

TABLE OF CONTENTS

1.0 HEALTH, SAFETY & ENVIRONMENT POLICY
1.1 POLICY.....
1.2 RESPONSIBILITIES
1.3 COMMITMENT STATEMENT
2.0 DISCIPLINARY ACTION POLICY
2.1 PURPOSE.....
2.2 RESPONSIBILITIES
2.3 POLICY.....
3.0 BULLYING AND HARASSMENT POLICY
3.1 PURPOSE.....
3.2 DEFINITION.....
3.3 RESPONSIBILITIES
3.4 POLICY.....
3.5 REPORTING PROCEDURES
3.6 INVESTIGATION PROCEDURES
3.7 FOLLOW UP
3.8 TRAINING
3.9 EXAMPLES OF BULLYING AND HARASSMENT.....
4.0 WORKPLACE VIOLENCE POLICY
4.1 PURPOSE.....
4.2 DEFINITION.....
4.3 POLICY.....
4.4 RISKS FROM ROBBERY ASSAULT OR CONFRONTATION
4.5 PURPOSE.....
4.6 POLICY.....
4.7 ABUSIVE AND DIFFICULT CLIENTS / VISITORS.....
4.8 ROBBERY AND ASSAULT
4.9 UNWELCOMED MEMBERS OF THE PUBLIC
4.10 RISK ASSESSMENTS

4.11 MUTUAL RESPECT
5.0 SEXUAL HARASSMENT POLICY.....
5.1 PURPOSE.....
5.2 DEFINITIONS
5.3 POLICY.....
5.4 INVESTIGATIONS.....
5.5 REPORTING
6.0 DISCRIMINATION POLICY
6.1 PURPOSE.....
6.2 DEFINITIONS
6.3 PROHIBITED GROUNDS OF DISCRIMINATION
6.4 POLICY.....
6.5 CONFIDENTIALITY
6.6 FRIVOLOUS OR VEXATIOUS COMPLAINTS.....
7.0 PRIVACY POLICY
7.1 PURPOSE.....
7.2 POLICY.....
7.3 CONSENT
7.4 INFORMATION, COLLECTION, USE & SHARING.....
7.5 ACCURACY OF PERSONAL INFORMATION
7.6 SAFEGUARDING PERSONAL INFORMATION.....
7.7 COMPLAINTS.....
8.0 CONFIDENTIALITY INFORMATION POLICY
8.1 PURPOSE.....
8.2 POLICY.....
9.0 ATTENDANCE AND ABSENTEEISM POLICY
9.1. PURPOSE.....
9.2 DEFINITIONS
9.3 POLICY.....

10.0 NO SMOKING POLICY
10.1 PURPOSE.....
10.2 POLICY.....
10.3 DESIGNATED SMOKING AREAS.....
11.0 DRUG AND ALCOHOL USE POLICY.....
11.1 PURPOSE.....
11.2 POLICY.....
11.3 MEDICATIONS
11.4 PROHIBITIONS
12.0 VACATION LEAVE POLICY
12.1 PURPOSE.....
12.2 POLICY.....
12.3 GRANTING OF EARLY LEAVE
12.4 VACATION PAY
12.5 STATUTORY HOLIDAYS
13.0 OTHER LEAVES POLICY
13.1 PURPOSE.....
13.2 SICK LEAVE POLICY
13.3 BEREAVEMENT LEAVE.....
13.4 PREGNANCY/MATERNITY LEAVE
13.5 PARENTAL LEAVE.....
13.6 FAMILY RESPONSIBILITY LEAVE
13.7 JURY DUTY LEAVE.....
14.0 RESIGNATION AND TERMINATION POLICY
14.1 PURPOSE.....
14.2 JUST CAUSE
14.3 WITHOUT CAUSE
14.4 RESIGNATION
14.5 LAYOFF
15.0 PROBATIONARY PERIOD POLICY.....

15.1 PURPOSE.....
15.2 POLICY.....
15.3 EXTENSION OF PROBATIONARY PERIOD.....
15.4 FAILURE TO COMPLETE A PROBATIONARY PERIOD
16.0 USE OF CELL PHONES & SOCIAL MEDIA POLICY.....
16.1 PURPOSE.....
16.2 DEFINITIONS
16.3 CELL PHONE POLICY.....
16.4 SOCIAL MEDIA POLICY.....
17.0 ENVIRONMENTAL POLICY.....
17.1 PURPOSE.....
17.2 POLICY.....
17.3 ENERGY
17.4 OFFICE SUPPLIES
17.5 PAPER
17.6 TRANSPORTATION
17.7 MAINTENANCE AND CLEANING
17.8 MONITORING AND IMPROVEMENT
17.9 WASTE REDUCTION AND RECYCLING
17.10 WASTE DISPOSAL
17.11 HAZARDOUS WASTE
18.0 WHMIS 2015 POLICY
18.1 PURPOSE.....
18.2 GLOBALLY HARMONIZED SYSTEM OF CLASSIFICATION AND LABELLING OF CHEMICALS (GHS)
18.3 SUPPLIER LABELS (2015).....
18.4 LABELING: WORKPLACE LABEL (2015).....
18.5 PICTOGRAMS (2015).....
18.6 SAFETY DATA SHEETS – SDS (2015).....
18.8 RESPONSIBILITIES
18.9 WORKER TRAINING & EDUCATION
18.10 ENVIRONMENTAL PROTECTION

19.0 COMPANY PROPERTY POLICY
19.1 PURPOSE.....
19.2 POLICY.....
20.0 MEAL AND COFFEE BREAKS POLICY
20.0 PURPOSE.....
20.1 POLICY.....
21.0 COMPUTER USE AND EMAIL POLICY
21.1 PURPOSE.....
21.3 POLICY.....
21.4 IT ACCEPTABLE USE – SOCIAL MEDIA
21.5 SOCIAL NETWORKING PROFILES
21.6 CONSEQUENCES
22.0 WORKING FROM HOME POLICY
22.1 PURPOSE.....
22.2 POLICY.....
23.0 OCCUPATIONAL HEALTH AND SAFETY RULES POLICY.....
OHS POLICY.....
SAFETY REPRESENTATIVE
SUPERVISOR(S) CONTACT INFORMATION
EMERGENCY CONTACT INFORMATION.....
WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM 2015 (WHMIS) & GHS.....
SAFETY DATA SHEETS.....
FIRST AID PROCEDURES
EYE WASH STATIONS
EMERGENCY EVACUATION PROCEDURES.....
MUSTER STATION
PPE - EYE/FACE/BODY/FEET PROTECTION
RESPIRATORY PROTECTION
HEARING PROTECTION
HAZARD REPORTING

WARNING SIGNS
HOUSEKEEPING
TOOLS, MACHINERY & EQUIPMENT
RIGHT TO REFUSE UNSAFE WORK
RIGHT TO PARTICIPATE
RIGHT TO KNOW
SAFE SHARPS DISPOSAL
NO SMOKING (TOBACCO & E-CIGARETTE)
DRUG AND ALCOHOL USE
VIOLENCE IN THE WORKPLACE
ABUSIVE AND DIFFICULT CUSTOMERS
ROBBERY AND ASSAULT
UNWELCOMED MEMBERS OF THE PUBLIC
TRAVELING TO AND FROM WORK
BULLYING AND HARASSMENT
WORKING ALONE
HORSEPLAY
MUSCULOSKELETAL INJURIES (MSI)
BACK SAFETY – HEAVY LIFTING
SAFETY BULLETIN BOARD
YELLOW CAUTION TAPE / RED DANGER TAPE
EXTENSION LADDER SAFETY
STEP LADDER SAFETY
HANDWASHING AND WASHROOM FACILITIES
BIOLOGICAL HAZARDS AND CONTROLS
BLOODBORNE DISEASES
OTHER DISEASES
EXPOSURE PREVENTION (BLOODBORNE DISEASES)
EXPOSURE PREVENTION (OTHER DISEASES)
ACCIDENTAL EXPOSURE (INFECTED BLOOD OR BODY FLUIDS)
HAND WASHING
GLOVES & REMOVAL OF GLOVES
DISPOSABLE RESPIRATORS

N95 RESPIRATOR USER SEAL CHECK PROCEDURES
SURGICAL MASK VERSUS DISPOSAL RESPIRATOR
COVID-19 & OTHER COMMUNICABLE DISEASE PROTOCOL
FIRE EXTINGUISHER SAFETY