if involved in a vehicular accident
- o. Ensure all valuable items are removed from the vehicle when unattended, especially overnight
- p. Be responsible for replacing any stolen Company assets due to careless actions
- q. Provide Head Office with vehicle cost receipts incurred while on Company business, e.g., gas, parking fees, etc.
- r. Record vehicle identification number on all vehicle-related receipts
- s. Ensure items in the cabin of the truck are adequately secured for transportation

Operator shall:

- a. Have a valid Ontario driver's license, in the proper class and a minimum of a class G2 license
- b. Notify Management immediately if the driver's license class has changed, been revoked, or suspended
- c. Notify the Immediate Supervisor, if at any time and/or for any reason e.g., medical condition, the ability to legally operate a vehicle is compromised
- d. Ensure the vehicle is in good mechanical condition and perform a daily circle check
- e. Operate vehicle if applicable, per the HTA
- f. Comply with the applicable laws and regulations regarding the use of handheld electronic devices while operating a Company vehicle as per Melloul-Blamey's Information Technology policy
- g. Provide Assigned Operator or Shop Staff, where applicable, with receipts for any costs incurred while on Company business, e.g., gas, parking fees, etc.
- h. Notify Senior Management and assume responsibility for fines or penalties levied against them and/or the Passenger(s) for personal driving violations incurred
- i. Notify Senior Management if involved in a vehicular accident
- j. Ensure all valuable items are removed from the vehicle when unattended, especially overnight
- k. Ensure when vehicles are unoccupied and unattended it is locked and secured at all times
- l. Be responsible for replacing any stolen Company assets due to careless actions
- m. Submit vehicle-related receipts to the Assigned Operator or Shop Staff, where applicable
- n. Notify the Immediate Supervisor of any maintenance or defect concerns
- o. Maintain good housekeeping practices, ensuring that the interior and exterior of the vehicle are always clean, as is reasonably practicable
- p. Ensure items in the cabin and bed of the truck are adequately secured for transportation
- q. Limits passengers to the number of seatbelts in the vehicle

CVOR Operator shall:

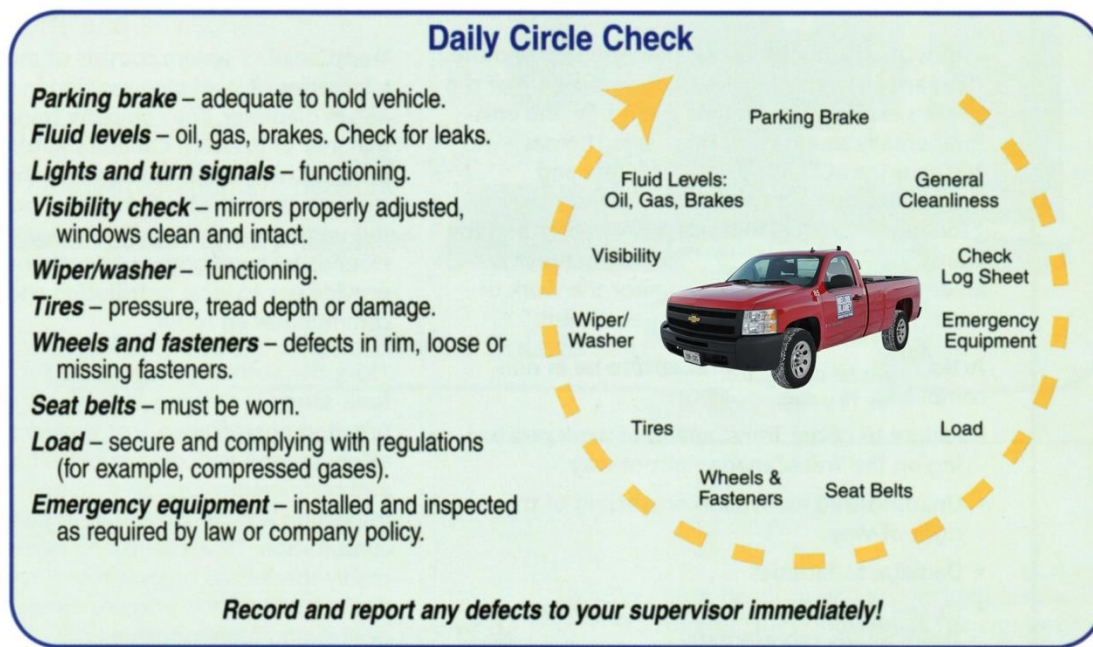
- a. Abide to all Operator responsibilities
- b. Ensure a copy of the annual registration is in the Company vehicle
- c. Ensure a copy of the annual inspection certificate for the Company vehicle and hauling trailer is in the possession of the CVOR Operator when hauling
- d. Drive per all truck routes, obeying truck road signs
- e. Adhere to the half-load restriction signage during the half-load season
- f. Calculate the maximum payload of the vehicle with load before use
- g. Ensure loads are secured with appropriate tiedowns for specific equipment e.g. ratchet straps, chains, shrink wrap etc.
- h. Complete Schedule 1 before use. Daily inspection is valid for twenty-four (24) hours
- i. Ensure blank Vehicle Accident Reports are always in the vehicle
- j. CVOR Operators are responsible for obtaining and providing a driver abstract to Human Resources at a minimum of once per year
- k. Operate within CVOR rules of compliance training
- l. Notify Senior Management if MTO has performed a roadside vehicle and/or hauling trailer inspection

Shop Staff shall:

- a. Ensure commercially inspected operators understand CVOR rules of compliance
- b. Maintain regular maintenance of applicable commercially inspected vehicles, as per the owner's manual
- c. Ensure the yearly MTO license plate sticker is properly applied to the applicable commercially inspected vehicles
- d. Ensure a commercially annual inspection certificate is completed for the hauling trailers and a copy is placed in the applicable CVOR vehicles
- e. Ensure a 5lb fire extinguisher and first aid kit are secured in the new vehicles before being assigned to an operator


Passenger shall:

- a. Assume responsibility for fines or penalties levied against them for MTO violations incurred



FORMS / REFERENCE MATERIAL

Company's Vehicle Accident Report - Melloul-Blamey No. 206.1
 Schedule One Daily Inspection for Trucks, Tractors and Trailers - Found in the Motor Vehicle Inspection book. Located in all commercially inspected vehicles
 Travel Expense Report - Melloul-Blamey No. 201
 Vehicle Daily Inspection Report - SDVD510R3
 Vehicle Log Sheets - Melloul-Blamey No. 206

Policy: HAULING TRAILERS	
Date of Issue: June 1, 2005	Authorized By: J. Melloul
Reviewed/Revision: Jan 1/25, Feb. 12/24, Mar. 1/22, Mar 15/21, Feb. 8/19, Feb. 15/18, Feb. 26/14, Feb. 27/13	Approved By: 

GOAL

Melloul-Blamey is committed to the safety and well-being of its employees when hauling company trailers. It is the Company's goal to ensure that Employees will haul trailers with care, due diligence, and safety in mind.

LEGISLATION

Highway Traffic Act (HTA) - Commercial Motor Vehicle Operators' Information Ontario Regulation 424/97

DEFINITION

GROSS VEHICLE WEIGHT RATING (GVWR) – the maximum weight a vehicle is designed to carry including the net weight of the vehicle with accessories, plus the weight of passengers, fuel and cargo

CURB WEIGHT - the weight of the vehicle including a full tank of fuel and all standard equipment. Curb weight is calculated by taking the GVWR and subtracting the vehicle payload or passenger/cargo capacity

PAYLOAD - the load carried by a vehicle exclusive of what is necessary for its operation, including passengers, cargo, and fuel. Subtract the curb weight from the GVWR to calculate the payload capacity

SCHEDULE 1 - a mandatory procedure conducted on commercial trucks and trailers in Ontario to verify their compliance with the safety standards set by the Ministry of Transportation (MTO) Commercial motor vehicle daily inspection for trucks and trailers

SCOPE

This policy applies to all Staff of Melloul-Blamey who are required to haul a trailer that is leased or rented by the Company.

PLAN

The following provides guidelines to Employees on the use, maintenance, and repair of hauling trailers.

Authorized Use

- Company Trailers shall be used by authorized Employees only, unless approved by Senior Management
- Family members and non-employees are prohibited from using the Company trailer

Hauling Trailers

- Schedule 1 inspection to be completed daily before hauling trailer use. Schedule 1 is valid for a twenty-four (24) hour period
- Calculate the maximum payload of the vehicle factoring in the weight of the truck and any cargo before use
- Do not pull oversized/overweight loads
- Loads shall be secured with appropriate tie-downs for specific equipment e.g. ratchet straps, chains, shrink wrap etc.

Maintenance/Repairs

- a. Should a hauling trailer require maintenance/repairs, the service center shall provide an estimate if over \$300.00 before proceeding with any work
- b. If an estimate is required, maintenance/repairs must be approved by Senior Management
- c. Submit all maintenance/repair documentation to Head Office
- d. Trailers should always be kept clean and free of debris and loose items or materials

Employees using a hauling trailer are required to complete a circle check to ensure the trailer is in safe operating condition

Company Insurance

- a. All Company hauling trailers will be insured by the Company's Insurance Provider
- b. The Company will maintain the appropriate level of insurance
- c. Hauling trailer insurance records will be reviewed yearly by both the Insurance Company and Melloul-Blamey
- d. The Company's insurance policy does not cover any damage or loss to a hauling trailer if any unlawful activity on the part of the Operator has taken place. Unlawful activity includes but is not inclusive to:
 - Criminal negligence
 - Racing
 - Driving under the influence of any illegal substance
 - Driving without a valid driver's license

Loss or damage to the trailer will be the responsibility of the Operator and could result in disciplinary action possibly including dismissal.

ROLES AND RESPONSIBILITIES

Senior Management shall:

- a. Approve all major maintenance/repair costs e.g., accident repairs, purchase of new tires, brake repair
- b. Keep a record of all maintenance/repairs
- c. Assign an identification number to haul trailers
- d. Maintain records of company-owned hauling trailers
- e. Approved employees the use of company-owned hauling trailers

Operator shall:

- a. Ensure the vehicle hauling the trailer is in good mechanical condition and perform a circle check within the guidelines of a Schedule 1
- b. Take care of regular maintenance of the hauling trailer, per the trailer's manual
- c. Report estimates of \$300 and over for any maintenance/repairs to Senior Management for approval
- d. Operate the vehicle pulling the hauling trailer per the HTA
- e. Notify Senior Management and Shop Manager if involved in an accident/incident
- f. Be responsible to replace any stolen company assets due to careless actions
- g. Ensure items in the cargo box are adequately secured for transportation
- h. Comply with the applicable laws and regulations regarding the use of handheld electronic devices while operating a company vehicle as per Melloul-Blamey's Information Technology policy
- i. When on company business, provide receipts to the assigned operator or shop staff for any costs incurred
- j. Record trailer identification number on all trailer-related receipts
- k. Notify the Immediate Supervisor of any maintenance or defect concerns
- l. Maintain good housekeeping practices, ensuring that the interior and exterior of the hauling trailer are always clean, as is reasonably practicable

CVOR Operator while hauling a trailer shall:

- a. Follow all Operator responsibilities
- b. Make sure you have a copy of the annual inspection certificate for the company vehicle and hauling trailer with you while hauling
- c. Drive according to all truck routes and obey truck road signs
- d. Observe the half-load restriction signage during the half-load season
- e. Determine the maximum payload of the vehicle with load before usage
- f. Secure loads with appropriate tie-downs for specific equipment e.g. ratchet straps, chains, shrink wrap etc.
- g. Complete Schedule 1 Inspection before use. Daily inspection is valid for twenty-four (24) hours
- m. Operate within CVOR rules of compliance training
- n. Notify Senior Management if MTO has performed a roadside vehicle and/or hauling trailer inspection

Shop Staff shall:

- f. Ensure the yearly MTO license plate sticker is properly applied to the applicable CVOR vehicles and hauling trailers
- g. Maintain regular maintenance of applicable hauling trailers, per the owner's manual
- h. Ensure an annual inspection certificate is completed for the hauling trailers and a copy is placed in the applicable commercial vehicles
- i. Ensure Commercial Operators understand CVOR rules of compliance while hauling a trailer

FORMS / REFERENCE MATERIAL

Company's Vehicle Accident Report - Melloul-Blamey No. 206.1

Schedule One Daily Inspection for Trucks, Tractors and Trailers - Found in the Motor Vehicle Inspection book. Located in all commercially inspected vehicles

Policy: **ACCESSIBILITY FOR PEOPLE WITH DISABILITIES COMMITMENT STATEMENT**

Date of Issue: May 17, 2013

Authorized By: J. Melloul

Reviewed/Revision: Jan 1/25, Feb. 24/24, Mar. 1/22, Feb. 22/21, Dec. 6/16, Nov. 10/15, Nov. 17/14

Approved By:



Melloul-Blamey is committed to providing a barrier-free environment for Employees, Subcontractors, Clients, Visitors, and the Public who enter the Company's premises and to access Company information. Melloul-Blamey respects and upholds the requirements set forth under the Accessibility for Ontarians with Disabilities Act, 2005; Integrated Accessibility Standards Regulation and Design of Public Spaces (Built Environment) Standard.

Melloul-Blamey has made a commitment to accessibility for everyone who uses our services. The Company has an important responsibility for ensuring a safe, dignified, and welcoming environment. The Company shall ensure compliance with accessibility legislation by incorporating policies, procedures, equipment requirements, training for employees and best practices. Melloul-Blamey is obligated to review policies and procedures annually and incorporate the following with Company Employees:

- Legislation regarding the Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005
- Integrated Accessibility Regulations for Customer Service, Information and Communication, Employment and Transportation
- Standard for the Design of Public Spaces (Built Environment) (when legislated)
- Accessible employment practices such as recruitment, assessment, and selection
- Developing emergency response plans and individual workplace fit for duty plans for Employees with Disabilities
- Accessible communication supports and information formats
- Communicating with people with various forms of disabilities
- Accessible website and web content
- Assistive devices, mobility aids, service animals and support persons
- Notices of service disruptions
- The Company's policies and procedures regarding accessibility
- Reporting procedures
- Training procedures

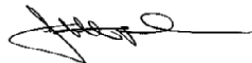
Melloul-Blamey realizes that providing accessible and barrier-free environments for everyone is a shared effort. As a community, businesses and services must work together to make accessibility happen.



Joël Melloul, President
Estimating



Steve Hanley, Vice President
Construction




Jeffrey Heimpel, Vice President
Business Development



Jeffrey Shantz, Vice President
Project Development



Bernard J. Melloul, Chairman

Policy: ACCESSIBILITY FOR PEOPLE WITH DISABILITIES	
Date of Issue: May 1, 2013	Authorized By: J. Melloul
Reviewed/Revision: Jan 1/25, Mar. 1/22, Feb. 5/19, June 29/16, Nov. 11/15	Approved By: 

GOAL

Melloul-Blamey is committed to creating an inclusive society for people with physical, mobility, visual, auditory, or cognitive disabilities while meeting the requirements under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). Every reasonable effort will be made to ensure that Melloul-Blamey's policies, practices, and procedures are consistent with the core principles of independence, dignity, integration and equality of opportunity.

LEGISLATION

Accessibility for Ontarians with Disabilities Act, 2005 (AODA)

The Ontario Human Rights Code

DEFINITIONS

ACCESSIBILITY - refers to the ability for everyone, regardless of disability or special needs, to access, use and benefit from everything within their environment. It is the degree to which a product, device, service, or environment is available to as many people as possible

ASSISTIVE DEVICE - is a technical aid, communication device or other instrument that is used to maintain or improve the functional abilities of people with disabilities. Personal assistive devices are typically devices that customers bring with them such as a wheelchair, walker or a personal oxygen tank that might assist in moving, breathing, hearing, reading, seeing, communicating and/or remembering

CAREER DEVELOPMENT AND ADVANCEMENT - includes providing additional responsibilities within an employee's current position and the movement of an employee from one job to another in an organization that may be higher in pay, provide greater responsibility or be at a higher level in the organization or any combination of them and for both additional responsibilities and employee movement, is usually based on merit or seniority or a combination of them

DISABILITY - the term disability as defined by the Accessibility for Ontarians with Disabilities Act, 2005, refers to:

- Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and without limiting the generality of the foregoing, includes diabetes, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device
- A condition of mental impairment or a developmental disability
- A learning disability or dysfunction in one or more of the processes involved in understanding or using symbols or spoken language
- A mental disorder
- An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997

GUIDE DOG - is a highly trained working dog that has been trained at one of the facilities listed in Ontario Regulation 58 under the Blind Persons' Rights Act, to provide mobility, safety and increased independence for people who are blind

PERFORMANCE MANAGEMENT - activities related to assessing and improving employee performance, productivity, and effectiveness with the goal of facilitating employee success

REDEPLOYMENT - the reassignment of employees to other departments or jobs within the organization as an alternative to layoff, when a job or department has been eliminated by the organization

SERVICE ANIMAL - an animal for people with disabilities if:

- a. It is readily apparent that the animal is used by the person for reasons relating to his disability
- b. The person provides a letter from a healthcare practitioner confirming the person requires the animal for reasons relating to the disability

SERVICE DOG - a dog other than a guide dog for the blind is a service dog if:

- a. It is readily apparent to an average person that the dog functions as a service dog for a person with a medical disability; or
- b. The person who requires the dog can provide on request a letter from a physician or nurse confirming that the person requires a service dog

SUPPORT PERSON - another person who accompanies a person with a disability to help with communication, mobility, personal care, medical needs or access to goods and services

SCOPE

This policy applies to Everyone and at all premises owned and operated by Melloul-Blamey Construction.

PLAN

The AODA is to improve standards for accessibility to People with Disabilities. Accessibility standards are:

- a. Integrated Accessibility Regulations
 - Customer Service Standard
 - Information and Communication Standard
 - Employment Standard
 - Transportation Standard
- b. Design of Public Spaces (Built Environment) Standard

Integrated Accessibility Standards Regulation (IASR)

- Customer Service

The Accessibility Standard for Customer Service applies to all organizations e.g., public, private and non-profit that provides goods or services either directly to the Public or to other organizations with one or more employees in Ontario.

Provision of Goods and Services to People with Disabilities

Melloul-Blamey will make every reasonable effort to ensure and establish a policy, statement, practices, and procedures on providing goods or services to People with Disabilities by:

- a. Integrating alternative measures to provide goods or services, temporary or permanent, if the current provisions of goods and services do not meet the needs of the People with Disabilities
- b. Ensuring all people receive the same value and quality
- c. Allowing People with Disabilities to do things in their own ways, at their own pace when accessing goods and services if this does not present a safety risk
- d. Using alternative methods, when possible, to ensure that People with Disabilities have access to the same services, in the same place and in a similar manner
- e. Considering individual needs when providing goods and services
- f. Communicating in a manner that considers the person's disability

Communication

- a. Communicate with People with Disabilities in a manner that considers their disability
- b. Document all policies, practice, and procedures to providing accessible customer service and notify the Public that these documents are available upon request. Documents issued to People with Disabilities must be in a format that considers his disability

Service Animals

- a. Allow People with Disabilities to be accompanied by a guide dog, service dog or service animal onto owned or operated Company premises that are open to the public, unless the animal is excluded by law as stipulated under the Dog Owners' Liability Act, Ontario. In the event of an exclusion, the Company will offer alternative methods to enable access to goods and services, if possible
- b. If access to an area may result in a hazard for the service animal, the person with the disability should be notified e.g., loud noises
- c. Animal must always be kept in control and with the Person with the Disability
- d. Avoid touching or addressing service animals

Support Person

- a. Permit People with Disabilities to bring a Support Person with them while accessing goods or services onto owned or operated Company premises
- b. The Company may require a Person with the Disability to be accompanied by a Support Person only if a Support Person is necessary to protect the health and safety of the Person with the Disability or others on Company premises
- c. Consent from People with Disabilities must be obtained prior to disclosing confidential information to any Support Person
- d. Can be a paid worker, volunteer, family member or friend and does not necessarily require any special training or certification to offer support
- e. Will not be charged additional fees to support the Person with Disabilities

Assistive Devices

- a. Allow personal assistive devices to be used to access the Company's goods and services
- b. Inform People with Disabilities about accessible features in the immediate environment that are appropriate to their needs e.g., accessible washrooms
- c. Assistive devices must always be operated in a safe and controlled way
- d. Assist with devices if asked by a Person with the Disability

Notice of Service Disruption

- a. Reasonable efforts will be made to provide advance notice when facilities or services that People with Disabilities rely on are temporarily disrupted by:
 - Contacting customers with appointments
 - Verbally notifying customers when they are making an appointment or,
 - Providing notice by the most appropriate method that may be reasonable under the circumstances
- b. A Notice of Service Disruption Form will be posted:
 - In a visual place
 - At the point of disruption
 - At all entrances and exits
 - In large print
- c. A posted notice of service disruption will include:
 - Reason for disruption
 - Anticipated duration
 - Description of alternative facilities or services, if any, are available
 - Contact information

Feedback Process

- a. The Company will provide the public with the opportunity to give feedback on the service provided to People with Disabilities
- b. When communicating with People with Disabilities, the person's disability will be considered
- c. Customer Service Feedback Form will be readily available to the public at Head Office Reception and the Company's website
- d. Customer Service Feedback forms along with alternate methods of providing feedback will be available upon request e.g., verbally, written, email or otherwise
- e. Public can submit feedback to Melloul-Blamey's Human Resources Department
- f. The public that provides formal feedback will receive acknowledgement of their feedback, along with any resulting actions based on concerns or complaints that were submitted

Notice of Availability

Melloul-Blamey will notify the public through the Company's website that the AODA policy is available upon request.

Modifications to This or Other Policies

Any policy of Melloul-Blamey that does not respect and promote the dignity and independence of People with Disabilities will be modified or removed.

- **Information and Communication Standard**

This standard applies to the provision of information and communication services and materials for People with Disabilities. Melloul-Blamey will establish, implement, maintain, and document a multi-year accessibility plan outlining its strategy to prevent and remove barriers and meet its requirements under the IASR.

Accessible Formats and Communication Supports for the Public

Melloul-Blamey will provide or arrange for the provision of accessible formats and communication supports for People with Disabilities in a timely manner and at no additional cost to the individual. The Company will consider the person's accessibility needs when customizing individual requests.

The Company shall consult with the Person with the Disability in determining the suitability of an accessible format or communication support.

Melloul-Blamey shall notify the public about the availability of accessible formats and communication supports.

Education and Training Resources

The Company will ensure that training materials and learning courses are available in an accessible format. These accessible formats shall consider the needs of People with Disabilities. Training program information such as course descriptions will be made available in accessible formats, upon request. Melloul-Blamey will review and update its accessibility policy once every five years.

- **Employment Standard**

The Employment Standards regulation will expand Ontario's labour pool by ensuring People with Disabilities are welcomed and supported within all workplaces. Employment standards will assist with employment recruitment, providing accessible information, plans for emergencies, individual accommodation, return to work, performance management and career development and redeployment.

Recruitment, Assessment and Selection

Melloul-Blamey will notify Employees and the public about the availability of accommodation for Job Applicants who have disabilities. Applicants will be informed that these accommodations are available, upon request, for the interview process and for other candidate selection methods. Where an accommodation is requested, The Company will consult with the Applicant and provide or arrange for suitable accommodation. Successful Applicants will be made aware of Melloul-Blamey's policies and supports for accommodating People with Disabilities.

Informing Employees of Supports

Melloul-Blamey shall inform Employees of the Company policies used to support Employees with disabilities. The Company shall provide the AODA policy to New Employees as soon as practicable after they begin their employment. Melloul-Blamey shall provide updated information to Employees whenever there is a change to existing policies on the provision of job accommodations considering an Employee's accessibility needs due to disability.

Accessible Formats and Communication Supports for Employees

Upon a request from an Employee with a Disability, the Company shall consult with the Employee to provide or arrange for the provision of accessible formats and communication supports for information that is:

- a. Needed to perform the Employee's job; and
- b. Generally available to Employees in the workplace

Melloul-Blamey shall consult with the Employee making the request in determining the suitability of an accessible format or communication support.

Emergency Response Information Plan

The Emergency Response Plan will be provided in a format that takes into consideration individual needs. This plan will assist Employees with Disabilities during an emergency. In an emergency an Employee with a Disability will require:

- An individualized emergency response information plan
- Granting consent to share his information with:
 - The Designated Employee(s)
 - Other Parties e.g., EMS
- Reviewing the emergency response information plan when:
 - The Employee changes work location
 - Reviewing the Employee's overall accommodation needs
 - Reviewing the Company's emergency response policies

Emergency Response Plan details are in Melloul-Blamey's Health Safety Policy Manual.

Documented Individual Accommodation Plan

Melloul-Blamey shall develop and have in place a written process for the development of documented individual fit for duty plans for Employees with Disabilities.

Return to Work Process

Melloul-Blamey shall develop and have in place a return-to-work process for Employees who have been absent from work due to a disability and require disability-related accommodations to return to work. The return-to-work process shall be facilitated by Melloul-Blamey. The Company's documented Individual Fit for Duty Plan shall be used as part of the return-to-work process. The return-to-work process referenced in this section does not replace or override any other return to work processes created by or under any other statute e.g., WSIB.

Performance Management

Melloul-Blamey shall consider the accessibility needs of Employees with Disabilities, as well as individual fit for duty plans, when using performance management methods.

Career Development and Advancement

The Company shall consider the accessibility needs of its Employees with Disabilities as well as any individual fit for duty plan, when providing career development and advancement.

Redeployment

Melloul-Blamey shall consider the accessibility needs of Employees with Disabilities, as well as any individual fit for duty plan when redeploying.

- **Transportation Standard**

The goal of implementing the Transportation Standard Regulation is to ensure individual transportation needs are met for People with Disabilities. Melloul-Blamey is not a public transportation service provider; therefore, compliance is not required.

Design of Public Spaces Standards (Accessibility Standards for the Built Environment)

The Design of Public Spaces Standard is designed to address and remove the barriers of access into and within buildings and outdoor spaces. This Standard is being integrated into the Ontario Building Code and will only apply to new construction and extensive renovations, not retrofitting. Work is continuing for the development of the Accessibility Standard for the Design of Public Spaces (Built Environment).

ROLES AND RESPONSIBILITIES

The following identifies and explains every person's responsibility with Melloul-Blamey's Accessibility for People with Disabilities policy.

Melloul-Blamey shall ensure that:

- a. The requirements under the Accessibility for Ontarians with Disabilities Act, 2005 are met
- b. Policies, practices, and procedures on providing goods or services to people with disabilities are created and implemented
- c. The Commitment to Accessibility Statement is annually reviewed
- d. People with Disabilities will be consulted if, for health and safety reasons, the Company requires a Support Person to accompany the Person with Disabilities ensuring all needs are met
- e. The Support Person will not be charged additional fees to support the Person with Disabilities

Senior Management shall:

- a. Use reasonable efforts to ensure that Company policies are consistent with the principles of independence, dignity, integration, and equality of opportunity
- b. Ensure all New Workers receive training at orientation

Management shall:

- a. Complete Notice of Service Disruption Form
- b. Post notices where applicable

Front Line Employees shall:

- a. Provide AODA documentation when requested
- b. Protect Melloul-Blamey's reputation according to the Company's Commitment to Accessibility Statement

Human Resources shall:

- a. Assist Melloul-Blamey in developing the Company's AODA policy
- b. Develop the training program which includes training material, date training was provided, and number of Employees trained
- c. Annually review the AODA Program
- d. Train all new workers at orientation
- e. Manage proof of training records
- f. Update the training database when necessary
- g. Acknowledge feedback and act on concerns or complaints submitted

Employees shall:

- a. Attend training sessions when necessary
- b. Abide by the Company's policies

TRAINING

All Employees and other Third Parties acting on the Company's behalf and those involved in developing AODA policies, practices and procedures will be trained on how to serve People with Disabilities. Training will include:

- a. An overview of the purposes of the AODA and its requirements
- b. The Company's policies, procedures and practices surrounding the legislation related to the Integrated Accessibility Standards (Customer Service, Information and Communication, Employment and Transportation) and Design of Public Spaces (Built Environment) Standard
- c. An individualized training format that complies with the requirements of the AODA. The training provided to Management shall be provided in a different format than training that is provided to Front-Line Employees
- d. Orientating New Employees at time of hire
- e. When changes are made to the Company's AODA policies, practices, and procedures
- f. How to interact and communicate with people with various types of disabilities
- g. How to interact with People with Disabilities who use an assistive device or require the assistance of a service animal or a support person
- h. How to use equipment or devices available on the Company's premises that may help with the provision of goods or services to People with Disabilities
- i. What to do if a Person with a Disability is having difficulty in accessing the Company's goods and services
- j. Information on appropriate ways of communicating with People with Disabilities e.g., sign language, large print
- k. The Company's Customer Service Feedback process
- l. Documenting records of training details consisting of dates and number of individuals trained

Training Schedule


- a. Melloul-Blamey will provide training as soon as practicable
- b. Training will be provided to New Employees and Volunteers at orientation
- c. Revised training will be provided in the event of changes to legislation, procedures, policies and/or practice

EVALUATION

Human Resources will evaluate all formal Customer Service Feedback of concerns or complaints received from the Public in a timely manner with Senior Management. The Company's policies, procedures and practices will be reviewed and modified accordingly.

FORMS / REFERENCE MATERIAL

Customer Service Feedback - Melloul-Blamey No. 214
Notice of Service Disruption - Melloul-Blamey No. 214.1
Individual Fit for Duty Plan - Melloul-Blamey No. 214.2

Policy: DISCONNECTING FROM WORK	
Date of Issue: June 2, 2022	Authorized By: J. Melloul
Reviewed/Revision:	Approved By: 

GOAL

This policy has been established to support Employee wellness, minimize excessive sources of stress, and ensure that Employees feel they can disconnect from work outside regular working hours.

LEGISLATION

Bill 27: Working for Workers Act

DEFINITIONS

DISCONNECTING FROM WORK - not engaging in work-related communications, including e-mails, telephone calls, video calls, or the sending or reviewing of other messages

REGULAR WORKING HOURS - the time agreed to by an employee, as stated in their employment contract, when they are meant to complete work

SCOPE

This policy applies to Melloul-Blamey Employees to relieve work-related pressures and feeling an inability to disconnect from the job.

PLAN

The Company understands that due to work-related pressures, or the working environment, Employees may feel obligated to perform job duties outside normal working hours. Unable to disconnect from work can lead to stress and deterioration of mental and physical health.

Melloul-Blamey sees Employee health and well-being as priorities while at the workplace and while away from the workplace. The Company is committed to increasing overall Employee health and wellness and provide Employees with a positive work-life balance.

Employees are entitled to disconnect from work outside regular working hours without fear of reprisal. Scheduled breaks should be taken and time off entitlements for non-work-related activities should be used each year. Employees are encouraged to set clear boundaries between work and personal lives, regardless of their working arrangement, whether that is at the workplace, flex work, or remote work.

The Company understands that Employees may want or need to work outside their regular working hours to meet a time-sensitive deadline or to attend to an urgent matter; however, Employees should not regularly or frequently work outside their scheduled hours to complete or catch up on work.

Employees should not feel obligated to send or respond to work-related communication outside regular working hours. The Company may occasionally send general communication to Employees when they are not scheduled to work. Employees are not expected to respond to any company communication when not at work, apart from unforeseen circumstances.

Melloul-Blamey understands the importance for Employees to have personal time off. Employees are encouraged to use their eligible paid vacation time. Time management is the responsibility of Employees and scheduled time off should not interfere with deadlines. Employees should not be reluctant to take vacation due to workload, unless there are limitations or restrictions because of a due date, project priority, scheduling conflict, or unforeseen circumstance that prevent an Employee from taking a vacation at a specific time.

ROLES AND RESPONSIBILITIES

Melloul-Blamey shall:

- a. Be committed to increasing overall Employee health and wellness
- b. Provide Employees with a positive work–life balance
- c. Encourage Employees to use eligible paid vacation time
- d. Ensure Employees do not face negative effects on their employment for not replying to work-related communications outside regular working hours

Management shall:


- a. Work with Employees to come up with a solution to ensure:
 - Current workload does not result in excess hours and does not contribute to additional stress or burnout
 - Normal job duties can be completed during regular working hours
 - Company goals and objectives can be met and remain productive
- b. Delegate job-specific duties that must be completed while Employees are on vacation to maintain workflow and productivity
- c. Assist in determining appropriate actions to take to meet deadlines and accommodate time off requests whenever possible
- d. Schedule and approve overtime in advance

Employees shall:

- a. Contact direct manager if workload cannot be managed during regular working hours
- b. Work within their regular scheduled hours to complete or catch up on work
- c. Use scheduled or company-provided breaks to disconnect from work
- d. Manage time off so not to interfere with deadlines
- e. Work overtime if directed by their direct manager
- f. Respect co-workers' time and should not expect a response

FORMS / REFERENCE MATERIAL

Statutory Holiday Weekend Approval – Melloul-Blamey No. 212
Personal Employment Contract

Policy: SUMMARY	
Date of Issue: June 1, 2005	Authorized By: J. Melloul
Reviewed/Revision: Mar. 1/22, Feb. 27/13	Approved By: 

This is Melloul-Blamey's Human Resources Employment policies. If followed, it will provide for a harmonious operation. The Company strives to be a leader in the industry and through our efforts we will attain our goals.

Melloul-Blamey reserves the right to amend any of their policies at the Company's discretion.