



EMPLOYEE HANDBOOK

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EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

SECTION 1: WELCOME MESSAGE & INTRODUCTION

Welcome to Skills Canada British Columbia (SCBC). This Employee Handbook provides valuable information including employment practices, conduct, and a brief overview of the benefits provided to you as a valued employee. This employee handbook defines who we are as a team and how we work together. The success of Skills Canada is determined by our success in operating as a team, and the success of that team is guaranteed by the extremely qualified, creative, and productive

employees we hire. If you have any questions about this handbook, or your job, please discuss feel free to discuss with

your Supervisor, Executive Director, or a member of the Executive Committee. The Skills Canada BC Board of Directors approved the Guidelines on (insert appropriate date). Any amendments to the Guidelines will be implemented only after they have been approved by the Executive Committee.

The Guidelines should be reviewed at least once per fiscal year or when there is an announcement of significant change to legislation (including a legal review to ensure continued conformity with British Columbia's labour standards).

The Executive Director is responsible for the day-to-day interpretation and application of handbook. If there is a disagreement over the interpretation or application of the handbook that cannot be resolved by the Executive Director, the matter shall be referred to the Executive Committee. The Executive Committee's response should be recorded in writing and inserted into the relevant section of the handbook.

HANDBOOK OVERVIEW & ENFORCEMENT

The information in the Employee Handbook are intended as guidelines only. This handbook is not an offer that seeks the formation of a contract obligation. The Board of Skills Canada BC reserves the right to change or amend the provisions of this manual and its contents so long as it remains in compliance with the applicable legislation.

This handbook replaces all prior corporate handbooks, and supersedes all prior oral descriptions, other written materials or memoranda that may have been distributed in a summary or handbook. SCBC reserves the right to modify, revoke, suspend or change in writing, any or all such plans, policies, or procedures, in whole or in part, at any time with or without prior notice, as business, employment legislation, and economic conditions dictate. The resolution of any questions or interpretations or application of the guidelines will be as legislatively required or up to the sole discretion of SCBC.

Please note that employees shall not accrue eligibility for monetary benefits that they have not become eligible for through actual time spent at work or by operation of applicable legislation. Also, employees shall not accrue eligibility for any benefits, rights, or privileges beyond that last day worked.

No verbal statement or promise by a supervisor, Executive Director, or Board member, past or present, may be interpreted as a change in policy nor will it constitute an agreement with an employee.

SECTION 2: STANDARDS OF CONDUCT

CODE OF CONDUCT

SCBC is committed to ensuring a safe, inclusive work environment for all employees and sub-contractors. This handbook along with The Human Rights code/commission, The Occupational Health, and Safety Act., together create expectations for behaviour which apply to all employees or behaviour which apply to all employees and sub-contractors of SCBC, whether in office, onsite or during business related events and travel or in any other circumstance that may have impact on the representation of the Board. This handbook is meant to be a guideline of expectations, and there may be scenarios that are not covered – in which case it is expected that you use your best judgement to represent SCBC in a positive manner.

Please refer to the SCBC Policy Manual for further information on this section.

ACCESSIBILITY

The SCBC Board is committed to ensuring equal access and participation for people with disabilities. We are committed to providing an accessible and inclusive environment in all aspects of the employment relationship including, but not limited to, applications, recruitment, hiring, training, compensation, benefits, promotion, assignments, working conditions, discipline, terminations, layoffs, and leaves of absence.

SCBC will pro-actively seek to reasonably accommodate employees by removing barriers that limit, restrict, or prevent individuals with disabilities from participating fully and equally in the workplace.

EQUAL OPPORTUNITY

SCBC is committed to equal employment opportunity in all its practices including recruiting, hiring, promotions, compensation, other benefits, training, and recall practices. These practices will be administered without regard to any protected ground under the applicable Human Rights Code or Commission.

SCBC is an equal opportunity employer and encourages women, Aboriginal and Indigenous persons, persons with disabilities and members of visible minorities to apply. Our goal is to hire individuals with diverse characteristics, backgrounds, and perspectives.

Human Rights Codes prohibit discrimination based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability, or conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered.

Employees who feel that they have been a victim of workplace discrimination or harassment may lodge a complaint with Executive Director or the Executive Committee.

SCBC believes in and supports the intent of the Human Rights Code. We are committed to maintaining an environment free of discrimination and harassment in the workplace and to take necessary steps to eliminate such unacceptable conduct. SCBC maintains zero tolerance for acts of discrimination and harassment; any violation of this policy will result in disciplinary action up to and including termination, for cause. We encourage initiative and personal leadership by individuals as the best means to ensure this.

This applies to each and every aspect of employment and the employment process, specifically including, but not limited to, applications, recruitment, hiring, training, compensation, benefits, promotion, assignments, working conditions, discipline, terminations, layoffs, and leaves of absence.

OPEN-DOOR GUIDELINE

SCBC's open-door guideline encourages employees to discuss issues of concern openly and candidly with any member of the Executive Committee or Board members. SCBC can make important improvements based on employee input and foster a shared understanding of guidelines, policy, procedures, and business decisions. Employees will be assured full confidentiality regarding all issues or concerns discussed. Employees reporting issues will not be discriminated against nor will they suffer any reprisal.

COMMUNICATIONS

SCBC strives to ensure that our staff members are provided with accurate and appropriate information regularly that details the processes, achievements, and changes that occur within the organization. This was adopted to establish guidelines for appropriate internal communication and to ensure that all staff members can work effectively as a team. SCBC is interested in hearing from you and learning about your ideas and comments on your job and the business.

INTELLECTUAL PROPERTY

The Board will be the owner of all intellectual property rights in such ideas, material and inventions relating to SCBC's business, and of all results of services performed by employees during their service, including without limitation all ideas, inventions (whether or not it is patented or

patentable), copyrights, trade secrets or otherwise relating to the technologies of the Board, all of which will be owned by and be the sole and exclusive property of the Board.

NON-SOLICITATION

Employees are not permitted to directly or indirectly approach, solicit or direct away from the Board any customer, employee, or contractor where the introduction took place as a result of your employment and with respect to business of any kind which is the same as or similar to the business of SCBC.

PRIVACY & CONFIDENTIAL INFORMATION

In the course of your employment, you may have access to personal information of the SCBC and candidates gathered in the course of commercial activities. All information shall be treated as confidential information, which may not be used or disclosed to anyone except in the course of employment duties, and with the appropriate consent.

In order to obtain certain benefits in the course of the employment relationship, and for the administration of the relationship, personal information will be provided to SCBC, such as your Social Insurance Number, dependent information, and banking information. When you provide personal information about yourself to the Board, you are consenting to its use in the course of the management and administration of the employment relationship.

NON-DISPARAGEMENT

You understand and agree that, as a condition of employment you shall not make any false, disparaging or derogatory statements to any media outlet, industry group, financial institution or current or former employee, consultant, client or customer of the Board and its affiliates regarding the Board or any of its directors, officers, employees, agents or representatives or about business affairs and financial condition; provided, however, that nothing herein shall prevent you from making truthful disclosures to any governmental entity or in any legal proceedings.

SOCIAL MEDIA

Employees must never post on behalf of SCBC without express permission to do so. Employee's personal social media accounts should never be used to make official statements for SCBC.

SCBC social media accounts must be approved before being activated. Contact the Executive Director of SCBC if you would like to propose a new social media account for approval. If this process is not followed, any existing accounts will be contacted directly, reported, and requested to close.

Posting images of employees, subcontractors, or other individuals you may interact with in the course of your work must not be done without first obtaining permission from anyone depicted

in the photograph or video. Keep in mind that photographs posted on social media sites can easily be appropriated by visitors.

Confidential Information: There are many different types of confidential information that an employee may have access to in the course of their work. Employees must not comment on confidential financial information including SCBC's future business performance, business plans or prospects regardless of the location.

CORPORATE BRAND ACCEPTABLE USE & APPLICATION

The Skills Canada corporate brand identity includes several distinct graphic elements, designs, layouts, and trademarked phrases. Over time, these marks have or will become recognized symbols of our brand. They are the property of Skills Canada and represent a significant investment on its part. As such, Skill Canada has a vested interest in how these marks are used by employees. It is an obligation of all employees to support and protect our corporate marks. Any usage of SCBC's brand must be approved by the Board or Executive Director prior to use. Any unapproved use is unacceptable.

Unauthorized use of the Skills Canada name, logo, or trademarks without the express and written permission of an authorized official of SCBC is strictly prohibited.

DO NOT - Use the Skills Canada name, logo or trademarks for promotional announcements, advertising, product-related press releases or other commercial use, or to promote a product, cause, or political party or candidate.

RIGHT TO DISCONNECT

SCBC is committed to you as an employee, and the responsibility of all staff to ensure there is a supportive environment, which enables staff to disconnect from the workplace.

This applies to all employees, subsidiaries, third party contractors, volunteers and consultants engaged by SCBC or any subsidiaries.

The term "disconnecting from work" is defined to mean not engaging in work-related communications, including emails, telephone calls, video calls or reviewing any other work or message, and to be free from the performance of your duties outside of working hours.

The health and wellbeing of our employees is of the utmost importance to us and we as a team, encourage and support our employees in prioritizing their own wellbeing. Disconnecting from work is vital for a person's wellbeing as well as sustaining a positive work-life balance.

SCBC recognizes that every employee has the right to, and should, disconnect from work outside of their normal working hours unless there is an emergency or agreement to do so, for example "on-call" work.

WORKING HOURS

An employee's working hours will naturally vary within SCBC and each individual's working hours are set out in their Terms and Conditions of Employment. All employees have the right to disconnect in the context of their own normal working pattern. Should you have any queries regarding this, please speak to your Executive Director or a Executive Committee.

DRESS CODE & PERSONAL HYGIENE GUIDELINE

All employees must maintain professionalism with dress code when conducting business. The intent of our business casual dress code is to provide our employees with flexibility in their business attire while retaining a professional image at work. Even if you do not deal with clients in person, it is crucial to how employees dress reflects not only the individual, but also the image of the SCBC.

Appropriate attire should promote productivity and in no way should it interfere with employees' or co-workers' safety. All employees must maintain clean, neat, and proper attire, which also includes healthy grooming practices. Visibly offensive and/or threatening tattoos are unacceptable. No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, business casual attire for work, please ask your Executive Director or Executive Committee.

When attending business meetings with visitors or clients, whether on site or offsite, your attire should reflect that of the individuals with whom you are meeting.

The Executive Director will ensure employees in their division/department are dressed appropriately and in accordance with this guideline.

PERSONAL CELL PHONE USE

The use of SCBC-provided cell phones or devices for personal reasons should be restricted during work time and should occur only during scheduled breaks or lunch periods in non-working areas.

HOUSEKEEPING

The general state of the workplace regarding cleanliness and housekeeping reflects not only the pride we take in SCBC, but also our concern for the safety of ourselves, fellow employees, and visitors to our location. An untidy workplace is an accident waiting to happen. All employees are expected to make housekeeping a regular part of their daily activities.

USE OF EQUIPMENT AND VEHICLES

Equipment and subscriptions that are essential in accomplishing job duties is often expensive replace. When using such property, including any computer equipment, hardware, or

subscriptions, employees are expected to exercise care, perform required maintenance, and follow all operating instructions,

standards, and guidelines. SCBC equipment must only be used for legitimate business purposes. Employees should notify their supervisor of any equipment or machines that appear damaged, defective, or need repair. Prompt reporting of damage, defects and the need for repairs could prevent deterioration of equipment and injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job. All equipment must be returned at the time of an employee's termination of employment.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination. An employee may be held financially responsible for any loss incurred by the organization due to negligence.

USE OF COMPUTER EQUIPMENT, SYSTEMS & NETWORKS, INCLUDING E-MAIL AND INTERNET USAGE

SCBC provides employees access to e-mail and the internet for the effective and efficient performance of their job functions and responsibilities. Unauthorized use of e-mail and the internet places undue strain on SCBC networks. Use of e-mail or the Internet for purposes unrelated to the business is not permitted. Please also note that any content, including emails sent or received on SCBC's equipment or networks, are the property of SCBC both during and following employment with SCBC.

STANDARDS OF PROFESSIONAL CONDUCT

We are committed to providing a safe, healthy workplace that promotes job satisfaction and a respectful atmosphere. We believe it is a shared responsibility of all employees to work towards constant improvement of our workplace. To help us maintain an exemplary work environment, all employees must conduct themselves ethically and professionally. SCBC expects each of its employees to adhere to the highest standards of personal and professional conduct including his or her involvement with SCBC personnel and outside personnel.

We reserve the right to discipline, up to and including terminating, any employee for violation of any corporate policy, practice or standard of conduct, or any act or cause not listed below. The following are examples of the kinds of misconduct which will not be tolerated. This list is not intended to be all-inclusive, and SCBC reserves the right to determine the nature and extent of any discipline based upon the circumstances of each individual case.

1. Unsatisfactory work performance or failure to satisfy conditions of employment.
2. Habitual absences or lateness without bona fide reason, authorization, or proper reporting or leaving work without authorization.
3. Falsification of employment application or any other corporate records or documents.
4. Disorderly, immoral, or indecent conduct.

5. Failure to record working time accurately.
6. Insubordination or other refusal to perform or willful neglect of duty.
7. Use of vulgar, profane, or obscene language including any communication or action that violates policy against employment discrimination.
8. Disorderly conduct, fighting or other acts of violence; causing physical harm to any person.
9. Sleeping on the job.
10. Excessive use of SCBC telephones for personal use during working hours.
11. Engaging in sabotage.
12. Harassing, threatening, intimidating, coercing, or interfering with a fellow employee.
13. Making false, vicious, or malicious statements about any employee, Skills Canada, or its products or services.
14. Misuse, destruction, or removal of SCBC property or property of other employees.
15. Theft, including physical and intellectual properties.
16. Possessing, or using weapons on SCBC property, or while conducting SCBC business.
17. The possession, sale, use, or reporting to work under the influence of alcohol, marijuana, controlled substances, or illegal drugs on SCBC property or on SCBC time or on personal time whereby such use adversely affects the employee's work performance, the safety of the employee's own safety or the safety of others at work, or
18. Unauthorized removal or disclosure of confidential corporate information relating to SCBC and its business.
19. Dishonest, illegal, or improper business activities, including the giving or taking of bribes of any nature.
20. Commission of crime.
21. Violation of the SCBC computer or software use policies.
22. Willful violations or disregarding of any health and safety practices, policies, procedures, or regulations.
23. Refusal to comply with corporate policies and procedures.

SECTION 3: HUMAN RESOURCES

PROBATIONARY PERIOD

The first three months of employment will be an introductory probationary period for the employee and SCBC. The probationary period is intended to give both the employee and SCBC an opportunity to assess whether a mutual fit exists; it allows the employee time to determine if they have made the right career decision and for SCBC to determine if the employee's initial work performance meets the requirements of the job.

All newly hired employees will be evaluated at least once during the first three months of employment. Some of the items reviewed will be performance, reliability, responsibility, and the ability to work with others.

If it appears to either the employee or SCBC, during or after completion of the probationary period, that the employment relationship is not beneficial to either party, then the employee may resign and/or SCBC has the right to terminate employment without compensation in lieu of notice.

In the event an employee does not complete the probationary period, no benefits will have accrued with respect to sick days or other employee benefits that the employee is not entitled to by the provisions of the applicable Employment Standards.

JOB DESCRIPTIONS

Job descriptions are available and can be obtained from the Executive Director.

Job descriptions and duties may be amended as the business dictates and evolves. The duties prescribed in your job description are not exhausted of; and any addition in duties will be reviewed annually and does not necessarily constitute a promotion or increase in salary.

EMPLOYMENT RECORDS

Any change relative to the following should be reported immediately to the Executive Director:

- Name
- Address
- Phone number
- Payroll bank deposit information
- Marital status
- Number of dependents
- Beneficiary information
- Personal emergency contact

An employee's original personnel file consists of the employee's employment agreement, tax forms, emergency information, performance appraisals, benefits information, or other appropriate employment-related documents. Misrepresentation of any fact on your application or in your personnel file is sufficient reason for dismissal.

As per the Personal Information Protection Act (PIPA), employees may request, in writing, to have access to their personal information held by SCBC. Employees must provide sufficient and specific information so that the Executive Director can understand the request and respond promptly. SCBC has 30 days to complete the request, from the day it was received. Requests may be made to collect, correct, or amend personal information.

HOURS OF WORK

Operations:

The regular workweek is based on 37.5 hours. The hours of work for all full-time employees will be 8 hours per day, Monday to Friday, from 8:00 a.m. to 4:00 p.m. This includes an unpaid 30-minute eating period. However, different employees may have different hours to

ensure the smooth operation of SCBC. The Executive Director is responsible for determining the work schedule for each employee.

MEALS AND OTHER BREAKS

All employees must take a half-hour meal break after five consecutive hours of work. A meal break is in the employee's own time and will not be paid for by SCBC. Employees are expected to be diligent about returning from all breaks on time. Two paid ten-minute breaks, other than the lunch break, are permitted during any eight-hour work shift. All efforts should be made to schedule breaks and lunch at staggered times to allow for sufficient department coverage.

PERSONAL CELL PHONE GUIDELINE

Cell phones can be a distraction in the workplace. Excessive personal calls during the workday, regardless of the phone use, can interfere with employee productivity and be distracting to others. Employees should limit personal cell phone use to break times unless in the case of emergency.

We will not be responsible for any personal devices that are brought into the workplace and are damaged, lost, or stolen. The use of personal devices is not encouraged through the course of normal business unless in the case of emergency or on personal time.

ATTENDANCE & PUNCTUALITY

SCBC places a high value on attendance and punctuality and expects all employees to arrive at work at the scheduled time on each working day. Regular attendance and consistent punctuality are critical to the goals, objectives, effectiveness, and standards of SCBC and its business operations. Employees who are chronically absent or tardy adversely affect productivity and staff morale, thus diminishing the quality and level of normal business operations.

The burden of additional work due to absences and tardiness often falls on co-workers and is not acceptable. Unsatisfactory attendance, including late reporting or leaving early, may be cause for disciplinary action up to and including termination, for cause.

If an employee cannot report to work on time, they must contact the Executive Director with as much notice as possible before the regular start time, with a reasonable explanation. Please be certain to speak to the executive director directly. If your manager is not available, employees are required to leave a voice message and then speak to the Executive Committee. An employee who does not report an absence by calling in will be deemed to have an unexcused absence, which may be cause for disciplinary action up to and including termination, for cause. Any absence for three (3) or more consecutive workdays without notification shall be deemed job abandonment. We reserves the right to terminate with cause any employee who has been deemed to have abandoned their position without compensation in lieu of notice.

Absences (due to illness or injury) of three days or more must be documented in the form of a doctor's note confirming the date of examination, an expected return-to-work date and/or any required accommodation in the workplace. The employee may be required to provide a medical clearance in the form of a doctor's note or letter, confirming ability to return to regular duties for the consecutive absence of three (3) days or more. Upon request, medical documentation must be supplied within three (3) business days and prior to the start of or return to work. This does not include any mandatory quarantine periods in accordance with applicable legislations.

SEVERE WEATHER

We are committed to the safety and protection of our employees in severe weather conditions. Therefore, we will accept reasonable late arrivals to work due to severe weather. However, employees are expected to make a diligent effort to allow extra time for weather conditions and to report to work as scheduled as soon as driving conditions (if applicable) and weather permits. If an employee determines that they are unable to report to work because of the conditions, the employee must notify their supervisor as soon as possible.

TRANSFER OF POSITION / DEPARTMENT

It is the position of SCBC to fill job vacancies whenever possible by promoting qualified employees from within our network. Candidates will be assessed based on their individual work performance, experience and skill set. Length of service, although considered, shall not be the sole determining factor in selecting candidates for promotion, as the most qualified employee will be assigned to fill each job. Due to familiarity with the job duties and developed skill set, the preferred path for promotion is within an candidates skill set.

PROMOTIONS AND ADVANCEMENTS

SCBC attempts to fill vacant positions through promotion or transfer if an employee's skills and experience match staffing requirements. This practice is designed to recognize the opportunity for advancement within our existing team. Promotions and advancements, when available, will be determined based on qualifications, past performance, commitment to corporate goals, reliability, and seniority.

Any employee interested in a transfer or promotion to any position and/or department should contact the Executive Director.

EMPLOYMENT OF RELATIVES

SCBC does not discourage, nor prohibit the employment of more than one member of a family; however, due to the potential for conflicts of interest, employing family members to the same department is discouraged. Such circumstances specifically apply where one member of a family would exercise any form of supervision or direct influence over an immediate relative. For the purpose of this guideline an immediate relative is defined as spouse, common-law spouse, child, stepchild, sibling, parent, sister/brother-in-law,

mother/father-in-law, son/daughter-in-law, grandparent, grandchild, niece, nephew, or cousin. This guideline also applies in circumstances involving intimate personal relationships.

Examples of conflicts of interest related to the employment of relatives include:

- Hiring decisions
- Promotions
- Renewal of contracts
- Performance evaluation
- Disciplinary procedures
- Salary considerations
- Respect for confidentiality

In the event this situation does occur, the manager/supervisor in the relationship will not be the sole decision-making authority. They will prepare a proposal for consideration by the Executive Director, where approval may or may not be granted, maintaining the fair and equitable implementation of policies and procedures.

DISCIPLINARY PROCEDURE

In the event an employee of SCBC violates a policy or exhibits problematic behavior, a system of progressive discipline shall be utilized where possible.

Employees will be given three opportunities to correct inappropriate behavior. With each infraction or apparent problem, the employee will be provided with either a written or verbal warning to alert them to the problem, provide a reiteration of the correct policy regarding the violation, advise them of the consequences associated with further infractions, and provide a suggestion towards a method of improvement.

If no further infractions of the policy in question occur after the initial verbal or written warning, no further disciplinary action shall follow.

Degrees of discipline shall be used in relation to the infraction, as the situation dictates, based on the past performances of the employee, and the seriousness of the violation. We reserve the right to skip the three-step disciplinary process and move straight to termination depending on the severity of the violation and in accordance with zero-tolerance policies.

Before the progressive disciplinary steps below, a review of the employee file is needed to determine the disciplinary level.

Step 1. Verbal Warning: The employee will receive instructions as to what is needed to bring his/her performance or behaviour up to an appropriate level. The verbal warning will be documented as a record of issuance.

Step 2. Written Warning by Management: The Executive Director will meet with the employee to review corrective actions and implement a performance improvement plan.

Future meetings may be necessary to follow-up on and document progress. The employee will be advised of the next steps (final written warning/suspension and termination) should performance not improve.

Step 3. Final Written Warning or Suspension: A final written warning or suspension may be given by the Executive Director or Executive Committee; duration of the suspension will depend on the severity of violation and circumstances. Should performance not improve, the discipline would then proceed to termination.

Step 4. Termination: If you are terminated, you will be terminated for cause and in accordance with the for-cause termination legislation. You shall not be entitled to termination pay in lieu of notice or any other unearned compensation and/or common law entitlement. Should the termination decision be reversed by ruling, it shall be restricted to the entitlement as provided in the applicable legislation at that time. Termination will be arranged and coordinated through the Executive Branches.

CONFLICT RESOLUTION

Each employee has the right to be dealt with fairly and justly; however, misunderstandings and differences in opinion will occur in the workplace. Employees are encouraged to first work out differences between the parties involved. If this does not result in an understanding or resolution, employees are encouraged to inform the Executive Director of any issues or complaints they may have. Often the Executive Director is not aware of a problem until the employee brings it to the appropriate person's attention. The complaint may be verbal or writing. If an employee is not satisfied with the results, the employee may take the issue to the Executive Committee. All decisions will be based on a thorough investigation of all the facts and interviews with appropriate personnel.

CONFIDENTIALITY

Employees are not permitted to reveal to anyone outside SCBC, under any circumstances except when required by law, information that might be harmful. Information considered harmful or damaging includes that which could hinder or restrict the achievement of corporate objectives, would adversely affect the public image of SCBC. This obligation applies to all employees, whether presently employed by SCBC or no longer employed by SCBC.

The Employee Confidentiality Agreement is a condition of employment that is required to be signed by all employees. If you have any questions, please the Executive Director, or refer to your signed Agreement.

PRIVACY

Employees of SCBC must abide by SCBC procedures for the collection, use and/or disclosure of personal information; including access to, and correction of, personal information, and procedures for the withdrawal of one's consent to the collection, use and/or disclosure of one's personal information.

The *Consent for the Collection, Use, and Disclosure of Personal Information Agreement* is a condition of employment that is required to be signed by all employees. If you have

any questions, please contact Human Resources, or refer to your signed Agreement. This is governed by the *Personal Information Protection Act (PIPA)* in British Columbia.

EXIT INTERVIEWS

Your suggestions for improvement and comments regarding your work experience at SCBC are important to us; therefore, an exit interview with employees that voluntarily terminate their employment may be held prior to the end of your employment.

SECTION 4: COMPENSATION, BENEFITS & LEAVE POLICIES

COMPENSATION PAY PHILOSOPHY

The SCBC pay program is designed to enable us to attract and retain the highest quality employees. Our goal is to offer fair and equitable compensation that is competitive within the industry and applicable in local markets.

PAY SCHEDULE

Salaried employees will be paid on a bi-weekly basis. If the regular payday falls on a holiday, employees will be paid on the last regular workday before the holiday. The bi-weekly pay period starts on Sunday morning and includes all work performed for two weeks up to the close of business on Saturday.

SCBC has an electronic deposit payroll system, which employees can access through employee self-service portal or mobile application. This system will allow you to view and update your personal information and retrieve any personal pay and tax documentation pertaining to your employment with SCBC. This includes, pay statements and T4's both current and previous.

SALARY ADVANCES & LOANS TO EMPLOYEES

Sponsors have invested in us so that we may grow SCBC and provide them with a return on their investment. Although SCBC fully understands the needs of employees and the importance of providing fair and equitable benefits to attract and keep qualified staff, we cannot meet the fiduciary responsibilities we have to our sponsors and provide loans or salary advances to employees.

PERFORMANCE AND COMPENSATION REVIEWS

Please refer to the SCBC Policy Manual for information on this section.

BENEFITS

Group Health and Dental Plan

All permanent, employees, who work a minimum of 30 hours per week and who have successfully completed the 90-day probation period, are eligible to participate in SCBC's group health benefits program, in accordance with the terms of the applicable plans. The premiums for the plans offered in the program are paid for 100% by SCBC, unless otherwise stated, with the exception of the LTD premium, which is fully paid by the employee, paid life, AD&D Depend Life Insurance premiums, in accordance with the Canada Revenue Agency (CRA), a taxable benefit. Employees are responsible for updating SCBC on matters that could affect your coverage such as changes in family status (marriage, children, etc., the loss or addition of spousal benefits, residence changes, etc. Participation in the Group Health Benefits program is a mandatory requirement of SCBC. By accepting and signing your employment agreement, you are accepting the terms and further authorize the payroll deduction of any employee paid or shared premiums. This program is subject to change at the sole discretion of SCBC.

Group RRSP Plan

Please refer to the SCBC Policy Manual for information on this section.

Vehicle Benefits and Related Expenses and Reimbursement

Please refer to the SCBC Policy Manual for information on this section

CORPORATE SPONSORED SOCIAL EVENTS

SCBC sponsored social events provide opportunities for us to show appreciation to its employees and their families for the contributions that have been made toward ensuring the success of achieving our objectives.

CORPORATE SPONSORED EVENTS – CONDUCT & DRINKING & DRIVING

SCBC may sponsor and/or promote events where alcohol is being served. Attendance at sponsored events is strictly voluntary. While present at SCBC sponsored events, all staff are expected to conduct themselves in a manner that reflects well on the organization. In the event that an employee is engaged in a serious breach of conduct while at a SCBC Sponsored event, disciplinary actions may be incurred. It is expected that at any such activity, all parties are to act responsibly. Under no circumstance should any employee drink and drive.

Activities that occur after hours and not on SCBC property, even if attended by some (or all employees, do not constitute SCBC endorsed events.

VACATION AND PUBLIC HOLIDAY GUIDELINE

SCBC understands the importance of providing time off for its employees. Employees are encouraged to use their paid vacation time for rest, relaxation and to return to work rejuvenated. The purpose of this guideline is to explain the standards, guidelines, and procedures for paid time off for eligible employees.

Vacation Period and Eligibility

For administrative purposes of this guideline, the “vacation entitlement year” is defined as the 12-month period beginning January 1st of each year and ending on December 31st of the same year.

All employees are eligible for vacation time and pay. For full-time permanent, salaried employees, regular pay continues when vacation time is taken by applying accrued vacation pay. For contract, hourly and other temporary employees, vacation pay will be paid on every pay cheque, and as such there is no additional pay during vacation time taken.

Vacation Entitlement and Calculation

Please refer to the SCBC Policy Manual for information on this section.

Scheduling Vacation

Vacations may be scheduled throughout the entire Calendar year, except wherein SCBC deemed “blackout period” occurs. Any defined blackout period shall be communicated to staff in writing by the Executive Director no later than January 31st each year. Requests for time off during designated blackout periods will not be accepted. Vacation days can be scheduled up to 10 consecutive days at a time; any requests over 2 weeks will be considered an exception and will require approval from the Executive Director. Employees may submit requests for vacation in whole (8hrs) or half day (4hrs) increments only.

Once an employee has submitted a request for time off, the Executive Director will review and either approve or deny the request. Employees will then receive notification of the Executive Director's decision. Employees are encouraged to submit requests for time off at least three (3) weeks in advance. Requests for time off will be approved on a first-come-first-serve basis and may be denied due to staffing requirements, other business considerations or due to insufficiency of vacation balance for the request.

Absence Notifications

Employees who have planned absences in excess of one (1) day shall be responsible to ensure that both internal and external contacts are aware of their absence by:

- Turn email automatic replies (out-of-office) on and enter message accordingly.
- Where appropriate include the information of an alternate contact that can be reached in your absence

Sick Time

Please refer to the SCBC Policy Manual for information on this section.

Authorized Leaves

Please refer to the SCBC Policy Manual for information on this section.

Vacation Interruptions

Once a vacation has commenced, claims cannot be made against any authorized leave such as sick, bereavement leave, etc. for circumstances occurring within the term of such approved and commenced

vacation. However, if an employee's vacation is interrupted due to illness or accident requiring hospitalization, the period of hospitalization is considered upon verification.

Statutory Holidays

Statutory Holiday Pay will be paid to eligible employees for all Statutory recognized Holidays. SCBC will recognize the following as Statutory Holidays:

- New Year's Day (January 1)
- Family Day (February)
- Good Friday (March/April)
- Easter Monday (March/April)
- Victoria Day (May)
- Canada Day (July 1)
- BC Day (First Monday in August)
- Labour Day (First Monday in September)
- Truth and Reconciliation Day (September 30)
- Thanksgiving Day (Second Monday in October)
- Remembrance Day (November 11)
- Christmas Day (December 25)

SCBC will observe holidays that fall on a weekend either on a Friday or Monday. A Holiday Schedule will be prepared and communicated in December of each year for the following year.

Please refer to the SCBC Policy Manual for further information on this section.

LEAVE OF ABSENCE

Please refer to the SCBC Policy Manual for information on this section.

WORKPLACE VIOLENCE

SCBC is committed to ensuring a productive work environment where the dignity and worth of all persons is respected. Accordingly, SCBC does not tolerate workplace violence and will take all reasonable steps to discourage and deal effectively with violence when it does occur. The Board of SCBC acknowledges the responsibility to provide a safe workplace for all employees, contractors and visitors and is thus committed to the prevention of workplace violence. We will take every reasonable precaution to protect our workers from workplace violence from all possible sources.

Please refer to the SCBC Policy Manual for information on this section.

WORKPLACE HARASSMENT

Harassment is any conduct that is directed at a person or persons and the individual knew or should have reasonably known, to be unwelcome, inappropriate or offensive. Harassment can stem from a series of incidents or a single incident depending on its severity of the situation. Workplace harassment can be defined as engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.

Please refer to the SCBC Policy Manual for information on this section.

DRUG AND ALCOHOL POLICY

A worker in possession of, or under the influence of, alcohol, or any drug or intoxicant, which may inhibit safe work performance, shall not perform work or be permitted to work. Any worker found to be under the influence of any such intoxicants described above will be removed from the premises immediately.

Please refer to the SCBC Policy Manual for information on this section.

DISCIPLINARY ACTION

Compliance with SCBC and legislated environmental and safety standards is necessary to maintain a safe and healthy work environment. If any worker chooses to work in an unsafe manner or against policy, The Executive Director must take reasonable precautions for the protection of that worker and/or other workers who may be affected by unsafe work practices or behaviour. Taking reasonable precaution may include re-instruction, re-training and in some cases, when workers willfully disregard safe work procedures or Personal Conduct Standards,

the Executive Director will be required to deal with non-compliance through Progressive Disciplinary Actions against the employee, up to termination for cause.

Any employee who willfully works in violation of Policies and/ or Legislative Requirements will be subject to any of the following disciplinary actions:

- ON FIRST OFFENCE: a verbal or written warning
- ON SECOND OFFENCE: a written warning
- ON THIRD OFFENCE: dismissal

SCBC RESERVES THE RIGHT TO ALTER THE PROGRESSION OF DISCIPLINARY BASED ON LEVEL OF OFFENCE AND NON-COMPLIANCE. THIS INCLUDES BUT IS NOT LIMITED TO **TERMINATION OF ANY EMPLOYEE FOR A SINGLE ENVIRONMENTAL OR SAFETY INFRACTION WITH OR WITHOUT PRIOR NOTICE; AND IN NO EVENT SHALL ANY EMPLOYEE BE ALLOWED MORE THAN THE GUIDELINES PROVIDED IN THIS SECTION.**

Furthermore, all workers are subject to immediate dismissal for any of the following:

- Failure to rectify or notify supervisor of hazardous situation(s).
- Failure to comply with recognized industry practices.
- Unlawful harassment or discrimination.
- Possessing firearms and/or other weapons; threatening physical harm with a weapon or using a weapon to physically harm another person.
- Theft, falsifying time records, or any other dishonest act.
- Sabotage or intentional damage to property.
- Fighting; or engaging in dangerous horseplay.
- Possession of or being under the influence of marijuana, illegal drugs, or alcohol while on or about the premises of our job sites; or the improper use of prescription or “over the counter” drugs, while on or about the premises of our job sites or performing work on SCBC's behalf.
- Insubordination.
- Failure to return to work immediately after the expiration of a leave of absence granted by SCBC
- Without the written permission of SCBC, working elsewhere while on an authorized leave of absence, WCB Claim, or medical leave.
- Willful violation of Health and Safety Guidelines or legislation creating a potential for injury, death, or serious property damage.

Employee's Printed Name

Position

Employee's Signature

Date

