



COMPANY POLICY AND RULES

I, the undersigned, have read the following company Rules and Policies, and agree to adhere to them or be subject to the disciplinary actions stipulated herein.

Failure to follow any of the following company policies and/or rules may result in disciplinary actions, such as temporary suspension without pay and/or dismissal, depending on the severity of the incident.

Employees that continue to show a failure to follow the set policies and rules will be subject to mandatory retraining as often as company officials deem necessary.

Hours of Work

All employees of Danosh Construction are paid hourly as construction workers, and are expected to work full-time unless otherwise agreed upon. Danosh working days are Monday through Friday, with the option of weekend work if both the employee and management agree beforehand. Any employee that is asked to work an evening or weekend shift is not required to agree, however the option of additional shifts will be offered first to those employees who show reliability.

Overtime hours are paid out as follows; Time and a half for Overnight and Saturday work, Double time for Sunday work. However, overtime rates only apply to work requested by Danosh management, any employee who requests to work overtime for their own purpose (extra hours) is not entitled to overtime pay.

Absent Days

Should you need to be absent for any reason, please ensure that your foreman or supervisor is notified as quickly as possible prior to your start time, so that arrangements can be made to cover your responsibilities. Please leave a message on the answering machine at the office 905-473-6883 or call Frank @ 905-953-6170.

Excessive absences that are either not called in and/or for which adequate reasons are not provided, may result in additional penalties such as suspension without pay, and/or termination of employment. Employees who fail to show up to a project or job site without reason, and which results in fines or penalties for the company, may be held liable for said fines or penalties personally.

Timesheets

Timesheets **MUST** be completed **DAILY** via the company timesheet cell phone app. Any employees filling out paper timesheets **MUST** submit copies to the office no later than **MONDAY** of the following week.

Failure to submit timesheets on time may result in loss of hours paid out for that period.

It is very important that employees include as much information as possible when filling out timesheets. Employee work is billed out on a time and materials basis, and any employee that fails to provide adequate logs that results in improper or unbilled work, may be liable for some of that lost revenue.

Dress Code

All employees of Danosh Construction Inc. are required to **supply** their own **CSA approved Safety Boots, Hard Hats, safety glasses and gloves**. A safety vest will be supplied by Danosh Construction Inc. **SAFETY BOOTS AND HARD HATS** are **required** by the Occupational Health and Safety Regulations to be **worn** at **all times** while on **any job sites**. Any specialized equipment or PPE required by specific job sites will be provided by Danosh. Employees will be notified before any project start if they are required to wear anything specific.

Electronic Equipment

Personal use of cell phones or other electronic devices are discouraged during working hours on any Danosh Construction project site, as well as within any Danosh Construction owned property. If employees need to take/place emergency calls during work hours, please use your designated break space away from other employees so as to not disrupt the workflow.

Employees are strictly prohibited from photographing or recording any jobsite or work document without expressed allowance by the site supervisor or company management. Job sites attended by Danosh personnel are confidential and must be treated as such unless otherwise stated.

Social Media

Employees are expected to act responsibly according to our company policies when posting or sharing content that may reflect Danosh Construction as a company. Employees are to ensure others know that your personal account or statements don't represent our company;

- Avoid sharing intellectual property (e.g trademarks) or confidential information.
- Ask your manager or management first before you share company news that's not officially announced.
- Avoid any defamatory, offensive or derogatory content. You may violate our company's anti-harassment policy if you direct such content towards colleagues, clients or partners

Relationships & Harassment

Employees are expected to behave professionally and relationships between employees are to be kept harmonious. Physical harassment, sexual jokes, malicious gossip and improper comments about other employees will not be tolerated, and failure to do so will result in suspension without pay. While we encourage employees to form friendships either in or outside of the workplace. We expect you to focus on your work during work hours and keep personal disputes outside of our workplace.

Employees who feel uncomfortable or unable to work closely with anyone due to personal interest are encouraged to discuss this with their supervisor, or office staff, so an alternative option can be determined. (Workplace harassment forms can be found in our H&S manual)

Alcohol and Drug Policy

Intoxication of any kind is expressly prohibited on any job sites or property owned and operated by Danosh, or at any function at which an employee is representing the company. Danosh managements and supervisors retain the right to refuse work to any employee they deem unfit for

work. Due to the potential danger of such actions, the company policy for this infraction is immediate dismissal.

ALL Danosh Construction offices, shops, out buildings, vehicles, and other enclosed spaces are smoke-free as per the Smoke-Free Ontario Act, 2017. NO smoking or vaping is permitted within 9 meters of any entrance or exit of a designated work space, or area of work where others are present. Failure to comply with this Act can result in fines up to \$5,000 per individual and \$300,000 per company. Employees found at fault for failing to comply with this Act are solely responsible for any fines or penalties they incur.

Company Vehicles

When operating company owned or leased vehicles, it is the lawful duty of the employee to comply with ALL rules and regulations as per the Ontario Highway Traffic Act and Local by-laws. All Danosh Construction yards/properties have posted speed limits that employees are required to adhere to at all times while onsite. Any and all tickets/fines issued while operating a company vehicle are the sole responsibility of the employee responsible, and Danosh Construction retains the right to dock an employee's pay for fines and tickets that are forwarded to our office for payment.

Vehicle Passengers

It is the company's policy that there will be no unauthorized passengers in any company owned or leased vehicle. Employees that ride in company vehicles as passengers are subject to the same rules as the vehicle operator. And any operator/passenger of a Danosh vehicle has the right to refuse to accompany another operator/passenger they feel is unsafe.

Driver's Licence Policy

It is the responsibility of the employee to inform company Management of any traffic violations filed against them while driving a company vehicle. It is also understood that any violations incurred while driving personal vehicles, which would impact their ability to operate a company vehicle, must be reported to company Management. It is also understood that employees will be held personally liable for any damages that may occur if they ever drive a Company vehicle without a valid driver's license. The employee must inform the company if their driver's license is suspended for any reason and shall immediately advise the company of the suspension, and the reason and duration of the suspension of their driver's license.

The employee agrees to supply the company with a photocopy of their current driver's license, to be supplied to the company each and every time their driver's license is re-issued for any reason. Employees will also advise the company when their medical examination is due (if required). If the employee has not passed the required medical exam by the due date, they will not be permitted to drive company vehicles.

Jobsite Safety

Employees are required to follow Danosh Constructions's Jobsite safety rules on ALL sites.

- Hand and power tools shall not be used for any purpose other than that intended. And shall not be operated in any way other than the manufacturer intended.
- All damaged equipment is to be placed out of service immediately.
- All equipment is only to be operated by someone authorized and trained for its use.
- Any personnel operating equipment is to be outfitted with PPE as specified to operate that piece of equipment
- All workers are to be trained for the type of work that is being performed, and no employee is to perform work they are not specifically trained for.

A full list of Danosh safety rules can be found in our H&S manual, jobsite specific JSA's and working procedures will be provided to employees prior to beginning work.

Accident Reporting

It is the employee's responsibility to inform the company of any and all accidents and near-misses. Accident and near-miss reporting forms can be obtained from the office, or jobsite binder if one is present.

Personal Belongings

Danosh Construction Inc. will NOT be liable or held responsible for any damages that may occur to any employee's personal belongings or vehicles.

Housekeeping

It is the responsibility of EVERY employee to follow Danosh Constructions' housekeeping rules;

- All tools and equipment are to be cleaned and put away at the end of each work day
- Work area is to be cleaned free of debris and swept if necessary
- All employee personal belongings are to be removed from the worksite or locked in designated area
- Employee break areas (lunch rooms) are to be cleaned free of mess, leftover food, etc.. and every employee is responsible to wash/put away any dishes they used.
- Washrooms are to be kept clean, if you make a mess YOU CLEAN IT UP.

By signing below, I acknowledge that I have read and understand the company Rules and Policies as set out in this document.

Name: _____

Signature: _____

Witness: _____

Date: _____

Date: _____

DANOSH CONSTRUCTION INC.

Probationary Period

I, _____ hereby acknowledge that I fully understand that during the **first three (3) months** of my employment, I am a probationary employee and as such my performance is subject to review by DANOSH CONSTRUCTION INC.

Name: _____

Signature: _____ Date: _____

Witness: _____ Date: _____

I further acknowledge that I may be released from employment without notice, by the company, at its discretion at any time during my probationary period by DANOSH CONSTRUCTION INC.

My probationary period begins on _____ and ends on _____

Dated this _____ of _____
(Day) (Month/Year)

Signature _____

Witness _____

CONFIDENTIAL EMPLOYEE HISTORY

Employee Full Name: _____

Current Address: _____

Telephone Number: () _____ Cell () _____

Date of Birth : (dd/mm/yyyy) _____ S.I.N.# _____

Marital Status: _____

Please provide an Emergency Contact name and phone number:

Relationship to you}: _____

Banking Information:

Please provide a VOID cheque, Direct Deposit Form OR complete below:

Institution: _____

Transit: _____

Account: _____

FOR OFFICE USE ONLY

Date of Hire: _____

Job Title: _____

Hourly Wage: _____



2023 Personal Tax Credits Return

TD1

Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your tax deductions.

Fill out this form based on the best estimate of your circumstances.

If you do not fill out this form, your tax deductions will only include the basic personal amount, estimated by your employer or payer based on the income they pay you.

Last name		First name and initial(s)		Date of birth (YYYY/MM/DD)	Employee number
Address			Postal code	For non-residents only Country of permanent residence	Social insurance number

1. Basic personal amount – Every resident of Canada can enter a basic personal amount of \$15,000. However, if your net income from all sources will be greater than \$165,430 and you enter \$15,000, you may have an amount owing on your income tax and benefit return at the end of the tax year. If your income from all sources will be greater than \$165,430, you have the option to calculate a partial claim. To do so, fill in the appropriate section of Form TD1-WS, Worksheet for the 2023 Personal Tax Credits Return, and enter the calculated amount here.

2. Canada caregiver amount for infirm children under age 18 – Only one parent may claim \$2,499 for each infirm child born in 2006 or later who lives with both parents throughout the year. If the child does not live with both parents throughout the year, the parent who has the right to claim the "Amount for an eligible dependant" on line 8 may also claim the Canada caregiver amount for the child.

3. Age amount – If you will be 65 or older on December 31, 2023, and your net income for the year from **all** sources will be \$42,335 or less, enter \$8,396. You may enter a partial amount if your net income for the year will be between \$42,335 and \$98,309. To calculate a partial amount, fill out the line 3 section of Form TD1-WS.

4. Pension income amount – If you will receive regular pension payments from a pension plan or fund (not including Canada Pension Plan, Quebec Pension Plan, old age security, or guaranteed income supplement payments), enter **whichever is less**: \$2,000 or your estimated annual pension income.

5. Tuition (full-time and part-time) – Fill in this section if you are a student at a university or college, or an educational institution certified by Employment and Social Development Canada, and you will pay more than \$100 per institution in tuition fees. Enter the total tuition fees that you will pay if you are a full-time or part-time student.

6. Disability amount – If you will claim the disability amount on your income tax and benefit return by using Form T2201, Disability Tax Credit Certificate, enter \$9,428.

7. Spouse or common-law partner amount – Enter the difference between the amount on line 1 (line 1 plus \$2,499 if your spouse or common-law partner is **infirm**) and your spouse's or common-law partner's estimated net income for the year if **both** of the following conditions apply:

- You are supporting your spouse or common-law partner who lives with you
- Your spouse or common-law partner's net income for the year will be less than the amount on line 1 (line 1 plus \$2,499 if your spouse or common-law partner is **infirm**)

In all cases, go to line 9 if your spouse or common-law partner is **infirm** and has a net income for the year of \$26,782 or less.

8. Amount for an eligible dependant – Enter the difference between the amount on line 1 (line 1 plus \$2,499 if your eligible dependant is **infirm**) and your eligible dependant's estimated net income for the year if **all** of the following conditions apply:

- You do **not** have a spouse or common-law partner, or you **have** a spouse or common-law partner who does not live with you and who you are not supporting or being supported by
- You are supporting the dependant who is related to you and lives with you
- The dependant's net income for the year will be less than the amount on line 1 (line 1 plus \$2,499 if your dependant is **infirm** and you **cannot** claim the **Canada caregiver amount for infirm children under 18 years of age** for this dependant)

In all cases, go to line 9 if your dependant is **18 years or older, infirm**, and has a net income for the year of \$26,782 or less.

9. Canada caregiver amount for eligible dependant or spouse or common-law partner – Fill out this section if, at any time in the year, you support an **infirm** eligible dependant (aged 18 or older) **or** an **infirm** spouse or common-law partner whose net income for the year will be \$26,782 or less. To calculate the amount you may enter here, fill out the line 9 section of Form TD1-WS.

10. Canada caregiver amount for dependant(s) age 18 or older – If, at any time in the year, you support an **infirm** dependant age 18 or older (**other than** the spouse or common-law partner or eligible dependant you claimed an amount for on line 9 or could have claimed an amount for if their net income were under \$17,499) whose net income for the year will be \$18,783 or less, enter \$7,999. You may enter a partial amount if their net income for the year will be between \$18,783 and \$26,782. To calculate a partial amount, fill out the line 10 section of Form TD1-WS. This worksheet may also be used to calculate your part of the amount if you are sharing it with another caregiver who supports the same dependant. You may claim this amount for more than one infirm dependant age 18 or older.

11. Amounts transferred from your spouse or common-law partner – If your spouse or common-law partner will not use all of their age amount, pension income amount, tuition amount, or disability amount on their income tax and benefit return, enter the unused amount.

12. Amounts transferred from a dependant – If your dependant will not use all of their disability amount on their income tax and benefit return, enter the unused amount. If your or your spouse's or common-law partner's dependent child or grandchild will not use all of their tuition amount on their income tax and benefit return, enter the unused amount.

13. TOTAL CLAIM AMOUNT – Add lines 1 to 12.
Your employer or payer will use this amount to determine the amount of your tax deductions.

Filling out Form TD1

Fill out this form **only** if any of the following apply:

- you have a new employer or payer, and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration
- you want to change the amounts you previously claimed (for example, the number of your eligible dependants has changed)
- you want to claim the deduction for living in a prescribed zone
- you want to increase the amount of tax deducted at source

Sign and date it, and give it to your employer or payer.

More than one employer or payer at the same time

If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1 for 2023, you **cannot** claim them again. If your total income from all sources will be more than the personal tax credits you claimed on another Form TD1, check this box, enter "0" on Line 13 and do not fill in Lines 2 to 12.

Total income is less than the total claim amount

Tick this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 13. Your employer or payer will not deduct tax from your earnings.

For non-resident only (Tick the box that applies to you.)

As a non-resident, will 90% or more of your world income be included in determining your taxable income earned in Canada in 2023?

Yes (Fill out the previous page.)

No (Enter "0" on line 13, and do not fill in lines 2 to 12 as you are not entitled to the personal tax credits.)

Call the international tax and non-resident enquiries line at **1-800-959-8281** if you are unsure of your residency status.

Provincial or territorial personal tax credits return

You also have to fill out a provincial or territorial TD1 form if your claim amount on line 13 is more than \$15,000. Use the Form TD1 for your province or territory of **employment** if you are an employee. Use the Form TD1 for your province or territory of **residence** if you are a pensioner. Your employer or payer will use both this federal form and your most recent provincial or territorial Form TD1 to determine the amount of your tax deductions.

Your employer or payer will deduct provincial or territorial taxes after allowing the provincial or territorial basic personal amount if you are claiming the basic personal amount **only**.

Note: You may be able to claim the child amount on Form TD1SK, 2023 Saskatchewan Personal Tax Credits Return if you are a Saskatchewan resident supporting children under 18 at any time during 2023. Therefore, you may want to fill out Form TD1SK even if you are **only** claiming the basic personal amount on this form.

Deduction for living in a prescribed zone

You may claim **any** of the following amounts if you live in the Northwest Territories, Nunavut, Yukon, or another prescribed **northern** zone for more than six months in a row beginning or ending in 2023:

- \$11.00 for each day that you live in the prescribed northern zone
- \$22.00 for each day that you live in the prescribed northern zone if, during that time, you live in a dwelling that you maintain, and you are the only person living in that dwelling who is claiming this deduction

Employees living in a prescribed **intermediate** zone may claim 50% of the total of the above amounts.

For more information, go to canada.ca/taxes-northern-residents.

\$

Additional tax to be deducted

You may want to have more tax deducted from each payment if you receive other income such as non-employment income from CPP or QPP benefits, or old age security pension. You may have less tax to pay when you file your income tax and benefit return by doing this. Enter the additional tax amount you want deducted from each payment to choose this option. You may fill out a new Form TD1 to change this deduction later.

\$

Reduction in tax deductions

You may ask to have less tax deducted at source if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, Request to Reduce Tax Deductions at Source, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Forms and publications

To get our forms and publications, go to canada.ca/cra-forms-publications or call **1-800-959-5525**.

Personal information (including the SIN) is collected for the purposes of the administration or enforcement of the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be used or disclosed for purposes of other federal acts that provide for the imposition and collection of a tax or duty. It may also be disclosed to other federal, provincial, territorial, or foreign government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties, or other actions. Under the Privacy Act, individuals have a right of protection, access to and correction of their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 120 on Info Source at canada.ca/cra-information-about-programs.

Certification

I certify that the information given on this form is correct and complete.

Signature _____

Date _____

It is a serious offence to make a false return.

Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your provincial tax deductions.

Fill out this form based on the best estimate of your circumstances.

Last name	First name and initial(s)	Date of birth (YYYY/MM/DD)	Employee number
Address	Postal code	For non-residents only Country of permanent residence	Social insurance number

1. Basic personal amount – Every person employed in Ontario and every pensioner residing in Ontario can claim this amount. If you will have more than one employer or payer at the same time in 2023, see "More than one employer or payer at the same time" on page 2. **11,865**

2. Age amount – If you will be 65 or older on December 31, 2023, and your net income will be \$43,127 or less, enter \$5,793. You may enter a partial amount if your net income for the year will be between \$43,127 and \$81,747. To calculate a partial amount, fill out the line 2 section of Form TD1ON-WS, Worksheet for the 2023 Ontario Personal Tax Credits Return.

3. Pension income amount – If you will receive regular pension payments from a pension plan or fund (not including Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter **whichever is less**: \$1,641 or your estimated annual pension.

4. Disability amount – If you will claim the disability amount on your income tax and benefit return by using Form T2201, Disability Tax Credit Certificate, enter \$9,586.

5. Spouse or common-law partner amount – Enter \$10,075 if you are supporting your spouse or common-law partner and **both** of the following conditions apply:

- Your spouse or common-law partner lives with you
- Your spouse or common-law partner's net income for the year will be \$1,007 or less

You may enter a partial amount if your spouse's or common-law partner's net income for the year will be between \$1,007 and \$11,082. To calculate a partial amount, fill out the line 5 section of Form TD1ON-WS.

6. Amount for an eligible dependant – Enter \$10,075 if you are supporting an eligible dependant and **all** of the following conditions apply:

- You do **not** have a spouse or common-law partner, or you **have** a spouse or common-law partner who does not live with you and who you are not supporting or being supported by
- The dependant is related to you and lives with you
- The dependant's net income for the year will be \$1,007 or less

You may enter a partial amount if the eligible dependant's net income for the year will be between \$1,007 and \$11,082. To calculate a partial amount, fill out the line 6 section of Form TD1ON-WS.

7. Ontario caregiver amount – You may claim this amount if you are supporting an eligible infirm dependant aged 18 or older who is your or your spouse's or common-law partner's:

- child or grandchild
- parent, grandparent, brother, sister, aunt, uncle, niece or nephew who is resident in Canada

To calculate this amount, fill out the line 7 section of Form TD1ON-WS.

8. Amounts transferred from your spouse or common-law partner – If your spouse or common-law partner will not use all of their age amount, pension income amount, or disability amount on their income tax and benefit return, enter the unused amount.

9. Amounts transferred from a dependant – If your dependant will not use all of their disability amount on their income tax and benefit return, enter the unused amount.

10. TOTAL CLAIM AMOUNT – Add lines 1 to 9.
Your employer or payer will use this amount to determine the amount of your provincial tax deductions.

Filling out Form TD1ON

Fill out this form only if you are an employee working in Ontario or a pensioner residing in Ontario and any of the following apply:

- you have a new employer or payer, and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration
- you want to change the amounts you previously claimed (for example, the number of your eligible dependants has changed)
- you want to increase the amount of tax deducted at source

Sign and date it, and give it to your employer or payer.

If you do not fill out Form TD1ON, your employer or payer will deduct taxes after allowing the basic personal amount **only**.

More than one employer or payer at the same time

- If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1ON for 2023, you **cannot** claim them again. If your total income from all sources will be more than the personal tax credits you claimed on another Form TD1ON, check this box, enter "0" on line 10 and do not fill in lines 2 to 9.

Total income is less than the total claim amount

- Tick this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 10. Your employer or payer will not deduct tax from your earnings.

Additional tax to be deducted

If you want to have more tax deducted at source, fill out section "Additional tax to be deducted" on the federal Form TD.

Reduction in tax deductions

You may ask to have less tax deducted at source if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, Request to Reduce Tax Deductions at Source, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Forms and publications

To get our forms and publications, go to canada.ca/cra-forms-publications or call **1-800-959-5525**.

Personal information (including the SIN) is collected for the purposes of the administration or enforcement of the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be used or disclosed for purposes of other federal acts that provide for the imposition and collection of a tax or duty. It may also be disclosed to other federal, provincial, territorial, or foreign government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties, or other actions. Under the Privacy Act, individuals have a right of protection, access to and correction of their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 120 on Info Source at canada.ca/cra-information-about-programs.

Certification

I certify that the information given on this form is correct and complete.

Signature _____

Date _____

It is a serious offence to make a false return.