



Klohn Crippen Berger

Canadian Employee Guidelines and Policies - 2022

TABLE OF CONTENTS

WELCOME

| | | |
|---|--------------------|---|
| 1 | INTRODUCTION | 8 |
|---|--------------------|---|

WORKING AT KCB

| | | |
|-------|---|----|
| 2 | EMPLOYMENT AGREEMENT | 10 |
| 3 | EMPLOYMENT CLASSIFICATIONS | 10 |
| 3.1 | Exempt Employees..... | 10 |
| 3.2 | Non-Exempt Employees..... | 10 |
| 3.3 | Full-Time, Part-Time or Temporary/Casual Status | 10 |
| 3.3.1 | Regular Full-time..... | 10 |
| 3.3.2 | Regular Part-Time | 10 |
| 3.3.3 | Temporary/Casual Employees | 10 |
| 4 | WORK AUTHORIZATION..... | 11 |
| 5 | EMPLOYMENT EQUITY | 11 |
| 6 | COMMITMENT TO DIVERSITY | 11 |
| 7 | PRIVACY..... | 11 |
| 8 | INTEGRATED MANAGEMENT SYSTEM (IMS) | 11 |
| 9 | RESPECTFUL WORKPLACE..... | 12 |
| 10 | PERSONAL CONDUCT | 12 |
| 11 | REPORTING A BUSINESS CONDUCT OR ETHICS VIOLATION | 12 |
| 12 | CONFLICT OF INTEREST | 13 |
| 13 | CONFIDENTIALITY | 13 |
| 14 | PROBATION | 13 |
| 15 | TEMPORARY ADJUSTMENT OF HOURS..... | 14 |
| 16 | TERMINATION OF EMPLOYMENT | 14 |
| 17 | HOURS OF WORK, OFFICE HOURS AND OFFICE CLOSURES..... | 15 |
| 18 | FLEXIBLE WORK ARRANGEMENTS – GUIDELINES..... | 15 |
| 19 | CHANGE OF ADDRESS / EMERGENCY CONTACT INFORMATION | 15 |
| 20 | INFORMATION TECHNOLOGY | 15 |
| 20.1 | Internet Access..... | 16 |

COMPENSATION AND BENEFITS

| | | |
|--------|---|----|
| 21 | TIME SHEETS | 18 |
| 22 | PAYMENT OF SALARY | 18 |
| 22.1 | Pay Periods..... | 18 |
| 22.2 | Overtime | 18 |
| 22.3 | Banking Overtime | 19 |
| 23 | SALARY REVIEWS..... | 19 |
| 24 | EMPLOYEE DEVELOPMENT | 19 |
| 25 | PROFESSIONAL DUES | 20 |
| 26 | EXPENSES | 20 |
| 26.1 | Expense Claims..... | 20 |
| 27 | PERSONAL DEBTS | 20 |
| 28 | PERSONAL USE OF VEHICLES FOR COMPANY BUSINESS | 20 |
| 29 | GENERAL HEALTH BENEFITS - CANADA | 21 |
| 29.1 | KCB's Flexible Benefits Plan | 21 |
| 29.2 | Employee Family Assistance Program (EFAP)..... | 22 |
| 30 | SICK TIME AND ACCIDENT PROTECTION..... | 22 |
| 30.1 | Sick Time | 22 |
| 30.1.1 | Use of Sick Leave..... | 22 |
| 30.2 | Short-term Disability..... | 23 |
| 30.3 | Long-term Disability..... | 23 |
| 31 | RETIREMENT SAVINGS PLAN..... | 23 |

TIME AWAY FROM WORK

| | | |
|------|---|----|
| 32 | OUT-OF-PROVINCE / COUNTRY TRAVEL AND INSURANCE COVERAGE | 24 |
| 33 | VACATION | 26 |
| 33.1 | Annual Entitlement | 26 |
| 33.2 | Approval Procedure | 26 |
| 33.3 | Vacation Entitlement Payment..... | 26 |
| 33.4 | Vacation Accrual | 27 |
| 34 | PUBLIC (GENERAL AND STATUTORY) HOLIDAYS..... | 27 |
| 35 | LEAVE OF ABSENCE | 27 |
| 35.1 | Maternity / Pregnancy Leave..... | 27 |
| 35.2 | Bereavement Leave | 27 |
| 35.3 | Compassionate Care Leave | 27 |
| 35.4 | Critical Illness Leave | 28 |

| | | |
|------|-----------------------------------|----|
| 35.5 | Jury Duty | 28 |
| 35.6 | Other | 28 |
| 35.7 | Unplanned Absences from Work..... | 28 |

HEALTH AND SAFETY PROGRAMS

| | | |
|------|---|----|
| 36 | HEALTH, SAFETY AND ENVIRONMENT (HSE) | 31 |
| 36.1 | Fitness for Work, Social Responsibility and Drug and Alcohol Testing..... | 31 |
| 36.2 | Distractions While Driving | 32 |
| 36.3 | Drivers Abstracts | 32 |
| 36.4 | Safety Boots | 32 |

COMMUNICATIONS

| | | |
|------|---|----|
| 37 | BUSINESS COMMUNICATIONS..... | 34 |
| 37.1 | Company Name and Logo | 34 |
| 37.2 | Company Information and News | 34 |
| 37.3 | Using E-mail at Work..... | 34 |
| 37.4 | Social Media | 35 |
| 37.5 | Insider Information | 35 |
| 37.6 | News Releases..... | 35 |
| 37.7 | Media Requests | 36 |
| 37.8 | Corporate Identity..... | 36 |
| 37.9 | Emergency Event Communications | 36 |
| | 37.9.1 During Office Hours: | 36 |
| | 37.9.2 Outside of Normal Office Hours: | 36 |
| | 37.9.3 Out of Office / After Hours Communication Options..... | 37 |

List of Appendices

| | |
|---|----|
| APPENDIX I – GENERAL WORKPLACE RULES | 41 |
| APPENDIX II – SOCIAL FUNCTION RESPONSIBILITIES..... | 44 |

Important Policies and Programs Available on Infodesk

| | | |
|----|---|----|
| 1. | KCB’s Code of Business Conduct and Ethics | 47 |
| 2. | Respectful Workplace Policy..... | 47 |
| 3. | Flexible Work Arrangement..... | 47 |
| 4. | Learning and Development Policy (Training)..... | 47 |
| 5. | QHSE Policy | 47 |
| 6. | Drug and Alcohol Policy | 47 |
| 7. | Travel Policy | 47 |

| | | |
|-----|---|----|
| 8. | Professional Employee Recruitment Referral program..... | 47 |
| 9. | Organization Charts | 47 |
| 10. | Reporting a Business Conduct or Ethics Violation | 47 |
| 11. | Overtime - Canada, USA and UK..... | 47 |
| 12. | Banked Time Policy - Canada..... | 47 |
| 13. | Sick Time Policy..... | 47 |
| 14. | Short-Term Disability Policy..... | 47 |

Welcome

CANADIAN EMPLOYEE GUIDELINES AND POLICIES 2022

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".

Working at KCB

2 EMPLOYMENT AGREEMENT

All employees must become familiar with the terms of employment outlined in their offer of employment (employment agreement) and accompanying regional 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 CLASSIFICATIONS

For payroll and benefits entitlement purposes the Company assigns staff employment classifications.

3.1 Exempt Employees

Exempt employees are those that are excluded from the overtime pay requirements. Typically, exempt employees are professionals governed under a specific Act or those working in a management capacity.

3.2 Non-Exempt Employees

Non-exempt employees are those eligible for overtime pay as dictated under the Employment Standards Act in their Province of residence.

3.3 Full-Time, Part-Time or Temporary/Casual Status

Part-time or full-time status depends on the number of hours per week an employee works.

3.3.1 Regular Full-time

Employees who work at least 40 hours receive full-time classification and are eligible to fully participate in the company's benefits programs.

3.3.2 Regular Part-Time

Part-time employees are regular staff who work fewer than 40 hours per week. Part-time employees are eligible for employee benefits on a prorated basis providing they work a minimum of 24 hours per week.

3.3.3 Temporary/Casual Employees

From time to time the Company may hire employees for co-op assignments or for specific projects for a specified period of time. Temporary/casual employees may work either part-time or full-time, but their employment is generally scheduled to terminate or be renewed by a certain date. Temporary/casual employees are paid on an hourly basis and are not eligible for employment benefits. Should a temporary/casual employee be moved to regular full-time or regular part-time

status, their Company service and eligibility for benefits will be set at their start date as a regular employee.

4 WORK AUTHORIZATION

The company is committed to complying with the laws and regulations concerning verification of employment eligibility and record-keeping for employees hired to work in all our workplace jurisdictions. As a condition of employment, every individual must provide satisfactory evidence of their identity and legal authority to work on or before their first day of employment with the Company.

5 EMPLOYMENT EQUITY

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

6 COMMITMENT TO DIVERSITY

KCB is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience and unique perspectives. This commitment is embodied in company policies, the way we do business and is an important principle of sound business management.

7 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 604.669.3800 or visit the Policies section on the Infodesk.

8 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 ISO 9001
- Occupational Health and Safety ISO 45001
- Environment ISO 14001

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.

9 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 *Respectful Workplace Policy* (available on our [Policies](#) page on Infodesk) and must also complete the on-line *Respect in the Workplace* training within one week of joining KCB. Throughout an employee's career at KCB, successful completion of refresher *Respect in the Workplace* training courses will be required.

10 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](#) page to view our [Code of Business Conduct and Ethics](#).

11 REPORTING A BUSINESS CONDUCT OR ETHICS VIOLATION

To support our company practices, policies and procedures, KCB has created a number of avenues whereby employees and others may report an Ethics breach or Business Conduct violation.

Ethical or Business Conduct concerns should be raised as soon as employees have a reasonable suspicion. Employees are not expected to conduct an unsupported investigation and are discouraged from doing so. Employees may raise any concerns with their supervisor, the Human Resources team, or any other senior person within KCB. In instances where an employee is not comfortable going to their supervisor or other KCB senior managers or if the matter is not dealt with in a manner they feel is appropriate, the matter should be reported via KCB's independent third party ethics reporting service: [IntegrityCounts](#)

The various methods of reporting through IntegrityCounts include:

Email: klohncrippenberger@integritycounts.ca

Website: <https://www.integritycounts.ca/org/klohncrippenberger>

Toll-Free Numbers: (Listed below)

| | |
|---|---|
| <p>For North America 1-866-921-6714 (Canada and the US)</p> <p>Australia 0011-800-2002-0033</p> <p>United Kingdom 0-800-092-3586</p> <p>Collect Calls For other countries not listed - request operator to place a call to Canada) 604-922-5953</p> | <p>For South and Central America</p> <p>Peru (0800)-78215</p> <p>Brazil 0-800-761-1959</p> <p>Columbia 1-800-5185196</p> <p>Chile 012300203914 – or - 188-800-801-033</p> <p>Mexico 800-099-0642</p> <p>Argentina, Costa Rica 00-800-2002-0033</p> <p>Guatemala City 1-502-22786762</p> |
|---|---|

For more information about filing a complaint, the investigation process, confidentiality and other concerns see the [“Reporting a Business Conduct or Ethics Violation”](#) document on Infodesk.

12 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.

13 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 any materials related to proposals and project reports. 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.

14 PROBATION

The first 90 days 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.

15 TEMPORARY ADJUSTMENT OF HOURS

An employee's hours of work may be temporarily adjusted to accommodate project schedules upon written agreement (known as a Flexible Averaging Agreement) by both parties.

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.

16 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 requested. Employment and benefits entitlement will end on the employee's final day at work. Any accrued/unused vacation will be paid out on the employee's final pay. Alternately, monies owed to KCB (e.g. relocation funds, overdrawn vacation, banked or sick time) will be settled prior to the employee's final pay.

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 or termination for "just cause":

- harassment of any kind (see Section 9);
- unsafe work practices;
- violence or a threat of violence;
- dishonesty;
- willful destruction of KCB property;
- theft; and / or
- willful misconduct;
- habitual neglect of duty; and/or
- gross 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 not identified herein.

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

17 HOURS OF WORK, 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. You will need to consult your business unit manager to determine the core office hours established for your specific location.

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

18 FLEXIBLE WORK ARRANGEMENTS – GUIDELINES

KCB acknowledges that flexible work arrangements can benefit both employees and the organization, by supporting a work/life balance and fostering an inclusive working environment.

While employees are expected to continue working in their local KCB office, KCB is open to discussing flexible working from home arrangements, depending on business and project needs. The intent is that employees continue to be primarily office based, with the option of working from home for up to two days per week.

KCB acknowledges that a flexible work arrangement is not always possible for all positions, and that the demands of our profession, staff, clients and projects will change over time. We will all need to be open to adjustments as projects and business demands change.

For more information about our guidelines for flexible work please go to the [Policies/Guidelines](#) page on Infodesk.

19 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.

20 INFORMATION TECHNOLOGY

KCB's IT Group has a number of 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.

20.1 Internet Access

Each KCB employee is given access to the internet via a secure network or WiFi in each office to facilitate their work. When online, KCB employees are expected to respect the confidentiality of the Company's business, clients and projects, and the privacy of co-workers (refer to Section 12).

In addition, following are the conditions and rules for using the internet at work:

- Limit your online activity during working time to work-related tasks.
- Do not engage in online activity that is offensive or unlawful, or exposes the Company to liability.
- Do not view online material that is obscene, pornographic or inappropriate for the workplace.
- Do not download copyright-protected or unlawful material.
- Do not use the Company network to stream music, videos, or watch live TV.

Note that KCB reserves the right to monitor online activity to ensure compliance.

Compensation and Benefits

21 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.

22 PAYMENT OF SALARY

22.1 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/>.

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

For professional and management staff who are exempt from a 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.

For more information on overtime, please refer to the [Overtime - Canada, USA and UK](#) document.

22.3 Banking Overtime

Employees 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 have their time banked instead of being paid out may do so by emailing payroll.

Casual employees (19000 employee number series) will be automatically paid their overtime on the next appropriate pay statement.

Employees are not allowed to borrow ahead on their banked time. Any negative balances will be corrected using vacation time or leave without pay.

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 (using the [Vacation, Banked Time Off and Short-term Leave Request form](#)) 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.

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. These requests should be received by payroll two weeks prior to pay date. Please refer to the ['Banked Time Policy – Canada'](#) for more information.

23 SALARY REVIEWS

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

24 EMPLOYEE DEVELOPMENT

Economic conditions and client requirements will dictate the amount of training and employee development opportunities available in any given year. KCB may provide financial assistance to attend seminars, conferences and workshops related to upgrading qualifications and skills however, any external career development opportunities must be approved in advance and in many cases include a time sharing component. 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 encourages participation in learned societies, professional associates 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 the Infodesk "[Klohn Learn](#)" toolkit.

25 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.

26 EXPENSES

26.1 Expense Claims

KCB uses Concur, an on-line expense management software, to process and approve expense claims. Expense claims and all relevant receipts must be entered into Concur. Expenses that are recoverable from clients should be submitted on a weekly basis. All other expenses must be submitted promptly for approval, but no later than 45 days past the transaction date. Expenses submitted after 45 days or that miss an earlier project close out billing deadline will be denied.

For more information on completing an expense claim, go to the CONCUR Expense Reports page on [Infodesk](#) under the Corporate & Finance 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. For more guidance on travel expenses, refer to the [Travel Policy](#) on Infodesk.

27 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.

28 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.

29 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 1st 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.

29.1 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 LifeWorks 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. The funds in the HCSA are available for you to access with 24 months of them being accrued. The funds cannot be converted to cash. Should you leave the organization, any remaining HCSA funds in an employee's account will be forfeited by the employee.

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 loses benefits coverage, or you add or remove a dependent). Default coverage will be for the employee only. Dependents will not be enrolled.

Unless other arrangements are agreed to, eligibility for KCB Group benefits ends in conjunction with the employee's last day at work.

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.

29.2 Employee Family Assistance Program (EFAP)

KCB has an employee Family Assistance Program (EFAP) specifically designed by RBC to provide employees and their dependents with assistance on personal matters. This private and confidential program allows you access to timely, professional assistance and support to help you manage all of life's complexities – be it issues with your work, health or life. Some of the program features include advice related to: legal matters, financial planning, nutrition services, health coaching, naturopathic services and self-help resources for stress management, smoking cessation and wellness initiatives.

The program can be accessed online www.lifebalance.net (username and password **rbceng** or via phone 24/7 toll free 1-866-630-6701.

30 SICK TIME AND ACCIDENT PROTECTION

30.1 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](#) is available on Infodesk.

30.1.1 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 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, go to the Infodesk HR / Policy section.

30.2 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, following three months of continuous employment or upon completion of their probationary period. 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 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 2nd and 3rd week of absent time due to illness will be paid by the company at full salary, and
- Up to an additional 14 weeks STD coverage may be provided at 66 2/3% salary. The remaining 33 1/3% salary may be topped up with either the employee's previously accumulated vacation or banked time.

Additional information regarding KCB's STD is available on Infodesk on the [Benefits - Canada](#) page.

30.3 Long-term Disability

Long-term Disability coverage is mandatory for all employees up to their 65th 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.

31 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.

32 OUT-OF-PROVINCE / COUNTRY TRAVEL AND INSURANCE COVERAGE

Travel to certain countries and out of your Province of residence or absences over 90 days 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.

Time Away from Work

33 VACATION

33.1 Annual Entitlement

Vacation entitlement for Canadian employees is based on years of service as a regular full-time or part-time employee with KCB. Unless otherwise specified, KCB'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. However, by March 1st each year, employees should have no more than the equivalent of one year's vacation entitlement accrued in their vacation bank.

33.2 Approval Procedure

Canadian employees are encouraged to take a minimum of two 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 or, at a minimum, two weeks prior to the leave date 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.

An electronic version of the [Vacation, Banked Time Off and Short Term Leave Request](#) form (available on the Infodesk in both the [Forms](#) and [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.

Occasionally, with manager approval, employees are allowed to borrow ahead a portion of their vacation time prior to it being accrued. Should an employee voluntarily leave the organization with a negative vacation time balance it will be repaid to the company in conjunction with an employee's final pay or by other repayment methods.

33.3 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 paycheck, 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.

33.4 Vacation Accrual

KCB's vacation accrual set up in the ADP Payroll system is automatic and based on employee base salary earnings and designated service date. Unless it is specifically stipulated under Provincial or Federal legislation (e.g. maternity, bereavement, caregivers, jury duty or armed forces duty) vacation does not accrue when an employee is classified as casual or temporary or on a personal voluntary unpaid leave of absence (LWOP).

34 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.

As eligibility rules may vary from Province to Province, entitlement to Statutory and Public Holidays for Casual and Temporary employees are 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.

35 LEAVE OF ABSENCE

35.1 Maternity / Pregnancy Leave

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

35.2 Bereavement 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, partner, child, sibling, parent, grandchild or grandparent. Leaves may also be granted in the event of a death of other close family members such as in-laws, aunts, uncles, nieces and nephews.

35.3 Compassionate Care Leave

Compassionate Care is a job protected unpaid leave intended to provide KCB employees in Canada with up to 27 weeks off to provide care to a family member who has a serious medical condition and is at significant risk of death.

KCB employees in Canada may also use up to 16 hours of their paid annual sick time accrual to care for an immediate family member.

35.4 Critical Illness Leave

Critical Illness is a job protected leave intended to provide employees with unpaid time off work to provide care or support to critically ill or injured family members. Employees may take up to 16 weeks off work to care for an adult and up to 36 weeks off work to care for a child.

35.5 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.

35.6 Other

Consult the Provincial Appendices for each region for details about specific leaves related to:

- Death or Disappearance of a Child
- Victims of Domestic Violence
- Unpaid Long-Term Disability leaves
- Personal and Family Responsibility Leaves

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.

35.7 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.

Health and Safety Programs

36 HEALTH, SAFETY AND ENVIRONMENT (HSE)

KCB is committed to safety in all aspects of professional practice. It is our practice 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 also responsible for their own health and safety and the safety of others. 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 [Quality, Health & Safety and Environment \(QHSE\)](#) section within their first week of work and complete assigned 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.

36.1 Fitness for Work, Social Responsibility and Drug and Alcohol Testing

Employees are expected to be “fit for work” and be in a condition to undertake their assigned duties safely and competently at all times. Please reference our procedure 710-Safety Leadership for further details on fitness for work.

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 around the world. In some instances, employees may be subject to random drug testing for safety specific or risk-sensitive positions.

Should an employee have a medical condition requiring medication that may impact D&A testing or cause impairment while in the workplace, they must disclose the nature of the impairment, in confidence and in advance, to either their manager / supervisor, project manager or human resources representative to allow for any necessary modified work duties or accommodations. Clients may also require notification of on-site medical services during fieldwork.

Employees who are not able to successfully pass D&A tests, even if the test failure was due to recreational legalized drug use or who refuse testing, may find their options for project assignments severely compromised.

If you have any questions regarding the impact of prescription or over-the-counter medication on your fitness for duty, you have an obligation to consult your medical professional to determine whether the medication can negatively impact your ability to safely and acceptably perform assigned duties.

KCB recognizes that alcohol and drug dependencies are treatable illnesses. Employees with concerns about personal addiction issues should also be aware of the resources available through KCB's benefits, via KCB's EFAP program (see Section 28.2) and/or local Government sponsored addiction and substance abuse programs should external counselling be required.

KCB Employees must not:

- Consume any drugs, alcohol, or other substances that may cause impairment or intoxication while in the workplace or during work activities while in the workplace or during work activities; or
- Report for work while impaired or intoxicated by drugs, alcohol or other substances.

Any breaches of [KCB's Drug and Alcohol Policy](#) will be regarded as serious and will be investigated, which may lead to disciplinary action, up to and including termination of employment.

See [KCB's Social Function Responsibility](#) guidelines on Infodesk and in the Employee Guidelines Appendices with regard to KCB event function protocol.

36.2 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.

36.3 Drivers Abstracts

Where driving to, from and on client sites is necessary, the submission of a recent driver's abstract is required as a condition of employment.

36.4 Safety Boots

All regular full-time and part-time employees who are required to work on field assignments are eligible for reimbursement toward the cost of safety boots. KCB shall reimburse eligible employees up to \$200 CDN every two years (from date of purchase).

Prior to purchasing safety boots, the employee will need to obtain their manager's written approval. The approval must be appended with the purchase receipt as part of the Concur expense claim process. Additionally, please forward approval and purchase receipts to your group administrators for tracking.

Eligible safety boots include steel toed work boots, steel toed rain boots and non-skid/slip boot attachments.

Communications

37 BUSINESS COMMUNICATIONS

KCB employees are expected to communicate in a respectful and professional manner, including when communicating in person, by phone or e-mail, or posting on social media when the subject is related to KCB. All business communication, including written communication, voicemail and e-mail records, and social media postings on KCB's accounts, is the property of KCB.

37.1 Company Name and Logo

Klohn Crippen Berger is referred to as "KCB" for short, and the Company logo is trademarked and protected. Refer to the ***Corporate Identity Manual*** for logo and company colour specifications.

37.2 Company Information and News

Company information for employees is available on KCB's intranet, Infodesk, which is hosted on Microsoft SharePoint. Infodesk is our primary internal communication and collaboration tool related to general company and business information and workflows.

Internal KCB news is posted on Infodesk daily, along with alerts for IT upgrades and emergency information, as necessary. The current versions of Company policies, procedures, work manuals and forms are all available on Infodesk.

Company news for an external audience is posted on www.klohn.com and on KCB's social media accounts (on LinkedIn, Twitter and Facebook) by the Marketing group. Refer to Section 35.4 Social Media.

Content published on the KCB intranet (Infodesk) is confidential and for internal use only at KCB unless otherwise stated.

37.3 Using E-mail at Work

Each KCB employee is issued a company e-mail address for communicating with co-workers, business colleagues and clients. Following are the conditions and rules for using e-mail at work:

- Use KCB's standard for e-mail signatures. Refer to the ***Corporate Identity Manual*** for more information.
- Assume that e-mail messages, including voicemail converted to e-mail messages, are not private and may be retrieved at any time and discoverable in the event of litigation (i.e. they will last forever).
- Be cautious of potentially harmful e-mail messages that impersonate a trusted person or organization to gain access to confidential information such as passwords and financial information.
- Do not broadcast e-mail messages to the entire Company, business unit or location unless there is a good business reason to do so. If in doubt, ask your manager.
- Do not broadcast e-mail messages to external parties such as client contacts or business colleagues. Official broadcast e-mail messages from KCB, such as event invitations and electronic Christmas cards, are managed by KCB's Marketing Group.

- When replying to an e-mail message, do not default to “Reply All”. Respond to only those who need to be included.
- Employees who wish to advertise events or personal items for sale may post the information on lunchroom and coffee station bulletin boards.

37.4 Social Media

KCB uses social media for marketing, business development and recruiting purposes and encourages employees to participate in a respectful and professional manner, while recognizing that social media content is open to the public.

KCB employees are prohibited from creating a social media account on behalf of KCB without the Company’s permission.

When participating in KCB’s social media accounts or posting on your personal social media accounts in relation to your employment or work at KCB:

- Do not use the company name or any variation of the company name as part of your personal social media account or screen name.
- Use your real identity, and if appropriate, identify yourself as an employee.
- Do not infringe on copyright law; link to an original work or include a reference when quoting excerpts of an original work.
- Respect the confidentiality of KCB’s business, clients and projects, and the privacy of co-workers, for example:
 - ◆ Do not cite people or post a photo of KCB employees and co-workers, without their permission.
 - ◆ Do not post a project photo or video without permission from KCB and the client.
 - ◆ Do not post derogatory or defamatory comments about the Company, KCB employees or any other business colleagues.

Note that KCB reserves the right to monitor social media activity to ensure compliance.

37.5 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](#).

37.6 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.

37.7 Media Requests

KCB may be contacted occasionally by the media about client projects or activities. In the rare event a KCB employee is directly contacted by a journalist or reporter from a media organization, including print, television, radio, internet or social media organizations, take a message and immediately notify the President (e.g. do not forward a phone call directly to the President or anyone else).

Only the President or a designated spokesperson may respond to media inquiries, with accurate and timely information on behalf of the Company, while respecting employee privacy and client confidentiality.

37.8 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.

37.9 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.

37.9.1 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,
- "Alert" messages on Infodesk.

37.9.2 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)

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

37.9.3 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 caller will be routed to a dedicated voicemail box where they can leave a message that will be forwarded to a management team leader to be actioned.

- **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://outlook.office365.com/owa/klohn.com>

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

▪ **Personal Emails**

Private email messages may be sent to staff who have provided their managers with their personal email addresses.

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

This document should be treated as a confidential internal document not available for external distribution.

Revision Table

| File name: Canadian Employee Guidelines.docx | | |
|--|--|--------------------------|
| Revision Date | Comments | Approved By |
| 01-03-2022 | Rev 12 – removed appendix on Flex Time and added new section 18 re. flexible work arrangements | C. Seaby |
| 03-01-2021 | Rev 11 - Updated links and references, also section 35.4. Removed appendix on overtime, banked time, sick and STD leaves, please reference policies for information. | C. Seaby |
| 02-20-2020 | Rev 10 - Added Section 11 Reporting an Ethics Violation; and minor updates | C. Seaby |
| 01-04-2019 | Rev 9 - Updates to Sections 27.2; and 34.1 and the addition of references to Important Programs and Policies available on Infodesk | S. Batchelor / L. Murray |
| 08-30-2018 | Rev 8 - Update to Section 34.1 regarding fitness for Work related to new Cannabis legislation in Canada. | S. Batchelor / L. Murray |
| 05-01-2018 | Rev 7 - Updates to section 18.1 (Internet Access) Section 35 (Business Communications). | Requested by S. McLaren |
| 2018-01-01 | <p>Rev 6 - Significant changes to the Canadian Employee Guidelines and Policies for 2018 include:</p> <p>New Headers: Table of Contents and in document</p> <p>New Sections: (3) Employment Classifications; (4) Work Authorization; (6) Commitment to Diversity</p> <p>Updated Text: (2) Employment Agreement; (15) Termination of Employment; (27) KCB’s Flexible Benefits Plan; (28.2) Short-term Disability; (30) Out of Province/Country coverage; (33.2) Bereavement /extended definition of family members;</p> | S. Batchelor / L. Murray |

| | | |
|------------|---|--------------------------|
| | <p>New Leave Programs Added: (33.2) Compassionate Care; (33.4) Critical Illness and (33.6) Flexible Averaging Agreements; (33.6) Citizenship Ceremony; (33.7) Other</p> <p>Updates to Alberta, British Columbia, Ontario and Saskatchewan Provincial Appendices included:</p> <p>All – Updated Annual Public Holidays for 2018; Language to reflect new Federal Maternity and Parental Leave legislation added;</p> <p>Formatting Updates: Appendix I – General Workplace Rules; Appendix II Social Function Responsibilities; Appendix III – Overtime; Appendix IV – Banked Time; Appendix V – Flex Time; Appendix VI – Sick Time; Appendix VII – Short-term Disability</p> <p>Program Change – Appendix VII – Short-term Disability – waiting period adjusted.</p> <p>Ontario – New sections added to reflect legislation changes and amendments to the Ontario Provincial Employment Standards Act regarding the Accessible Workplace Legislation, Calculation of statutory holiday pay; Personal Emergency Leave; Family Medical Leave; Leave of Absence for the Death of a Child and Leave for Victims of Domestic Violence and Sexual Abuse.</p> <p>Alberta - New sections added to reflect legislation changes and amendments to the Alberta Provincial Employment Standards Act regarding Statutory Holiday pay eligibility; Maternity and Parental Leave; Critical Illness of a Child; Domestic Violence, Personal and Family Responsibility Leave.</p> | |
| 2017-01-11 | Rev 5 – Added new sub section 28.4 – Vacation Accrual. Added wording to 31.1 taken from Drug & Alcohol Policy and link to Social Responsibility materials. | S. Batchelor |
| 2016-08-30 | Rev 4 – Deleted reference to polices for specific guidelines, move Workplace Rules and some guidelines to Appendices | S. Batchelor |
| 2016-03-03 | Rev 3 – Wording change to Expense Claims | S. Batchelor |
| 2015-06-26 | Rev 2 – Added wording to 15. General Workplace Rules re: wifi usage & streaming. Minor wording change to STD section. | S. Batchelor |
| 2015-02-25 | Rev 1 – Annual Update – Specific changes include: Benefits section moved into separate document. Hyperlinks to a number of polices 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 / L. Murray |

Appendices

Appendix I – General Workplace Rules

At Klohn Crippen Berger we don't have an exhaustive list of workplace "house" rules. In fact, the condensed version of our general workplace rules would read something like:

- Be respectful and courteous to others;
- Act professionally and responsibly;
- Take safety and sustainability seriously;
- Be careful with your stuff;
- Be mindful of how you use company resources; and
- Clean up after yourself.

In case you need a more guidance on how to maintain a positive work environment, a few more details are listed below:

1. KCB offers a "business casual" work environment. You are expected to dress in a manner consistent with the nature of the work you do (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). Speak with a manager or Human Resources if you have any questions about appropriate attire.
2. It is important that KCB maintains the safety and security of all its employees and guests. If you see someone in the office who you are not familiar with and who isn't wearing a "visitor" tag ask them if they need any assistance. If the response is not satisfactory, contact offices services, a manager or the Receptionist.
3. 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. You should take reasonable precautions against theft (i.e. by keeping items locked in a drawer when absent from your desk and after hours) and maintain a record of the serial numbers of valuable items brought to work.
4. Employees are asked to conduct personal telephone calls during lunch hours or breaks. Personal calls must be restricted to local calls only.
5. KCB provides email 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 break periods.
6. Wi-Fi is provided for business purposes. Streaming of music and video, including sites such as YouTube, Spotify, Google Play Music, iTunes Radio etc. on your personal electronic device while connected to the office Wi-Fi also consumes bandwidth and data. Be mindful of what data you may be using with your devices when they are connected to KCB networks. If your mobile is connected to KCB Wi-Fi it should be for a work-related purpose such as sending and receiving email. 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.

7. Company equipment, systems, facilities and supplies must be used only for conducting KCB business or for purposes authorized by management.
8. Personal items that are 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.
9. As a professional office, clients and other visitors are frequently within the immediate work environment. This means that you should keep your work areas (work stations and offices) tidy at all times.
10. As a courtesy to other staff and for hygienic reasons, open food containers should not be kept at employee workstations.
11. 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.
12. Coffee stations and lunch rooms should be cleaned up after you use them. Please rinse off and put your dishes in the dishwasher.
13. Sports equipment and gear should only be stored in building change lockers or drying rooms.
14. 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.
15. 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.
16. All our business offices offer smoke free environments and smoking (including e-cigarettes) is only permitted in specific designated smoking areas.
17. Employees are expected to act responsibly at KCB social functions and to follow the guidelines in the KCB Employee [Social Function Responsibility](#) document 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 any other physical or mood-altering substances to avoid impairment; and
 - cooperating with KCB's efforts to ensure their safety.

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

If you have any questions about these workplace rules or any of KCB's more formal policies and procedures including the safety leadership rules and prohibited activities outlined in our [710 Safety Leadership procedure](#), contact your manager or HR Advisor.

Revision Table

| General Workplace Rules | | |
|-------------------------|--|--------------|
| Revision Date | Comments | Approved By |
| 2015 | Document Creation | Director, HR |
| 2017-01-17 | Rev 1 – Review and update | Director, HR |
| 2018-01 | Rev 2 – Formatting | Director, HR |
| 2018-08-30 | Rev 3 – Reference to 710 – Safety Leadership added | Director, HR |

Appendix II – Social Function Responsibilities

INTRODUCTION

This document describes the protocols for the responsible management of Klohn Crippen Berger ('KCB') sponsored events where alcohol is served and consumed. KCB is not responsible for the behaviour of employees or their actions when they attend social events and activities not sponsored or funded by KCB.

EVENT MANAGEMENT

KCB will appoint an Event Manager (or where required, a licensed server) for all KCB-sponsored events, held on or off KCB premises, where alcohol is served and consumed. The Event Manager will act on the Company's behalf to:

- remind attendees of this policy and their obligations as guests of KCB;
- provide a selection of non-alcoholic beverages as alternatives to alcoholic beverages;
- prevent an attendee from continuing to consume alcohol if they show signs of obvious intoxication;
- prevent an attendee who show signs of obvious intoxication or impairment from any substance from leaving the event unaccompanied; and
- provide an alternate means of transportation, including appointing a designated driver, for attendees who show signs of obvious intoxication or impairment.

CONDITIONS OF ATTENDANCE

Employees and other invited guests who accept an invitation to attend KCB-sponsored events agree to:

- accept responsibility for their safety and the safety of others;
- accept responsibility for their own alcohol consumption;
- moderate their intake of alcohol;
- follow legal guidelines with regard to intake or consumption of other substances;
- cooperate with KCB's efforts to ensure their safety; and
- withhold from sharing or posting photos on social media without prior permission from other attendees and KCB.

Please note:

- KCB opposes the operation of a vehicle while impaired or intoxicated by drugs, alcohol or any other substance that may cause impairment or intoxication.
- Illegal substances are strictly prohibited at KCB events.
- KCB reserves the right to ban any employee or other guests from future events who ignore, or fail to comply with these conditions of attendance.

- KCB reserves the right to cancel future events and discipline employees as a result of non-compliance with this policy.

When attending Company social functions, KCB employees are also reminded to adhere to the following rules and guidelines:

- General Workplace Rules (in the [Employee Guidelines](#))
- [Respectful Workplace Policy](#)
- [Company Charter](#): (Mission, Vision, and Value)
- [KCB's Code of Business Conduct and Ethics](#)
- [KCB's Drug and Alcohol Policy](#)

Revision Table

| Social Function Responsibilities | | |
|----------------------------------|--|--------------|
| Revision Date | Comments | Approved By |
| 2018-08-16 | Rev 6 – New wording related to Cannabis legalization in Canada added | Director, HR |
| 2017-01-17 | Rev 5 – Section 3 Conditions of Attendance reviewed and updated | Director, HR |
| 2015-02-25 | Rev 4 – Reference to illegal substances | Director, HR |

Important Programs and Policies

Important Policies and Programs Available on Infodesk

1. [KCB's Code of Business Conduct and Ethics](#)
2. [Respectful Workplace Policy](#)
3. [Flexible Work Arrangement](#)
4. [Learning and Development Policy \(Training\)](#)
5. [QHSE Policy](#)
6. [Drug and Alcohol Policy](#)
7. [Travel Policy](#)
8. [Professional Employee Recruitment Referral program](#)
9. [Organization Charts](#)
10. [Reporting a Business Conduct or Ethics Violation](#)
11. [Overtime - Canada, USA and UK](#)
12. [Banked Time Policy - Canada](#)
13. [Sick Time Policy](#)
14. [Short-Term Disability Policy](#)