



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 the Danosh Group of Companies 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 is strictly prohibited while operating a company vehicle, and 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

- oth- 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 Construction'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: _____