

SICK TIME POLICY

1 INTRODUCTION

Klohn Crippen Berger Ltd. (“KCB”) provides its employees in Canada with up to 10 days of sick leave per annum. This benefit is a privilege that is intended for the use of employees requiring time off due to illness, injury, medical or dental appointments.

2 ACCRUL OF SICK LEAVE

Sick leave (or “sick time”) is accrued monthly at a rate of 3.08 hours per bi-weekly pay period. For the purposes of this policy, the fiscal year is defined as the 12 month period beginning on the first day of the payroll fiscal year (usually beginning and ending in mid-December).

Sick leave is not accumulated or carried over from year-to-year. Because no sick days are accumulated at the beginning of the fiscal year, employees who need sick leave off may (with manager approval), be able to borrow up to 40 hours of sick time before it is accrued. If the employee is terminated or terminates their position (and owes the company for sick leave taken but not accrued), the amount will be deducted from the employee’s last pay cheque or be asked to reimburse the company for the outstanding amount.

Once an employee has used their full allotment of sick days per fiscal year, they will not be allowed any more company paid sick days until the following fiscal year. Additional time off for illness or injury may be taken as accrued “Vacation” or “Banked Time” or “Leave Without Pay” unless otherwise approved by the employee’s Business Unit Vice-President.

3 ELIGIBILITY

KCB provides regular full-time employees (working 40 hours per week) resident in Canada with up to 10 days of sick leave per annum. Should an employee join KCB mid-year, the sick leave allowance is pro-rated in accordance with the number of months worked from the date of hire to payroll year end in mid-December.

Regular part-time employees are also eligible but their entitlement is prorated based on their contracted hours worked.

Employees who are working on a casual, contract or temporary status are not eligible for sick leave.

4 WHAT CONSTITUTES SICK LEAVE?

In consideration of others and in conjunction with KCB’s Health & Safety philosophy, employees who are not well (particularly if their illness is communicable) should stay home from work.

Employees may use accumulated sick leave for personal absences from work due to illness and accident or for the purpose of attending medical, dental, optometrist and other health related appointments. KCB’s sick time entitlement is meant primarily to be used for the employee’s own

personal absences, however, in some circumstances, employees may use up to a maximum of 16 hours of their total annual sick leave entitlement for the care of immediate family members.

This benefit is not intended to be used to extend holidays or for personal business. Misuse or abuse of this benefit may result in disciplinary action.

5 ADMINISTRATION OF SICK LEAVE

A doctor's note will be required if an employee is off for three consecutive days due to illness; however, a supervisor can require an employee to provide a doctor's note for any sick time absence, regardless of duration, if the supervisor believes the absence requires validation. Any costs incurred to secure the doctor's note or certificate will be borne by the employee.

Should the illness be expected to last longer than 5 days, the manager or supervisor should contact human resources to determine if the employee may be eligible for benefits under the Short-Term Disability (STD) program. KCB reserves the right to have any STD claims reviewed and approved by a third party prior to any STD payments being granted.

Supervisors/managers should contact Human Resources if an employee's frequent absences warrant concern and additional documentation to validate the time away from work may be required.

Unpaid sick leave is not cumulative and cannot be carried-over to the next calendar year.

6 REPORTING ABSENCES DUE TO ILLNESS OR INJURY

KCB must be fully and adequately staffed in order to fulfill its customer and project commitments. Should an employee not be able to attend work due to an illness or accident, it is the employee's responsibility to call (not email) their manager / supervisor or the Business Unit Vice-President directly as soon as it is known they will not be at work. If it is not possible to reach a manager / supervisor, the call should be directed to the Human Resources Department.

Employees absent from work for more than one day due to illness or accident should call in on a daily basis or as requested and agreed to by their manager/supervisor during the period of illness. Please note that failure to report absences from work for 3 consecutive days may result in disciplinary action up to and including termination of employment.

AFTER you have contacted your manager/supervisor, a call should be made to the receptionist or Business Unit administrative staff to advise them you will be absent (and where to redirect your calls to). Please also make sure the "Out of Office" function is activated on your email and that your voicemail is updated to indicate your absence.

7 INJURIES WHILE AT WORK

Any injuries sustained while at work may fall under the Worker's Compensation Act and should be reported directly to your manager/supervisor, KCB's Health and Safety personnel and your Human Resources representative immediately.

8 REPORTING ABSENCES DUE TO MEDICAL OR DENTAL APPOINTMENTS

KCB 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 pre-book a non-emergency medical or dental appointment during the workday, the employee's supervisor or manager should be notified as soon as possible with a minimum of 48 hours prior. Should business or project circumstances dictate, the employee's supervisor or manager may ask the employee to reschedule the appointment. In some cases evidence to substantiate the appointment may be requested.

If the employee does not have accumulated sick time for a critical medical or dental appointment, arrangements may be made to make up the time at a later date or an unpaid leave may be granted.

9 BST REPORTING

Sick time should be entered through the BST system under code 81.

10 OTHER CONSIDERATIONS

Unused sick leave is not compensatory, is not carried over into the next calendar year and will not be paid out under any circumstances. Eligibility and entitlement to sick leave ends upon termination of employment.

11 CONTACTS

If you have any questions regarding KCB's Sick Leave Policy please contact your manager or Human Resources.

Revision Table

| File name: Sick Time Policy.docx | | |
|----------------------------------|--|--------------|
| Revision Date | Comments | Approved By |
| 2018-01 | Formatting Change | Director, HR |
| 2015-02-25 | Rev 3 – Section 4. What constitutes sick time wording change | L.Murray |