



## *Canadian Employee Guidelines 2015*

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## 1. INTRODUCTION

In addition to the terms of employment outlined in an employees' Letter of Employment, other important conditions, both formal and informal, written or implicit, are considered part of the general conditions of employment at Klohn Crippen Berger Ltd. ("Klohn Crippen Berger") ("KCB").

The prevailing principal conditions are outlined within this document. These conditions are not exhaustive, but rather indicate the "norms" and the spirit of the working environment at KCB. All employees should review the conditions and specific policies outlined within these guidelines and available on [Infodesk](#), so as to be more fully informed.

As KCB continues to evolve in terms of size, structure, offices, etc. some of these principal conditions of employment may be revised to reflect the current business environment. Notice of such changes will be supplied by posting the most current and applicable version of the Employee Guidelines on KCB's intranet "Infodesk".

## 2. OFFER OF EMPLOYMENT

All employees must become familiar with the terms of employment outlined in their offer of employment and accompanying Appendices. Should there be any discrepancies between this document and the offer of employment, the offer of employment will take precedence.

It is assumed that the information given by the employee at the time of application is accurate. However, KCB reserves the right to seek documentary evidence of all claims made in any employment application (e.g., verification of previous work references and educational qualifications). Any discrepancies will be grounds to rescind an offer of employment.

### 3. EMPLOYMENT EQUITY

It is KCB's policy to base decisions regarding hiring, promotion, job assignment, training, rewards and other human resource management functions on qualifications, ability, and performance. This policy ensures equity for all employees and job applicants regardless of race, national origin, colour, religion, gender, marital status, disability or any other factor.

### 4. PRIVACY

KCB is guided by the Personal Information Protection Act (PIPA). In the course of conducting business and managing employment relationships, it may be necessary for KCB to disclose information such as salary, education, work experience and other relevant personal information to potential and existing clients and / or business partners and / or vendors. This is a condition of employment at KCB. KCB is committed to ensuring compliance with applicable employee privacy legislation. To learn more about KCB's Employee Information [Privacy Policy](#) please contact the Privacy Officer at 604.251.8446 or visit the Policies and Procedures section on the Infodesk.

### 5. INTEGRATED MANAGEMENT SYSTEM (IMS)

Under a unified [Integrated Management System](#) (IMS), KCB is registered to a number of internationally recognized Quality, Health, Safety and Environmental (QHSE) systems including:

- Quality ISO9001:2008
- Health and Safety OHSAS 18001:2007
- Environmental and Sustainability ISO 14001:2004

Within three months of starting employment, all employees must be familiar with and use KCB's QHSE systems. These written procedures are available on Infodesk. Employees are required to submit a completed training log to confirm completion of specific QHSE training.

## 6. RESPECTFUL WORKPLACE

KCB is committed to maintaining a work environment free of harassment. Employees are expected to treat everyone in the work environment with dignity and respect thereby creating a positive and productive work place. Harassment, bullying or discrimination in any form will not be tolerated. All employees should be familiar with KCB's [Anti-Harassment, Bullying and Discrimination policy](#) (available on our [Policy](#) and new employee [Onboarding](#) pages on Infodesk) and must also complete the on-line *Preventing Workplace Bullying, Harassment and Violence in the Workplace* training within one week of joining KCB. For more information about KCB's Anti-Harassment Policy, please go to the Human Resources section of the [Infodesk / Respectful Workplace](#).

## 7. PERSONAL CONDUCT

KCB's reputation in the business community depends on its employees maintaining the highest standards of business conduct. Within one week of joining the organization, employees must become familiar and comply with the Company Charter ([Mission, Vision, and Values](#)) and also read and acknowledge our *Code of Business Conduct and Ethics*. Employees are also expected to complete mandatory Ethics training as directed by Corporate Human Resources.

Ethical behaviour means honesty and fairness in dealing with other employees, customers, suppliers, competitors and the general public. Failure to act responsibly and ethically may have serious consequences in business dealings and may result in disciplinary measures with the possibility of dismissal. If you have any questions or concerns regarding acceptable personal conduct, please contact your Manager / Supervisor, your Business Unit Vice President or the Director of Human Resources or visit the Infodesk [Policies and Procedures](#) page to view our [Code of Business Conduct and Ethics](#).

## **8. CONFLICT OF INTEREST**

During employment with KCB, employees should not engage in any other employment or activity that conflicts with or impairs obligations to KCB unless they have prior written approval from their Business Unit Vice President or KCB's President.

## **9. CONFIDENTIALITY**

As a professional services company, much of KCB's daily work is confidential. All employees are expected, as a condition of employment, to respect and maintain this confidentiality.

Upon termination of employment with KCB, it is expected that employees will respect confidentiality regarding corporate matters and information relating to client projects and fees. Furthermore, all work-related documentation must be returned to KCB. This includes proposals which the employee prepared directly or contributed to as an author, and projects to which the employee contributed. This documentation is the sole property of KCB.

KCB reserves the right to take appropriate action to recover its property whenever and wherever it is thought necessary. KCB further reserves the right to take legal action for damages against any individual leaving KCB against whom there is evidence of disclosure of any confidential trade or other working information or data belonging to KCB.

The employee will not at any time, whether during or after termination of employment, directly or indirectly disclose or permit disclosure of any information relating to the business, employees or clients of KCB unless required by law to do so.

## **10. PROBATION**

The first three months of employment with KCB will be considered a mutual probationary period. Employees are encouraged to take advantage of this time to get to know KCB and ask questions related to the business unit, team and position. A manager / supervisor will conduct a

performance review prior to the end of the probation period or a review may be requested at any time.

## **11. TEMPORARY ADJUSTMENT OF HOURS**

From time-to-time business circumstances and unforeseen industry, political or government issues will affect the availability of chargeable work or affect the skills required to do the work. In other situations natural or man-made disasters may prevent employees from being able to report to work. In such instances, managers may ask employees, temporarily to consider:

- taking time off using accrued vacation, banked time or temporary leaves without pay;
- accepting adjusted work hours;
- agreeing to alternate work arrangements and / or;
- a salary reduction.

## **12. TERMINATION OF EMPLOYMENT**

Employment may be terminated, other than for just cause, by giving the employee written notice as outlined in their employment agreement.

If employment is terminated for just cause, no notice or pay in lieu of notice will be given.

If an employee voluntarily wishes to leave the employment of KCB, two weeks' notice for non-professional staff and four weeks' notice for professional staff is required.

Although it is the philosophy of KCB that both the employee and KCB work together to correct any performance problems, the following actions are cause for summary dismissal:

- harassment of any kind (see Section 6);

- unsafe work practices;
- dishonesty;
- theft; and / or
- insubordination.

Upon termination of employment, all property must be returned to KCB such as:

- original or copies of letters, reports or memos;
- documents;
- technical reference books, other company library books;
- computer software programs;
- drawings, sketches, maps;
- organization charts and employee lists;
- keys, building access cards;
- credit cards; and
- any other KCB property.

Any requests for work-related references from former employees should be directed to Human Resources.

### **13. OFFICE HOURS AND OFFICE CLOSURES**

KCB operates a standard 40-hour, 5-day work week. Offices are open from 8:00 a.m. to 5:00 p.m. Monday to Friday. Actual hours worked are governed by the needs of clients. As a result, the usual practice of KCB employees is to respond to the needs of the job and to be flexible in the hours worked.

Please be advised that KCB's offices in Canada are closed annually between Christmas Day and New Year's Day during which staff need to record their time as either vacation, banked or leave without pay.

Clarification of the variety of Flexible Work Arrangements available to staff are posted on Infodesk on the [HR Policies and Programs](#) page.

#### **14. CHANGE OF ADDRESS / EMERGENCY CONTACT INFORMATION**

All employees are required to notify Human Resources and Payroll of any change in residential address or telephone number or change in emergency contact information as soon as possible.

#### **15. GENERAL WORKPLACE RULES**

KCB does not have an exhaustive list of workplace rules. However, there are a few guidelines employees should keep in mind:

- KCB offers a "business casual" work environment. Employees are expected to dress in a manner consistent with the nature of their work (particularly in areas where there is a high degree of customer contact) and should not dress in attire that reflects poor judgment (e.g. beach wear, sweat pants, cut offs or short shorts, items that are dirty or in need of repair, too revealing, offensive or bearing inappropriate messages). Employees should speak with a manager / supervisor or Human Resources if there are any questions about appropriate attire.
- It is important that KCB maintains the safety and security of all its employees and guests. Persons on KCB premise who are unfamiliar and who are not wearing a "visitor" tag should be asked, "How can I help you?" or "Whom do you wish to see?" If the response is not satisfactory, offices services, a manager or the Receptionist must be notified.

- Generally, KCB is responsible for providing reasonable security for its premises. However, employees are responsible for damage to or loss of personal property on KCB premises. The employee must take reasonable precautions against theft (i.e. by keeping items locked in a drawer when absent from his / her desk and after hours). All employees should maintain a record of the serial numbers of valuable items brought to work.
- Employees are asked to conduct personal telephone calls during lunch hours or breaks. Personal calls must be restricted to local calls only.
- KCB provides e-mail and internet access expressly as business tools. Personal emails and internet access for non-business purposes should be kept to a minimum. As many social networking tools are not available via KCB's network, if you are accessing these sites at work on a personal electronic device it should be done during a break periods. Common sense must apply when downloading data or information in order to ensure that the download will not significantly impact the productivity of others on the network. For more information on [IT policies](#) go to the IT & Tech Support section on Infodesk.
- Company equipment, systems, facilities and supplies must be used only for conducting KCB business or for purposes authorized by management.
- Personal items considered private should not be kept in office, work spaces, desks, credenzas or file cabinets. Unless prior approval has been received, no employee should search or retrieve articles from another employee's workspace. KCB management may gain access to these areas as necessary.
- As a professional office, clients and other visitors are frequently within the immediate work environment. As such, KCB staff should keep workstations and offices tidy at all times.
- As a courtesy to other staff and for hygienic reasons, open food containers should not be kept at employee workstations.

- To comply with KCB's environmental and sustainability initiatives, empty juice / pop containers should be placed in the appropriate recycling bins in lunch room and coffee station areas.
- Coffee stations and lunch rooms should be cleaned up after you use them. Please put your dishes in the dishwasher.
- Sports equipment and gear should only be stored in building change lockers or drying rooms.
- As our work places are predominantly "open area" concept, employees should keep conversations at a moderate level and discussions moved into a meeting room so not to disturb fellow co-workers.
- KCB employees are expected to observe good habits of grooming and personal hygiene at all times and to refrain from excessively using perfumes and after shaves as they may be problematic to individuals with allergies and environmental sensitivities.
- All our business offices offer smoke free environments and smoking (including e-cigarettes) is only permitted in designated smoking areas.
- Employees are expected to act responsibly at KCB social functions and to follow the guidelines in the [KCB Employee Social Function Responsibility policy](#) which emphasizes that employees and other invited guests who accept an invitation to attend KCB sponsored events agree to and accept conditions that include:
  - accepting responsibility for their safety and the safety of others;
  - accepting responsibility for their own alcohol consumption;
  - moderating intake of alcohol; and
  - cooperating with KCB's efforts to ensure their safety.

Without exception, illegal substances at KCB social functions are strictly prohibited.

## 16. INFORMATION TECHNOLOGY

KCB's IT Group has a number of [Guidelines and Policies](#) related to network security, email usage and content, equipment purchases and software licensing. Employees are responsible for understanding and adhering to the Company's IT policies which are available on the IT & Tech Support section of Infodesk.

If you need help or have any questions related to company sanctioned software contact the [helpdesk@klohn.com](mailto:helpdesk@klohn.com).

## 17. TIME SHEETS

As KCB's payroll system is driven by the BST Time Tracking system, it is imperative that time sheets be submitted on time. Time sheets are also required to be completed weekly to promptly allocate costs and project revenues.

**Employee time sheets must be entered into our electronic time tracking system, BST, and signed by 12:00 noon every Friday. Managers should have time sheets approved by 2:00 p.m. on Friday.**

In the event of a public holiday falling on a Monday, time sheets must be in by 12:00 noon on the Friday prior. In the event of a public holiday falling on a Friday, time sheets should be submitted on the day prior to the public holiday. Employees in the field and without access to the time tracking system should make arrangements to e-mail, call or fax time sheet information to the Business Unit Administrative Assistant.

## 18. PAYMENT OF SALARY

### 18.1 Pay Periods

Salaries are paid 26 times a year on a bi-weekly basis. A list of pay periods is available on Infodesk in the HR / Payroll section. The pay-period ending date is one week before the pay

date. Payments are made by direct deposit into a Canadian bank account of the employee's choice. Manual cheques are not prepared. Full-time staff are salaried employees and are compensated on an annual salary basis.

Pay statements reflect hours worked in a previous pay period. A payroll schedule is posted on Infodesk.

Employee pay and T-4 statements are available online. See the HR / Payroll section on Infodesk for details on how to sign up to get electronic access. To enroll for online access to your pay information please visit <https://totalaccess.adp.ca/>. Please click on the [Mini Tutorial](#) for register and login instructions.

## **18.2 Overtime**

In certain circumstances, overtime may be payable subject to the below conditions.

**All overtime must be approved in advance** by the Business Unit Vice President or designate. Staff may elect to bank accrued overtime or have it paid out.

All **approved** overtime is paid in accordance with the applicable provincial Employment Standards Act.

For professional and management staff who are exempt from Provincial Employment Standards Act, overtime is paid at a straight-time rate only for project-reimbursable hours in excess of 40 hours per week. Overtime is not payable for non-reimbursable project or proposal time. Overtime is not payable to staff at the level of Principal or Vice President.

A maximum of eight hours per day may be charged for travel unless those additional hours are on a "time & expenses" type of contract / project and the client is willing to accept such charges. No overtime is applicable to travel beyond eight hours per day. Exceptions to the above must be approved in advance by KCB's President.

### 18.3 Banking Overtime

Employees who joined KCB after October 2011 are automatically paid their overtime in the pay period in which it is earned and reported on the employee's pay slip. Full time employees who wish to occasionally have their time banked instead of being paid out may do so by emailing [cthomas@klohn.com](mailto:cthomas@klohn.com). Employees that would like to have their overtime routinely paid each pay period must seek written approval from their Business Unit Vice Presidents (or in the case of MEG, their manager). The Vice President / manager approval must be received by Payroll two weeks prior to the pay date in which they would like the payments to begin.

Casual employees (19000 employee number series) will be automatically paid their overtime.

Note: there is a one pay period lag between the time the overtime is earned and when it is noted on an employee's pay slip. This applies to regular employees.

Employee's accrued banked time over 120 hours will automatically be paid out twice a year (based on accumulation as of the prior pay period) on the last pay period in March and the last pay period in September.

In addition to taking banked time off, throughout the year, employees may also choose to reduce their accrued banked time at any time by:

- Submitting a one-time written request to Payroll for a gross (net amount minus required deductions) lump sum payment to be paid (in addition to their normal pay) via direct deposit on an upcoming pay cheque, or
- Sending a written request to Payroll approving a transfer of funds to the employee's KCB Sun Life RRSP account.

**Note:** These requests should be received by payroll two weeks prior to pay date.

**Other Notes:** Annual pay dates are posted on the Payroll section of Infodesk. Payroll requires a minimum of 2 weeks' notice to process accrued vacation or banked time payouts. These funds are paid out minus any statutory withholdings and are not deemed eligible earnings for benefits purposes. As RRSP funds are sent to Sun Life on a monthly basis, employees must allow up to 30 days for an account transfer to take place. Employee contributions to their RRSP account are confidential; therefore, the onus is on employee's to calculate their contribution room and to ensure that their RRSP contributions are in line with Revenue Canada guidelines. An employee's pay statement indicates the accumulated banked time in terms of cash (\$). If an employee's salary is increased, the cash value of accumulated banked time does not likewise increase.

For more details please see the complete [Banked Time Policy](#) posted on Infodesk in the HR / Payroll section.

## 19. SALARY REVIEWS

Salary reviews are done in alignment with current economic and business circumstances. Salary changes require approval of the Company President.

## 20. EMPLOYEE DEVELOPMENT

KCB encourages staff to attend seminars, conferences and workshops relevant to qualifications, skills and career development after their first year of employment. KCB may provide financial assistance to attend such courses, subject to management approval and budget availability. Upon completion of courses or seminars, sufficient and applicable documentation (e.g. copies of certificates) should be submitted to Human Resources for inclusion in personnel files and copies of conference proceedings should be forwarded to the Library.

KCB also encourages participation in learned societies, public affairs and community activities. Executive Committee participants are eligible for assistance subject to management approval.

For more information on KCB's training and employee development programs go to Infodesk "[Klohn Learn](#)" toolkit.

## **21. PROFESSIONAL DUES**

Qualified engineers, geoscientists, geologists, biologists, agrologists, agronomists and other scientists are required to obtain professional registration as soon as possible in the Province or jurisdiction where they are employed by KCB. Employees are expected to pay initiation and membership dues for the Province in which they are residing. However, KCB will pay membership dues in such instances where the employee is required to register with the engineering association of another Province / Country.

## **22. EXPENSES**

### **22.1 Expense Claims**

KCB uses an on-line approval procedure, CONCUR, for processing expense claims. Expense claims and all relevant receipts must be submitted for approval within 45 days. Where expenses are recoverable from clients, expense claims should be submitted on a weekly basis. For more information on completing an expense claim go to the Expense Claims page on [Infodesk](#) under the [Corporate Finance & Accounting section](#).

Employees are required to reimburse KCB for any indebtedness immediately upon receipt of a notice from Accounts Payable. Reimbursement may be made either by cheque or by payroll deduction.

## **23. PERSONAL DEBTS**

Personal debts are the responsibility of the employee. Except for compliance with the legal requirements of a Garnishing Order or other legal document, it is not the practice of KCB to institute assignments of salary.

## 24. PERSONAL USE OF VEHICLES FOR COMPANY BUSINESS

Employees using personally-owned automobiles on company business are responsible for providing adequate insurance. Types of coverage (e.g. business use) should be discussed with an insurance agent. Insurance coverage for vehicles must include collision, comprehensive and a minimum of \$2,000,000 third party liability for business use. For more guidance on using your personal vehicle for company business refer to the [Travel Policy](#) on Infodesk.

## 25. GENERAL HEALTH BENEFITS - CANADA

All regular full-time employees and regular part-time employees, working a standard minimum of 24 hours per week, are eligible for general health benefits on their 1<sup>st</sup> day of employment through to their last day worked.

The costs of KCB's benefits are shared with employees with the company portion covering approximately 2/3rds of the costs. Please note, should there be any discrepancy between the details outlined in these Guidelines on insurable benefits and the insurance contracts, the contracts will take precedence. Participation in some company benefit plans is compulsory.

### 25.1 KCB's Flexible Benefits Plan

Under the KCB plan you can choose from a wide range of additional benefits. Your flexible options include:

- Extended Health Care, different levels of coverage
- Dental Care, different levels of coverage
- Additional Basic Life
- Additional Basic AD&D
- Optional Life Insurance
- Optional Accidental Death and Dismemberment Insurance

- Optional Critical Illness Insurance

Eligible Dependents are:

- married spouse, or common-law spouse of at least one year; and
- unmarried children under 21 years of age, or under 25 years of age if they are attending an accredited institute of learning on a full-time basis. Eligible children must be dependent upon the employee for support.

More details are available to employees via KCB's Infodesk and through the Morneau and Manulife websites.

On-line enrollment in the plan should be completed within two weeks of your hire date. After your initial enrollment, annual re-enrollment occurs during February each year with the new plan coming into effect each March.

One of the plan features is a Health Care Spending Account (HCSA) which can be used to help pay for eligible medical and dental expenses not covered by provincial health care or the flex plan.

**Please note:**

If you do not enroll within 30 days of your hire date, you will automatically receive the set level of coverage outlined immediately below. If you do not enroll, you will not be able to change from the default coverage until the next enrollment period (unless you have an eligible life event such as marriage or divorce, your spouse gains or losses benefits coverage, or you add or remove a dependent). Default coverage will be for the employee only. Dependents will not be enrolled.

For specific benefits plan information, please refer to the [Benefits for Canadian Employees](#) document provided to you as part of your pre-boarding or to the most current version of the document available on KCB's Infodesk.

## 26. SICK TIME AND ACCIDENT PROTECTION

### 26.1 Sick Time

KCB's Canadian employees are eligible for up to 10 days sick leave each fiscal year. Typically this time off is awarded after it has been accrued but up to five days can be granted on a borrowing ahead basis with management approval.

All regular full-time employees accumulate sick time at the rate of 3.08 hours per bi-weekly pay period. The accrual for regular part-time employees is on a pro-rata basis. Employees working on a casual or temporary status are not eligible for sick time.

If an employee does not have accumulated sick time, arrangements may be made to make-up the time at a later date or an unpaid leave may be granted with their manager / supervisor's consent. KCB's [Sick Time Policy](#) is available on Infodesk.

#### 26.1.1 Use of Sick Leave

Employees may use accumulated sick time for the purposes of attending their own medical, dental, optometrist, and other health-related appointments. In some circumstances, employees may use up to a maximum of 16 hours of their total annual entitlement for the care of immediate family members. This benefit is not intended to be used to extend holidays or for personal business and will not be "paid out" under any circumstances.

Employees shall call their manager / supervisor as soon as possible if they are unable to work due to personal illness. Employees who are absent for three or more consecutive days due to illness are required to submit a Doctor's note to Human Resources.

Employees are asked to schedule medical and dental appointments outside working hours or in a manner to minimize any absence from work. If it is necessary to take time off of work to

attend medical appointments during the workday, approval from the manager / supervisor is required. Time off for medical and dental appointments should be coded to Sick Time in the BST time tracking system.

Should an employee leave the organization with any negative sick time it will be repaid to the company in conjunction with an employee's final pay or by other repayment methods. To view the entire KCB Sick Leave Policy, go to the Infodesk HR / Policy section.

## **26.2 Short-term Disability**

The Short-term Disability (STD) program at KCB is self-insured and administered by the company. This benefit is available to employees, only after their six month anniversary, who require an extended leave of absence for personal medical reasons. Following six months of continuous employment (usual their 6 month anniversary), employee's may be eligible for up to 17 weeks of combined sick time and STD coverage. Some restrictions and exclusions, outlined in KCB's STD Program Guidelines, may apply.

KCB reserves the right to use a third party to assess and adjudicate STD claims prior to a decision being made to approve the claim. Any costs associated with acquiring a doctor's report related to the adjudication process will be borne by the employee. Upon receipt of a positive recommendation, and subject to KCB's approval, the following may occur:

- The 1st and 2nd week of absent time due to illness will be drawn from sick leave accumulated in the current year. If an employee does not have enough sick time accumulated, they may choose to borrow ahead on their Sick Leave, take time off without pay or use accumulated vacation / banked time;
- The 3rd and 4th week of absent time due to illness will be paid by the company at full salary, and

- Up to an additional 13 weeks STD coverage may be provided at 2/3 salary. The remaining 1/3 salary may be topped up with either the employee's previously accumulated vacation or banked time.

Additional information regarding KCB's STD Policy is available on Infodesk ([General Policies](#) page) on the [HR Policies and Programs](#) page or from Human Resources.

### **26.3 Long-term Disability**

Long-term Disability coverage is mandatory for all employees up to their 65<sup>th</sup> birthday. The cost of the Long-term Disability (LTD) premium is paid 100% by the employee. Submission of medical evidence and insurer approval is required and there is a 17-week qualifying period for this benefit. For full details of entitlement for this benefit, contact Human Resources.

## **27. RETIREMENT SAVINGS PLAN**

All regular full-time employees and regular part-time employees, who are working a minimum of 24 hours per week, are eligible to participate in the Company's Group Retirement Savings Plan (RRSP). Employees who are new to Canada may have to wait to join the plan but will be enrolled as soon as they are eligible. For further details, see Sun Life's "[KCB Employee Retirement Savings Plan Booklet](#)" and on-line access information on the Infodesk in the Human Resources / Benefits section.

## **28. OUT-OF-PROVINCE / COUNTRY TRAVEL AND INSURANCE COVERAGE**

Travel to certain countries may void the life, dental, health, accident and disability insurances. Staff are required to check with Human Resources at least two weeks prior to taking any trip outside of Canada so that coverage can be validated or special private coverage can be arranged. Proof of an employee's prior medical / health condition may be required as a condition of obtaining new coverage.

There is a \$5,000,000 limit for covered persons per lifetime for out-of-country emergency medical expenses.

**29. VACATION**

**29.1 Annual Entitlement**

Vacation entitlement for Canadian employees is based on years of service as a regular full-time or part-time employee with Klohn Crippen Berger. Unless otherwise specified, Klohn Crippen Berger’s vacation entitlement for full-time employees is accrued and prorated monthly.

<u>Years of Service</u>	<u>Annual Entitlement</u>
Up to 7 years	3 weeks
7 to 15 years	4 weeks
@ 15 year anniversary	5 weeks

Vacation accruals for part-time employees are prorated based on hours worked. Employees are only allowed to carry over a specific amount of accrued vacation time. See Section 29.3 for more information.

**29.2 Approval Procedure**

Employees are encouraged to take a minimum of 2 weeks off per year. For planning purposes, all employees are requested to submit their vacation preference to their manager at the beginning of each calendar year. KCB will do its best to accommodate these requests; however, approval for vacation is contingent upon workload requirements and the availability of adequate backup coverage.

Vacation request forms (available on the Infodesk in both the HR / Payroll and the HR / Forms sections) must be forwarded to the employees’ manager / supervisor for approval at least two weeks prior to the employees’ vacation start date. Employees should enter their vacation time into BST prior to the start of their vacation period.

### 29.3 Vacation Entitlement Payment

The annual payout of any excess vacation accrued over one year vacation entitlement will happen automatically on the last pay in March.

Throughout the year, in addition to time off, employees may use up their accumulated vacation a number of different ways including:

- Submitting a written request to Payroll for a gross (net amount minus required deductions) lump sum payment to be paid (in addition to their normal pay) via direct deposit on an upcoming paycheque, or
- Sending a written request to Payroll approving a transfer of funds to the employee's KCB Sun Life RRSP account.

**Note:** These requests should be into payroll two weeks prior to the pay date.

Annual pay dates are posted on the Payroll section of Infodesk. Payroll requires a minimum of 2 weeks notice to process accrued vacation or banked time payouts. These funds are paid out minus any statutory withholdings and are not deemed eligible earnings for benefits purposes. As RRSP funds are sent to Sun Life on a monthly basis, employees must allow up to 30 days for an account transfer to take place. Employee contributions to their RRSP account are confidential; therefore, the onus is on employee's to calculate their contribution room and to ensure that their RRSP contributions are in line with Revenue Canada guidelines. An employee's pay statement indicates the accumulated banked time in terms of cash (\$). If an employee's salary is increased, the cash value of accumulated banked time does not likewise increase.

## 30. PUBLIC (GENERAL AND STATUTORY) HOLIDAYS

KCB Canada's regional offices observe local Provincial Public Holidays. See the relevant Provincial Appendices or the Infodesk [HR & Payroll /Public Holidays](#) section for details.

Entitlement to Statutory and Public Holidays for Casual and Temporary employees are also outlined on the applicable [Provincial Appendices](#) on Infodesk.

KCB employees at international locations are entitled to public holidays that are observed by similar businesses in the area.

### **31. LEAVE OF ABSENCE**

#### **31.1 Maternity / Pregnancy Leave**

KCB Canada follows applicable Provincial legislation regarding maternity / pregnancy leaves.

#### **31.2 Parental Leave / Family Responsibility Leave / Emergency Leave**

KCB Canada follows applicable Provincial legislation regarding parental leaves and, where applicable, family responsibility leaves, or emergency leaves.

#### **31.3 Compassionate / Bereavement Leave**

Where applicable, KCB adheres to or exceeds applicable legislation regarding compassionate leave. An employee may be granted up to three days off from work with pay in the event of a death or life-threatening illness within their immediate family. An unpaid extension to this leave may be available under extenuating circumstances upon request to a manager / supervisor. Immediate family is defined as spouse, common-law spouse, child, brother, sister, parent, grandchild or grandparent.

#### **31.4 Jury Duty**

In the event that an employee is subpoenaed to serve on a jury, or required by the Court to appear as a witness, KCB will grant the employee with a leave of absence based on Provincial labour legislation. If a paid leave is approved by KCB, the employee will return to the Company any compensation received from the court.

Salary will not be paid in the event of Court attendance as a plaintiff or defendant, except when the employee is attending on behalf of KCB.

### **31.5 Other**

In consultation with Human Resources and at the discretion of management, a leave of absence may be granted for reasons other than those outlined above.

### **31.6 Unplanned Absences from Work**

KCB must be fully and adequately staffed in order to fulfil its client and project commitments. The attendance of all employees is critical to the effectiveness of each business unit. It is, therefore, very important to be at work, on time, every day.

#### **a) Notification of Absence or Tardiness**

Any employee who expects to be absent or late for work must notify their manager / supervisor, preferably before or within one hour of their usual start time. Should the absence be expected to last more than one day, the manager / supervisor should be informed to ensure plans are made for adequate coverage and a check-in plan established.

#### **b) Unauthorized Leave**

If an employee is absent from work for up to three consecutive days without notifying his or her manager / supervisor, that employee will be subject to disciplinary action. If an absence continues for longer than three consecutive days without notification, KCB will assume that the employee has voluntarily severed their employment relationship with KCB.

### **32. HEALTH, SAFETY AND ENVIRONMENT (HSE)**

KCB is committed to safety in all aspects of professional practice. It is our policy to provide a safe working environment for our employees and to encourage a safe attitude in the workplace. However, commitment to safety is a mutual obligation and all KCB employees working at KCB's offices, laboratories, and project sites are responsible for their own health and safety. Every employee is required to follow safe work procedures, to observe compliance with regulations pertaining to his / her work, and to assist in monitoring and development of safe and healthful working conditions. Every employee is required to review potential safety hazards at the start of each work shift.

As such, employees must familiarize themselves with the general Health & Safety information available on the Infodesk [Health, Safety and Environment \(HSE\)](#) section within their first week of work and complete our online training and successfully pass the knowledge assessment quiz. Employees must also complete a full review of our HSE programs in conjunction with their technical and project roles within 3 months of joining the organization and update their training for specific assignments and roles in a timely fashion.

#### **32.1 Drug and Alcohol Testing**

Throughout the course of their employment with KCB, many employees will be required to undergo Drug and Alcohol (D&A) testing related to specific client assignments. Passing these tests is a prerequisite for assignment on many of our client projects in the mining, oil sands and oil and gas sectors around the world. Employees who are not able to successfully pass D&A tests may find their options for project assignments severely compromised.

#### **32.2 Distractions While Driving**

KCB employees are prohibited from using cell phones, wireless or electronic devices (including hands free apparatuses) while operating a vehicle on company business. Employees should be aware of specific Provincial legislation regarding the use of electronic devices and other

distractions while operating private vehicles. In all regions, for their own safety and the safety of others, employees should eliminate any distractions while operating a vehicle outside of business use.

### **33. COMMUNICATIONS**

#### **33.1 Interoffice Messages**

Broadcast e-mails of a personal nature should not be sent out. Questions regarding appropriate messages for release to all KCB employees should be directed to the Director of Human Resources or the Director of IT prior to sending. Employees who wish to advertise items for sale may post the information in the [Klohn Cooler](#) section of the Infodesk or on the lunchroom and coffee station bulletin board.

#### **33.2 Insider Information**

Although KCB is not a publicly traded company, employees are reminded that, from time-to-time, they may be made aware of information regarding KCB client's, financial or project activities. Employees must preserve confidentiality with respect to KCB activities and those of its clients, vendors, etc. Specific information regarding insider information is addressed in KCB's [Code of Business Conduct and Ethics](#).

#### **33.3 News Releases**

Employees will be alerted to particularly high-profile news releases through the News postings section on the Infodesk home page or via interoffice e-mail. Resulting press coverage is also posted in the lunchrooms and distributed throughout the organization for staff information. This information is also available on KCB's website, [www.klohn.com](http://www.klohn.com).

### **33.4 Media Calls**

KCB's policy is not to release or provide any project information to the media without the client's expressed consent. Unsolicited calls from the media should be directed to President's office.

### **33.5 Corporate Identity**

Standards and specifications have been developed for KCB's company logo and name. For more information, visit the Marketing page on the Infodesk or contact the Corporate Marketing group.

### **33.6 Emergency Event Communications**

To provide employees with information on emergency events that cause disruption to or impact the normal running of our organization we have created the following tools and resources. The emergency events referred to in this document pertain to:

- Office closures or limited access due to disruptive man-made or weather related events,
- Office evacuations, and
- Significant events related to safety, wellness and security incidents on our premises and / or at client sites.

#### **33.6.1 During Office Hours:**

Evacuation of the premises will be communicated to staff via a number of communication tools including:

- building fire alarm bells,
- the public announcement system,
- in person (by fire wardens and / or senior managers),
- broadcast email and / or Infodesk News posting,

- as an “Alert” message on Infodesk.

### **33.6.2 Outside of Normal Office Hours:**

In the event of a crisis or event that will close one or more of our offices for a duration of over 4 hours, the following communication techniques may be utilized.

- Local Switchboard Messages
- Toll Free Broadcast message
- Business Unit or Phone Fan Out Lists
- SMS and Text Messages to employees personal mobile devices
- Email Messages to KCB Outlook (accessible via webmail)
- Yammer Messages

For extreme events KCB may also utilize postings on the following public venues:

In the event of a regional emergency or event that precludes staff from travelling to the office, employees should listen to or access travel advice via:

- Local TV news channels
- Radio
- Newspapers
- Emergency services social media (e.g. Twitter feeds from local government services)

If the expected duration of the event is established as extensive, the following “public” information options may also be used at the discretion of senior management.

- KCB Website [www.klohn.com](http://www.klohn.com)
- KCB Facebook <https://www.facebook.com/pages/Klohn-Crippen-Berger/177728848945515>

- KCB LinkedIn <https://www.linkedin.com/company/klohn-crippen-berger>
- Public Meetings

### 33.6.3 Out of Office / After Hours Communication Options

#### ▪ **Switchboard Message**

If a significant project related incident occurs outside of office hours (or during office hours but the switchboard is not staffed) employees in Canada may call their project or group manager or leave a message on the company's main switchboard number in Vancouver.

1-604-669-3800 / Option 3

This message will be routed for actioning to a senior management team leader.

#### ▪ **Broadcast Message**

Employees are able to access emergency closure information 24/7 (but not leave messages) by calling a toll-free number 1-844-269-3800

#### ▪ **Phone Fan Out Lists**

Employees should provide their managers and human resources with their home phone numbers, mobile number (and Telco carrier name) and personal email addresses. This information should only be accessed in the event of a significant emergency at which time a fan out call list will be set up to:

- Provide information related to the event,
- Communicate whether or not the office will be open,
- Get advice on whether or not employees should travel to the office, an alternate location or work from home,
- Get advice on expected duration of event / closure,
- Identify possible additional muster or rally locations (if necessary),

- Provide advice on how the time will be treated, and
  - Establish a realistic schedule for on-going communication (timing and resources being used).
- **Text and SMS Messages**

Employees who have provided their manager with a personal cell phone number (and Telco carrier name) may receive important event information via text to their mobile devices.

- **Company Emails** <https://mail.klohn.com/owa>

Broadcast email messages may be available to staff who are able to retrieve their KCB emails via KCB's Webmail.

- **Personal Emails**

Private emails messages may be sent to staff who have provided their manager's with their personal email addresses.

- **Yammer Messages** <https://www.yammer.com/klohn.com>

A specific "Emergency" group account will be set up to which all KCB employees will automatically have access. This will allow staff to view and respond to KCB information posted on Yammer that is not accessible to others. In the event of an emergency, the Yammer site will be updated by designated IT and Marketing personnel.

Although not mandatory, employees may also install the Yammer App (check out the Infodesk for more info) so that updates and messages posted on the "Emergency" group account can automatically be sent to their mobile devices.

If you have any questions regarding the contents of this document, please contact your manager or one of our Human Resources representatives.

Version	Date	Comments	Drafted By	Reviewed By	Approved By
V.2015	02-25-2015	Annual Update – Specific changes include: Benefits section moved into separate document. Hyperlinks to a number of policies added. References made to sick time policy changes, flexible hours and new short-term disability policy. Added - new section for emergency event communications.	S. Batchelor	K. Linares, M. Van Elsberg	S. Batchelor / L. Murray

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