



Klohn Crippen Berger (UK) Limited – Employee Guidelines



TABLE OF CONTENTS

SECTION ONE - WELCOME

1	WELCOME	9
2	HISTORY, GOALS AND CULTURE	9
3	INTRODUCTION AND PURPOSE OF THE GUIDELINES	10
3.1	Using the UK Employee Guidelines.....	10
3.2	Responsibility for the Guidelines	11
4	EMPLOYMENT AGREEMENT	13
5	EMPLOYMENT EQUITY AND COMMITMENT TO DIVERSITY	13
6	PROHIBITION AGAINST DISCRIMINATION, BULLYING, VIOLENCE AND/OR HARASSMENT.....	13
6.1	Reporting an Incident of Discrimination, Harassment, or Retaliation	14
6.2	Investigation and Remedial Actions	14
6.3	Protection from Retaliation	14
7	EMPLOYMENT CLASSIFICATIONS	14
7.1	Exempt Employees.....	14
7.2	Non-Exempt Employees.....	14
7.3	Full-Time, Part-Time or Temporary/Casual Status	14
7.3.1	Regular Full-time.....	14
7.3.2	Regular Part-Time	15
7.3.3	Temporary/Casual Employees	15
8	IMMIGRATION AND WORK AUTHORISATION COMPLIANCE.....	15
9	PERSONAL INFORMATION PROTECTION	15
9.1	Data Protection (GDPR) and Employee Privacy.....	15
9.2	Emergency Contact Details	15
10	PERSONNEL FILES.....	16
11	GUIDELINES FOR APPROPRIATE CONDUCT	16
11.1	Prohibited Behaviour	16
12	PERSONAL CONDUCT	17
13	REPORTING A BUSINESS CONDUCT OR ETHICS VIOLATION	17
14	CONFLICT OF INTEREST	18
15	CONFIDENTIALITY	18
16	WORK PERFORMANCE	19
16.1	Expectations.....	19
16.2	Job Performance Reviews.....	19

17	ATTENDANCE	19
18	DISCIPLINARY PROCEDURE	19
18.1	Grievance Procedure	20
18.2	Informal Procedure	20
18.3	Formal Grievance Procedure	20
19	CONFLICTS OF INTEREST AND OUTSIDE EMPLOYMENT	20
20	INTRODUCTORY EMPLOYMENT PERIOD.....	21
21	REDUNDANCY / TERMINATION OF EMPLOYMENT	21
21.1	Voluntary Terminations	21
21.2	Employment References / Employment Verification	21
22	OFFICE HOURS AND OFFICE CLOSURES	22
23	FLEXIBLE WORKING ARRANGEMENTS	22
24	COMPANY PROPERTY.....	22
25	PERSONAL USE OF VEHICLES FOR COMPANY BUSINESS	23
26	INTEGRATED MANAGEMENT SYSTEM (IMS)	23
27	INFORMATION TECHNOLOGY (IT).....	23
27.1	Internet Use	23
28	TIME SHEETS	26
29	SALARY PAYMENTS	26
29.1	Pay Periods and Pay days.....	26
30	EMPLOYEE DEVELOPMENT / TRAINING.....	27
31	PROFESSIONAL DUES	27
32	EXPENSES	27
32.1	Expense Claims.....	27
33	PERSONAL DEBTS	28
34	GENERAL BENEFITS	28
35	VACATION	30
35.1	Vacation Accrual	30
35.2	Approval Procedure	30
35.3	Requesting Leave	30
35.4	Carrying Leave Over	30
35.5	Sickness During Annual Leave.....	30
35.6	Vacation Payment	31
36	PUBLIC, BANK AND STATUTORY HOLIDAYS	31
36.1	Public Holidays for Part-Time Employees	31

37	LEAVE OF ABSENCES	31
37.1	Time off for family and dependants	31
37.2	Time off for public duties.....	32
37.3	Compassionate / Bereavement Leave	32
37.4	Other Types of Leaves.....	32
37.5	Unpaid Leave.....	32
38	UNPLANNED ABSENCES FROM WORK	32
38.1	Notification of Absence or Tardiness.....	32
39	MATERNITY POLICY	33
39.1	Time off for Maternity Care	33
39.2	Statutory Maternity Leave	33
39.3	Other Maternity and Paternity Leaves	33
40	SICK TIME, ACCIDENT PROTECTION AND DISABILITY COVERAGE	35
40.1	Sick Time	35
40.2	Long-term Disability (LTD)	35
40.3	Accidental Death and Dismemberment (AD&D)	35
40.4	Death in Service/Life Assurance (DIS).....	35
40.5	International SOS	36
41	HEALTH, SAFETY, AND ENVIRONMENT (HSE)	36
41.1	Workplace Safety	36
41.2	Fit for Work	37
41.3	Workplace Security and Violence Prevention	38
41.4	Emergency Procedures	38
41.5	Distractions While Driving	38
41.6	Driver’s Record.....	39
41.7	Safety Boots	39
42	COMMUNICATIONS	41
42.1	Company Name, Logo and Corporate Identity	41
42.2	Company Information and News.....	41
42.3	Using E-mail at Work.....	41
42.4	Internet Access.....	42
42.5	Social Media	42
42.6	Interoffice Messages.....	43
42.7	Insider Information	43
42.8	News Releases.....	43
42.9	Media Calls.....	43
43	EMERGENCY COMMUNICATIONS	43
43.1	During Office Hours:	44

43.2 Outside of Normal Office Hours: 44

43.3 Out of Office / After Hours Communication Options 45

43.4 Switchboard Message 45

43.5 Broadcast Message 45

43.6 Phone Fan Out Lists 45

43.7 Text and SMS Messages..... 45

43.8 Company Emails..... 45

43.9 Personal Emails 45

ACKNOWLEDGMENT OF RECEIPT 46

LIST OF IMPORTANT COMPANY POLICIES AND PROGRAMS AVAILABLE ON INFODESK

1. [KCB's Code of Business Conduct and Ethics](#)
2. [Respectful Workplace Policy](#)
3. [Learning and Development Policy](#) (Training)
4. [QHSE Policy](#)
5. [Drug and Alcohol Policy](#)
6. [Travel Policy](#)
7. [Professional Employee Recruitment Referral Program](#)
8. [Social Function Responsibilities](#)
9. [Flexible Work Arrangement - Guidelines](#)
10. [Privacy Policy](#)
11. [Organisation Charts](#)

Document Version Control

File name: KCB UK_Employee Guidelines_2021		
Revision Date	Comments	Approved By
05-2015	New Policy	Director, Human Resources
05-2021	Removed Whistleblowing Policy, Personal & Professional Conduct, Jury Duty Leave and Court Attendance and Voting Days. Added 12 Personal Conduct, 13 Reporting a Business Conduct or Ethics Violation, 14 Conflict of Interest, 15 Confidentiality. Updated section 34 General Benefits, 39 Maternity & 40 Sick Time, Accident Protection and Disability Coverage. Added Section 41.7- Safety Boots	Director, Human Resources
01-2022	Annual review	Director, Human Resources

Welcome

1 WELCOME

Welcome to Klohn Crippen Berger Ltd. (“KCB”) and its company in the United Kingdom, Klohn Crippen Berger (UK) Limited (“KCB-UK”). We hope you will find our organisation (“the Company”) an engaging and fulfilling place to work.

Joining KCB means you are working alongside some of the world’s most talented and highly regarded engineers, geoscientists, environmental scientists and other professionals. You’ll thrive here if you have an appreciation for quality, are interested in going above and beyond to provide excellent customer service and have a sense of adventure.

We have offices in some of the most beautiful and vibrant centres in the world and work in a wide range of amazing environments.

2 HISTORY, GOALS AND CULTURE

We are an international geoscience, engineering and environmental consulting firm headquartered in Vancouver, British Columbia, Canada. Through our offices in Canada and locations around the world, KCB provides a broad range of engineering, geosciences and environmental services to the mining, water resources, hydropower, geotechnical, oil & gas and government sectors.

Since 1950, KCB has designed and engineered some of the world’s most challenging projects. Our award-winning reputation and our commitment to quality and client service are second to none. Check out our website www.klohn.com for more information on our projects and services.

KCB also has established a Company Charter. Details about its key elements, our Mission, Vision and Values and KCB’s Business Plans and Strategies are available on the About KCB section on KCB’s intranet “Infodesk.”



3 INTRODUCTION AND PURPOSE OF THE GUIDELINES

As an employee based in the United Kingdom, your employment is with KCB-UK. Throughout this document you will find references to KCB and “The Company” programs that apply to all KCB employees as well as those specifically created for our employees in the UK.

The policies outlined within this document are guidelines only and are subject to change at the sole discretion of the Company, as are all other Company policies, procedures, benefits, and other programs. 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, and the Company reserves the right to unilaterally revise, suspend, revoke, terminate or change any of its policies, in whole or in part, whether described within this document or elsewhere.

These items outlined in this document are not exhaustive, but rather indicate the “norms” and the spirit of our working environment. All employees should review the information outlined herein and retain it for future reference. The information is also available on Infodesk.

Every effort will be made to keep you informed of the Company’s guidelines, programs and policies; however, we cannot guarantee that notice of revisions will be provided. Generally, the most current and applicable version of the Employee Guidelines are available on the Infodesk. Feel free to ask questions about any of the information within this document.

These Guidelines are not a contract, expressed or implied, guaranteeing employment for any length of time, nor does it guarantee any fixed terms and/or conditions of employment. They do **not** form part of the terms of your contract with us, which are provided to you separately. Your contract sets out your job title, hours and place of work, probationary period, salary, holidays and holiday pay, sickness absence reporting procedure and sick pay, your entitlement to and obligation to give notice to terminate your contract and the duties of confidentiality and restrictions that continue to apply after the termination of your contract.

Please understand that any oral representations, statements, or promises outside this document are not enforceable, are not intended to induce any employee to accept employment with the Company and should not be relied upon by any prospective or existing employee; such representations, statements, or promises are only binding upon the Company if they are made by an authorized representative in writing.

This document supersedes and replaces any and all personnel policies and manuals previously distributed, made available or applicable to employees.

3.1 Using the UK Employee Guidelines

The KCB-UK Employee Guidelines set out the main policies and procedures that you will need to be aware of while working for us. You should familiarise yourself with it and comply with it at all times. Any questions you may have with regard to its contents or what you have to do to comply with it should be referred to your manager or Human Resources.

3.2 Responsibility for the Guidelines

KCB's Corporate Human Resources Group has overall responsibility for the KCB-UK Employee Guidelines and for ensuring that any policies and procedures referenced in it comply with our legal obligations. The Guidelines are reviewed each year to ensure that its provisions continue to meet our legal obligations and reflect best practice.

As a condition of employment, all KCB staff must take the time to read and understand the content of this document and act in accordance with its aims and objectives. Managers must ensure all staff understand the standards of behaviour expected of them and to take action when behaviour falls below those requirements.

Employees must also become familiar with the policies and procedures listed under the Important Company Policies and Programs Available on Infodesk.

Working at Klohn Crippen Berger (UK) Limited

4 EMPLOYMENT AGREEMENT

The original employment agreement will be the one in force but may be changed provided both the employer and employee agree to any contract changes.

5 EMPLOYMENT EQUITY AND COMMITMENT TO DIVERSITY

KCB is an equal opportunity employer and does not discriminate on any grounds. KCB is committed to promoting equal opportunities in employment. Employees and job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation or any other characteristic protected by law. KCB-UK 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.

KCB has developed a Respectful Workplace Policy that applies to our employees in the UK and around the world. This policy sets out our approach to equal opportunities and the avoidance of discrimination at work. It applies to all aspects of employment with us, including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment. KCB's Human Resources Group is responsible for this policy and any necessary training on equal opportunities. This policy may be amended at any time.

As an equal opportunity employer, the Company will make reasonable accommodations for qualified individuals with disabilities to the extent required by law. Employees who would like to request a reasonable accommodation should contact Human Resources.

6 PROHIBITION AGAINST DISCRIMINATION, BULLYING, VIOLENCE AND/OR HARASSMENT

KCB-UK prohibits discrimination, harassment, sexual harassment or bullying on the basis of any protected characteristic. Prohibited harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, religion, sex, national origin, age, disability, medical conditions, physical characteristic, genetic information, marital status, sexual orientation, gender identity or expression, or any other characteristic protected by law, and that has the purpose or effect of (1) creating an intimidating, hostile or offensive work environment; (2) unreasonably interfering with an individual's work performance; or (3) otherwise adversely affecting an individual's employment opportunities. Harassing conduct may include, but is not limited to, epithets, slurs, jokes, negative stereotyping, threatening, intimidating or hostile acts, explicit voicemail or e-mail and written or graphic material in the workplace. This includes conduct that may be intended as harmless, benign or playful, but is not perceived as harmless by the recipient and would not be perceived as harmless by a reasonable person.

6.1 Reporting an Incident of Discrimination, Harassment, or Retaliation

Any employee believing that they have been the object of, or who is otherwise aware of, discrimination, harassment, or retaliation should immediately report the conduct to their immediate supervisor, Human Resources Representative, send an email to ethics@klohn.com or call 1-604-669-3800 and ask for the Company Ethics Officer / Director, Human Resources.

Also, an employee could report through our IntegrityCounts reporting service. Please see Section 13 for details on filing a report through this independent third-party reporting service.

6.2 Investigation and Remedial Actions

The Company will investigate complaints promptly, fairly and thoroughly, and take appropriate corrective action as outlined in the Company's Respectful Workplace Policy and its Respect in the Workplace programs.

6.3 Protection from Retaliation

KCB-UK prohibits any form of retaliation against any employee for making a good faith complaint under KCB's Respectful Workplace Policy, or for participating as a witness or otherwise assisting in any investigation.

A link to the policy is available under the "Important Company Policies and Programs Available on Infodesk" section in the Table of Contents.

7 EMPLOYMENT CLASSIFICATIONS

KCB-UK recognizes the following employment classifications for payroll and benefits entitlement purposes:

7.1 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.

7.2 Non-Exempt Employees

Non-exempt employees are those eligible for overtime pay as dictated under the Employment Standards Act.

7.3 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.

7.3.1 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.

7.3.2 Regular Part-Time

Part-time employees are regular staff who work fewer than 40 hours per week. Part-time employees may be eligible for employee benefits. Please discuss with HR to understand what benefits you may be able to participate in.

7.3.3 Temporary/Casual Employees

From time to time the Company may hire employees for co-op/student practicum 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.

8 IMMIGRATION AND WORK AUTHORISATION COMPLIANCE

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. This is done by reviewing original documents and that valid copies are kept in the employee's file.

9 PERSONAL INFORMATION PROTECTION

9.1 Data Protection (GDPR) and Employee Privacy

The Company is committed to protecting your private information and will use it only in connection with our policies and data protection legislation. KCB has developed a Data Protection Policy and an Employee Information Privacy Policy available on Infodesk.

To learn more please contact the Privacy Officer/Director, Human Resources at 1-604-669-3800 or by email, ethics@klohn.com.

9.2 Emergency Contact Details

KCB's Corporate Human Resources Group is responsible for maintaining up-to-date details of employee's home address and the emergency contact telephone numbers of the person or persons designated as contacts in the event of an emergency, for example if you have an accident. Employees must provide the information requested upon starting with the Company and must advise Human Resources of any changes straight away. This information is held in confidence and will only be used when needed.

10 PERSONNEL FILES

The Company maintains a personnel file on each employee. These files are maintained by Human Resources and kept confidential to the extent possible.

11 GUIDELINES FOR APPROPRIATE CONDUCT

KCB-UK expects its employees to foster harmonious interactions and relationships and to maintain basic standards of civility in the workplace. This ensures that the work environment is safe and productive.

Some of the materials that have been developed to provide you with guidance regarding conduct are KCB's:

- [Code of Business Conduct & Ethics](#)
- [Respectful Workplace Policy](#)

Within one week of joining the organisation, employees must become familiar and comply with the Company Charter ([Mission, Vision, Purpose and Values](#)) and employees must 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. These policies are available on Infodesk.

If you have any questions or concerns regarding acceptable conduct, please contact your Manager/Supervisor, your Business Unit Vice President, President or the Director of Human Resources.

11.1 Prohibited Behaviour

The safe, orderly, and efficient operation of KCB-UK requires that everyone follow reasonable, common sense standards of good conduct. These guidelines for appropriate conduct are intended to provide guidance for employees. They are designed to protect the health and welfare of employees, to maintain a productive work environment, to protect the property of the Company, employees, and others, and to further the success of the Company.

Listed below are some of the types of behaviours and conduct that the Company prohibits. This list is not comprehensive nor is it all encompassing; rather, it is meant merely as an example of the types of conduct that this company does not tolerate. Other forms of misconduct, whether occurring during or outside of work hours, or on or off Company property, may warrant discipline or discharge. The discipline to be imposed for misconduct or violation of any rule or policy will depend on the particular facts and circumstances of each situation.

- Violating the Company's Respectful Workplace Policy;
- Violation of KCB's Drug and Alcohol Policy;
- Unauthorized or inappropriate use of company property, equipment, devices or assets (for example, sending obscene pictures via company email or using the photocopier for personal matters, etc.);

- Damage, destruction or theft of company property, equipment, devices or assets;
- Removing company property without prior authorization or disseminating trade secrets and/or proprietary Company information (e.g., business, financial and marketing strategies) without authorization;
- Providing maliciously false (including material omissions) or intentionally misleading information on any Company document, report, application, claim for benefits, injury report, reasons for leave, or other similar Company-related record;
- Insubordination or refusal to comply with reasonable directives;
- Failing to adequately perform job responsibilities (e.g., poor performance, inattention to work, negligence, carelessness, unsatisfactory and/or insufficient work);
- Excessive or unexcused absenteeism or tardiness;
- Disclosing trade secrets and proprietary Company information (e.g., business, financial and marketing strategies) without permission;
- Illegal or violent activity;
- Disregard for safety and security procedures; and
- Any other action or conduct that is inconsistent with company policies, procedures, standards or expectations.

Should an employee be involved in a workplace dispute, the Company will allow for formal grievances to be filed (in writing) and dealt with via the grievance procedure outlined.

12 PERSONAL CONDUCT

KCB and its affiliated companies value the Company's reputation and are committed to maintaining the highest level of ethical standards in the conduct of their business affairs. The actions and conduct of the Company's staff as well as others acting on the firm's behalf are key to maintaining these standards.

The Company has set out its expectations, policies and process for ethical behavior in its Code of Business Conduct and Ethics. The policy applies strictly to all employees, directors, agents, consultants, contractors and to any other people or bodies associated with KCB or KCB-UK.

KCB's Code of Business Conduct and Ethics is available on the Infodesk.

13 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)

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

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.

14 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.

15 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.

16 WORK PERFORMANCE

16.1 Expectations

The Company expects every employee to act in a professional manner and to perform their job duties and responsibilities satisfactorily. Employees should attempt to achieve their job objectives, and act with diligence at all times. Unsatisfactory behavior or job performance can result in disciplinary action, up to and including termination.

16.2 Job Performance Reviews

Communication between employees and supervisors/managers is very important. Discussions regarding job performance are ongoing and may be formal or informal. Employees should initiate conversations with their supervisors if they feel additional feedback is needed. Generally, formal performance reviews, on-going expectations and career development discussions are conducted at a minimum annually. All the tools and resources relating to KCB's career paths, competencies and our ROAD to Success performance review program are available for review on Infodesk.

17 ATTENDANCE

All employees are expected to arrive on time, fit for duty, and ready for work, everyday they are scheduled to work. If unable to work, the employee must notify their supervisor as soon as possible. Excessive absenteeism or tardiness could result in discipline up to and including termination of employment.

18 DISCIPLINARY PROCEDURE

Different situations can lead to disciplinary action:

- **Poor Performance:** When an employee consistently fails to meet the performance standards expected in their job and this is due to the employee's own lack of application, negligence or carelessness.

- **Misconduct:** Failure to follow the agreed rules, policies or procedures. Unacceptable levels of attendance not connected to a medical reason will be treated as misconduct.
- **Gross Misconduct:** Behaviour or actions that result in a very serious breach of KCB-UK's rules and may result in summary dismissal. Gross misconduct is misconduct serious enough to destroy the employment contract between the employer and the employee and make any further working relationship and trust impossible.

18.1 Grievance Procedure

KCB-UK accepts that it is good practice to settle any grievance an employee may have as swiftly as possible. It is also accepted that it ought to be possible for most problems to be resolved by the employee's immediate line manager. KCB-UK has two procedures so that employees can use to resolve any problems.

18.2 Informal Procedure

Employees are encouraged, wherever possible, to resolve problems by informal discussion with their immediate line manager. There may be times when it is appropriate to approach a more senior manager or Human Resources. This could be the case if the problem relates to an allegation of bullying, discrimination or harassment.

If the informal approach fails to resolve the problem, then employees have the right to use the formal grievance procedure.

18.3 Formal Grievance Procedure

This procedure should be used to resolve serious problems and queries and in cases where the informal procedure has failed. Problems or queries should be raised in writing within 3 months of them arising or the date of the incident.

Records will be kept in accordance with the UK's Data Protection legislation detailing; the nature of the grievance, KCB-UK's response, actions taken, reasons for actions taken and, if there was an appeal, details of the outcome.

19 CONFLICTS OF INTEREST AND OUTSIDE EMPLOYMENT

The Company recognizes that some employees may want to engage in outside employment. To protect KCB's confidential information, trade secrets, and other business interests, while employees are engaged in outside employment, KCB has adopted the following rules and guidelines relating to outside employment by employees:

- Before beginning outside employment, employees must obtain advance written approval for the outside employment from their Business Unit Vice President or KCB's President;
- Outside employment must not interfere with the employee's work performance or work schedule at KCB-UK;

- Employees may not use the Company's property, facilities, equipment, supplies, IT systems (such as computers, networks, email, telephones, or voicemail), time, trademark, brand, or reputation to promote the interests of any outside employment; and
- Employees may not engage in any outside employment for an employer that competes with KCB.

Any employee, regardless of position or title, who KCB determines has violated this policy may be subject to discipline, up to and including termination of employment and/or be asked to resign their outside employment.

20 INTRODUCTORY EMPLOYMENT PERIOD

The first three months (or as specified in your employment agreement) of employment will be considered an introductory period. Employees are encouraged to take advantage of this time to get to know the Company and ask questions related to the business unit, team and position. A manager/supervisor may conduct a performance review prior to the end of the probation period. An employee should also feel free to request feedback concerning his or her performance at any time.

21 REDUNDANCY / TERMINATION OF EMPLOYMENT

KCB-UK shall ensure security and continuity of employment for as many of its staff as is reasonably practicable. Every reasonable effort will be made to avoid redundancy situations arising and to avoid making individual members of staff redundant.

However, it does recognise that the requirements of the organisation may necessitate changes involving redundancy from time to time. In the unfortunate event of having to make staff redundant, the Company will act in accordance with all relevant legislation and the Company policies.

21.1 Voluntary Terminations

Should you decide to voluntarily terminate your employment with the Company, we ask you provide the appropriate notice as outlined in your employment agreement. The notice period may be waived or changed based on business circumstances and mutual consent.

21.2 Employment References / Employment Verification

Any requests for work-related references from former employees should be directed to Human Resources. The Company's policy is that it will only provide confirmation of the dates of employment and the former employee's title.

Employee's who require confirmation of employment for personal purposes (such as mortgage or loan applications) must send the request to Human Resources in writing.

22 OFFICE HOURS AND OFFICE CLOSURES

KCB offices are generally open from 8:00 a.m. to 5:00 p.m. Monday to Friday and the standard work week is 40 hours. 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.

A list of the Company public holidays for each geographic location is available on Infodesk.

Please be advised that KCB's offices are closed annually between Christmas Day and New Year's Day during which employees may utilize available vacation hours or take leave without pay in addition to the paid public holidays.

Flexible work arrangements may be available, depending on the facts and circumstances and suitability of such arrangements for the Company.

23 FLEXIBLE WORKING ARRANGEMENTS

Employee may make an application to work flexible hours providing they have a contract of employment and are not agency workers. The employee must also have worked for KCB for 26 weeks continuously at the date that the application is made and not have made another application to work flexibly under the right during the last 12 months.

KCB will accommodate the request where possible, but consideration will be given to business circumstances and availability of other staff. Globally KCB has implemented guidelines for flexible work arrangements, a copy of the guideline can be found on [Infodesk](#). We will continue to meet any legislative requirement for flexible work arrangements in the UK.

24 COMPANY PROPERTY

Company property (such as equipment, vehicles, telephones, computers, and software) is generally not for private use. These devices are to be used primarily for company business. Upon termination, employees are required to surrender any company property they possess.

Company computers, Internet and e-mails are a privileged resource, and, during working time, should only be used to complete job-related functions. To prevent viruses, malware, and the like, and minimize the risk of cyber security threats, employees are not permitted to download any software, files or programs without receiving permission from KCB's IT group before installing any new software on a company computer. Files or programs stored on company computers may not be copied for personal use. Employees are reminded that they should have no expectation of privacy in their use of company computers or other electronic equipment.

Phones are provided primarily for business use. The Company requests that employees not make or receive personal calls during working time, except in the case of an emergency. If urgent, please keep personal calls to a minimum and conversations brief. Personal long-distance calls are not permitted.

25 PERSONAL USE OF VEHICLES FOR COMPANY BUSINESS

Employees using personally-owned automobiles on company business are responsible for providing fully comprehensive insurance which covers your car and any other car you damage in an accident. Types of coverage (e.g. business use) should be discussed with an insurance agent. For more guidance on using your personal vehicle for company business refer to the [Travel Policy](#) on Infodesk.

26 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 9001:2015
- Health and Safety ISO 45001:2018
- Environmental and Sustainability ISO 14001:2015

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.

27 INFORMATION TECHNOLOGY (IT)

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.

The Company provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. All communication using these tools should comply with applicable Company guidelines and policies.

KCB reserves the right to monitor online activity to ensure compliance. KCB employees should not have any expectation of privacy in their use of company computers, phones or other communication tools. All communications are subject to inspection or monitoring by the Company and may be archived and retained for an indefinite period of time. Internal and external communications are considered business records and may be subject to discovery in the event of litigation.

If you have any questions or require assistance related to company information technology systems, contact the helpdesk@klohn.com.

27.1 Internet Use

Each KCB employee is given access to the internet via a secure network or Wi-Fi in each office to facilitate their work. When online, KCB employees are expected to refrain from disclosing trade secrets and proprietary Company information (e.g., business, financial and marketing

strategies). Following are some of the conditions and rules for using the internet at work. Employees should:

- Limit their online activity during working time to work-related tasks.
- Refrain from engaging in online activities that are unlawful.
- Refrain from viewing online content that is highly offensive, profane, defamatory, libelous, obscene, opprobrious, violent, threatening, or harassing.
- Not download material in violation of applicable copyright or other laws.
- Refrain from streaming personal music or videos or watching live TV.

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

Compensation and Benefits

28 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 and accurately reflect all hours worked. 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 or bank holiday falling on a Monday, time sheets must be in by 12:00 noon on the Friday prior. In the event of a holiday falling on a Friday, time sheets should be submitted on the day prior to the 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.

29 SALARY PAYMENTS

29.1 Pay Periods and Pay days

Employees are paid 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 may be made by direct deposit into a bank account of the employee's choice, if the employee provides written consent.

The pay statements will reflect work performed for the designated pay period. Pay statements include salary or wages earned less any mandatory or elected deductions. Mandatory deductions include withholding tax, and other withholdings. Elected deductions are deductions authorized in writing by the employee, and may include, for example, contributions to benefit plans. Employees may contact KCB's payroll department to obtain the necessary authorization forms for requesting additional deductions from their pay statements.

Employees should notify KCB's payroll supervisor if their pay statement has been misplaced.

The Company reserves the right to charge a replacement fee for any lost pay statements. Advances on pay are not permitted.

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable local and federal laws, and every effort is made to avoid pay errors. Occasionally, however, inadvertent mistakes can happen. In the unlikely event that a mistake does happen and is called to our attention, we will promptly investigate and make any correction that is necessary. Therefore, employees should review their pay statements when they receive them to make sure they are correct. If you believe there has been an error in pay, including that you have been overpaid or underpaid, that improper deductions have been taken from your pay, or that your pay does not accurately reflect all hours worked (including overtime hours), you should report your concerns to KCB's payroll supervisor immediately. If there has been an erroneous overpayment or underpayment, the Company will correct it as soon as

possible. There will be no retaliation against an employee who reports an issue with their pay statement in good faith under this policy.

30 EMPLOYEE DEVELOPMENT / TRAINING

KCB abides by the training and study at work requirements outlined by the UK Government. Economic conditions and client requirements will dictate the amount of training and employee development opportunities available in any given year. Depending on the circumstances, KCB-UK may provide financial assistance and time off to attend seminars, conferences and workshops related to upgrading qualifications and skills. Any external career development opportunities must be approved in advance as outlined in KCB's Learning and Development Policy. 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 KCB Library.

KCB encourages participation in learned societies, professional associations, 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.

31 PROFESSIONAL DUES

Employees are encouraged to become professionally registered in the jurisdiction where they are employed by KCB. Employees are expected to pay initiation and membership dues where 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 Country.

32 EXPENSES

KCB uses Concur, an on-line expense management software, to process and approve expense claims.

32.1 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 Expense Claims page on [Infodesk](#) under the Corporate [Finance & Accounting](#) section.

33 PERSONAL DEBTS

Personal debts are the responsibility of the employee. Except for compliance with the legal requirements (e.g., writs of garnishment, child support orders, etc.), it is not the practice of the Company to institute assignments of wages.

34 GENERAL BENEFITS

KCB-UK recognizes the value of benefits to employees and their families and supports employees by offering benefits to employees and their eligible dependents. The available benefits include:

- Workplace Pension
- Death in Service/Life Assurance (DIS)
- Short Term Disability (STD)
- Long Term Disability (LTD)
- Employee Assistance Program (EAP)
- Private Medical Insurance (PMI)
- Vision Policy
- Out of Country Travel and Insurance Coverage

Many of the company's benefit plans are described in more formal plan documents. In the event of any inconsistencies between this guideline or any other oral or written description of benefits and a formal plan document, the formal plan document will govern.

Employees can receive details about benefits provided, contribution rates and eligibility from KCB's Benefits Coordinator. Employees may also contact Human Resources or consult the information available on Infodesk – Benefits - UK

The Company may require employees to contribute towards the cost of some or all the available benefits. The Company reserves the right to modify or discontinue any of its employee benefits or plans in accordance with applicable law. The Company will attempt to notify employees of any benefit changes as soon as practicable.

Time Away from Work

35 VACATION

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

35.1 Vacation Accrual

Annual Leave Entitlements

Annual leave entitlement for full time employees is 20 working days per annum plus 8 bank holidays.

Annual leave for part time employees is based on the full-time entitlements above but calculated on a pro-rata basis, in accordance with the number of hours worked each week.

35.2 Approval Procedure

Electronic versions of the Vacation and Short-Term Leave Request forms are available on Infodesk under the Forms tab. The request must be forwarded to the employees' manager/supervisor for approval at least two weeks prior to vacation start date. Employees should enter their vacation time into BST prior to the start of their vacation period.

35.3 Requesting Leave

Requests for leave must be made to your manager, giving as much notice as possible. Leave can only be taken with the approval of your manager. Leave requests will be accommodated as far as possible, however, if your manager cannot approve leave because to do so will disrupt the smooth running of the business, they will confirm in writing to the individual the reasons for refusal.

All employees have a responsibility to keep a record of the leave they have taken.

35.4 Carrying Leave Over

Employees are requested to take vacation in the year that it is earned. Employees are entitled to a total of 28 days of vacation (which includes 8 public holidays). UK legislation permits employees to rollover up to 8 vacation days into the following year. Any unused accrued vacation, above the permitted rollover days, will be lost.

35.5 Sickness During Annual Leave

Annual leave can be postponed or re-arranged if an employee is sick immediately during their leave, irrespective of when that period of sickness started, if the appropriate certification is provided.

35.6 Vacation Payment

Vacation will be paid at the employee's current base rate of pay.

Upon separation from employment, employees will receive payment for any accrued but unused vacation hours. When an employee leaves their annual leave entitlement will be recalculated from the beginning of the annual leave year until their leave date. Any annual leave entitlement not taken when an employee leaves will be paid in lieu with their final salary. Any annual leave taken over the individual's entitlement will be deducted from their final salary payment. Annual leave may only be taken during a notice period in exceptional circumstances.

36 PUBLIC, BANK AND STATUTORY HOLIDAYS

KCB-UK offices observe certain bank holidays. Please refer to the Infodesk [HR & Payroll / Public Holidays](#) section for a list of the observed bank holidays.

Holidays are observed on a paid basis for all eligible full-time employees. The Company reserves the right to require employees to work on a Company holiday should business circumstances require.

36.1 Public Holidays for Part-Time Employees

Part-time employees are entitled to accrue public holidays with pay on a pro-rata basis in accordance with the number of hours worked each week.

Part time employees who work standard hours each day and work 5 days per week have the same public holiday entitlement as full-time employees.

Part time employees who work variable hours and or variable days will have their public holidays calculated as follows:

$\text{Contractual weekly hours} \div \text{Standard weekly hours} \times \text{Full time public holiday entitlement.}$

The resultant number of days will be added to their annual holiday entitlement and all leave set against this figure.

37 LEAVE OF ABSENCES

The Company provides employees with leaves of absence consistent with applicable law. Requests for time off can be made using the e-form available on Infodesk. Some examples include:

37.1 Time off for family and dependants

Employees who need reasonable unpaid time off to deal with an emergency involving a dependant (spouse, partner, child, grandchild or parent).

37.2 Time off for public duties

Employees can get reasonable amounts of unpaid time off work for certain public duties as well as their normal holiday entitlement.

37.3 Compassionate / Bereavement Leave

Where applicable, the Company adheres to or exceeds applicable legislation regarding compassionate leave. An employee may be granted up to three (3) days off from work with pay in the event of a death or life-threatening illness within their immediate family. Immediate family is defined as spouse, domestic partner, child, brother, sister, parent, grandchild or grandparent. An extension (paid or unpaid) to this leave may be available under extenuating circumstances upon request to a manager/supervisor.

A one (1) day paid leave may also be granted to attend the services of extended family members (e.g. aunts, uncles, cousins).

37.4 Other Types of Leaves

In consultation with Human Resources and at the discretion of management, a personal leave of absence may be granted for reasons other than those outlined above. As part of a personal leave of absence, employees will be required to exhaust all accrued but unused vacation time, and any remaining leave will be unpaid. Continuation of Company supported employee benefits during a leave of absence will be addressed on an individual basis, as required by law and in accordance with the plan documents.

37.5 Unpaid Leave

Unpaid leave will only be granted in exceptional circumstances and once all annual leave and any leave carried over from the previous leave year has been taken. Applications for unpaid leave should be made to your manager/supervisor. Entitlements to annual leave and paid time off for public holidays do not accrue during periods of unpaid leave. Unpaid periods of service do not count towards the calculation of reckonable service for pension purposes.

38 UNPLANNED ABSENCES FROM WORK

KCB must be fully and adequately staffed in order to fulfill 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.

38.1 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.

39 MATERNITY POLICY

39.1 Time off for Maternity Care

Employees are entitled to take reasonable paid time off during their normal working hours for antenatal care. Whenever possible, employees should try to arrange their appointments at the start or end of the working day.

Employees should advise their manager that they will be absent as far in advance of their appointment as possible. For appointments other than the first appointment, employees may be asked to provide an appointment card, or some other confirmation of the appointment. Employees may also be asked to produce a certificate from a doctor or midwife confirming your pregnancy.

All appointments attended must have been made on the advice of a doctor, midwife or health practitioner.

There will be no salary deductions for attendance at authorised antenatal appointments, including any time spent travelling to and waiting for the appointment.

39.2 Statutory Maternity Leave

All employees will be entitled to take 26 weeks Ordinary Maternity Leave and 26 weeks Additional Maternity Leave, irrespective of their length of service or the number of hours worked each week.

You may not return to work during the two weeks immediately following the birth of your child.

39.3 Other Maternity and Paternity Leaves

More details regard Maternity and Paternity Leave policies are available on Infodesk. Employees may also contact Human Resources for more details about Statutory Maternity Pay, Parental Leaves and combined leaves and the procedure for eligibility.

Wellness and Safety Programs

40 SICK TIME, ACCIDENT PROTECTION AND DISABILITY COVERAGE

KCB-UK provides its employees with a number of income assistance programs for periods of time where they are absent or incapacitated due to an illness or injury. These programs include:

- Sick leave
- Short-term Disability
- Long-term Disability
- Out of Country Travel
- International Medical Assistance

KCB-UK also provides employees and their families with programs to assist in the event of an employee's serious injury or death. These programs include:

- Death in Service/Life Assurance (DIS)
- Accidental Death

For more details on the plans provided, please go to the Infodesk Benefits – UK page for formal plan documentation.

40.1 Sick Time

In the UK, KCB will provide employees with 7 days sick time earned on a prorated monthly basis.

Employees may also be eligible for Statutory Sick Pay SSP after 4 or more days in a row (including non-working days) known as a period of incapacity for work.

Extended absences due to illness or accidents may be covered under our short-term disability program.

40.2 Long-term Disability (LTD)

Long-term disability coverage is an income replacement benefit intended to assist employees and their families with covering expenses in the event an employee is unable to work for an extended period of time.

40.3 Accidental Death and Dismemberment (AD&D)

AD&D provides a benefit in the event of an accidental loss of limb, various levels of sight, hearing or paralysis.

40.4 Death in Service/Life Assurance (DIS)

A Death in Service/ Life Assurance (DIS) is a benefit provided in the event of your death (natural or accident). The benefit to your beneficiaries is paid in a lump sum and is not taxed.

40.5 International SOS

On an as needed basis, KCB provides our employees, travelling internationally to specific locations on business, with coverage to ensure they have qualified local assistance in the event of a medical, security or other incident. This program offers pre-travel advice on foreign destinations and 24/7 alarm centers and clinic access for emergency medical and other incidents. Coverage for this program can be accessed via the KCB Field Assignment form or by contacting Human Resources.

41 HEALTH, SAFETY, AND ENVIRONMENT (HSE)

The Company 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 their 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 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 organisation and update their training for specific assignments and roles in a timely fashion.

KCB's Quality, Health, Safety and the Environment (QHSE) materials are available on the Infodesk.

41.1 Workplace Safety

The Company takes every reasonable precaution to ensure that employees have a safe working environment. Safety measures and rules are in place for the protection of all employees. Ultimately, it is the responsibility of each employee to help prevent accidents. To ensure the continuation of a safe workplace, all employees should review and understand all provisions of the Company's workplace safety policy as well as any safety policies applicable to any job site to which they are assigned. Employees should use all safety and protective equipment provided to them and maintain work areas in a safe and orderly manner, free from hazardous conditions. Employees who observe an unsafe practice or condition should report it to a supervisor or their H&S representative immediately. Employees are prohibited from making threats against anyone in connection with their work or engaging in violent activities while in the employ of the Company. Any questions regarding safety and safe practices should be directed to KCB's Director of Quality, Health, Safety and Environment.

The Company complies with applicable safety standards and regulations.

In the event of an accident, employees must notify their manager/supervisor immediately. Report every injury, regardless of how minor, immediately.

Employees should recognize any potential fire hazards and be aware of fire escape routes and fire drills. Do not block fire exits, tamper with fire extinguishers or otherwise create fire hazards.

41.2 Fit for Work

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.

41.3 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 around the world. In some instances, employees may be subject to random drug testing for safety specific positions when visiting specific client sites.

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, 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-UK’s EAP benefits, found on the Infodesk, 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.

KCB's Drug & Alcohol Policy, Fitness for Work Guidelines and Social Responsibility Guidelines are on Infodesk.

41.3 Workplace Security and Violence Prevention

KCB is committed to providing a safe, violence-free workplace for our employees. Threats or violent language, fighting, physically provoking, attempting bodily injury and/or any other acts of aggression or violence made toward or by any employee will not be tolerated.

Any employee who witnesses or is the recipient of behavior that violates this policy should promptly inform their supervisor, manager or Human Resources. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation or discipline as a result of reporting a threat in good faith.

Any individual engaging in violence against the Company, its employees, or its property will be prosecuted to the full extent of the law.

KCB prohibits the possession of weapons on its property, except as permitted by applicable law. While on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons and knives that can be used as weapons. Any employee violating this policy is subject to discipline up to and including termination.

The Company reserves the right to inspect all personal belongings of employees on its premises.

Employees must be alert and aware of any potential dangers to themselves or their coworkers. Take every precaution to ensure that your surroundings are safe and secure. Guard personal belongings and company property. Visitors should be escorted at all times. Report any suspicious activity to a supervisor immediately.

41.4 Emergency Procedures

In the event of an emergency, dial your local emergency service number immediately. If you hear a fire alarm or other emergency alert system, proceed quickly and calmly to the nearest exit. Once the building has been evacuated, only a supervisor may authorize employees to re-enter.

41.5 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 laws 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.

41.6 Driver's Record

In some business units, where driving to, from and on client sites is necessary, the submission of, and maintenance of, an acceptable driving record may be required as a condition of employment.

41.7 Safety Boots

All regular full-time and part-time employees who are required to work on field assignments on behalf of KCB-UK are eligible to receive a reimbursement for safety boots as part of the company provided PPE. KCB-UK shall provide eligible employees actual cost reimbursed up to £115 GBP every two years.

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

42 COMMUNICATIONS

The Company expects its employees to conduct themselves in accordance with Company policy in their communications in the workplace, with clients and elsewhere, 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. The following provides guidance related to some specific communication channels.

42.1 Company Name, Logo and Corporate Identity

Klohn Crippen Berger is referred to as "KCB" for short, and the Company logo is trademarked and protected. Standards and specifications have been developed for KCB's company logo and name. For more information, refer to the **Corporate Identity Manual** on Infodesk for logo and company colour specifications or contact the Corporate Marketing group. In the UK the Company name is Klohn Crippen Berger (UK) Limited or "KCB-UK" for short. KCB-UK also has its own unique logo available on Infodesk.

42.2 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. For more information refer to Infodesk or the Social Media Section of this document.

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

42.3 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 organisation 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.

42.4 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 9). In addition, the following are 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.

42.5 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.

42.6 Interoffice Messages

Questions regarding appropriate messages for release to all KCB employees should be directed to the Director of Human Resources or the Director of IT. Employees who wish to advertise items for sale may post the information in the lunchroom and coffee station bulletin board.

42.7 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](#).

42.8 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 organisation for staff information. This information is also available on KCB's website, www.klohn.com.

42.9 Media Calls

To ensure accuracy, timeliness of response and in order to respect employee privacy and client confidentiality, only the President or a designated spokesperson may respond to unsolicited media inquiries from media organisations, including print, television, radio, internet or social media organisations, on behalf of the Company. It is KCB's practice not to release or provide any confidential, trade secret, proprietary project information to the media without the client's expressed consent.

43 EMERGENCY COMMUNICATIONS

To provide employees with information on emergency events that cause disruption to or impact the normal running of our organisation we have created the following tools and

resources. Additional information regarding safety procedures is available on Infodesk and the KCB website www.klohn.com. 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.

43.1 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.

43.2 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 employee’s personal mobile devices
- Email Messages to KCB Outlook (accessible via webmail)

For extreme events, KCB may also utilize information postings on and from 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

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.

- www.klohn.com
- [KCB Facebook](#)
- [KCB LinkedIn](#)
- Public Meetings

43.3 Out of Office / After Hours Communication Options

KCB has developed a number of tools and resources to assist with communications to and from staff in the event of a scenario when our offices are closed or staff are involved in a work-related situation that requires support after hours.

43.4 Switchboard Message

If a significant project related incident occurs outside of Vancouver Head Office work hours (or during office hours but the switchboard is not staffed) employees in the UK should call their project or group manager or, alternately, leave a message on the Company's main switchboard number in Vancouver. 1-604-669-3800 / Option 3; This message will be routed to a senior management team leader to be actioned.

43.5 Broadcast Message

In Canada, KCB employees are able to access emergency closure information 24/7 (but not leave messages) by calling a toll-free number 1-844-269-3800.

43.6 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; provide advice on how the time will be treated; and establish a realistic schedule for on-going communication.

43.7 Text and SMS Messages

Employees who have provided their manager with a personal cell phone number may receive important event information via text to their mobile devices.

43.8 Company Emails

Broadcast email messages may be available to staff who are able to retrieve their KCB emails. Use the following link to access your KCB mailbox.

43.9 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.

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received and read a copy of UK Employee Guidelines.

(Print Name of Employee)

Employee's Signature

Date