



Acadia Atlantic ULC

Corporate Policy Manual

New Brunswick



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|--|-----------|
| <b>INTRODUCTION.....</b>                                 | <b>1</b>  |
| <b>SECTION 1 - EMPLOYMENT.....</b>                       | <b>2</b>  |
| Distribution of the Policy Manual.....                   | 3         |
| Equal Employment Opportunity.....                        | 4         |
| Staffing Authorization.....                              | 5         |
| Recruitment Policy.....                                  | 6         |
| Conditions of Employment.....                            | 7         |
| Employment Testing.....                                  | 8         |
| Verification of Previous Employment.....                 | 9         |
| Licensed Driver Policy.....                              | 10        |
| Hours of Work.....                                       | 11        |
| Attendance.....  | 12        |
| Storm Days.....  | 13        |
| Probationary Period.....                                 | 14        |
| Privacy and Confidentiality Policy.....                  | 15        |
| <b>SECTION 2 - PAY AND PERFORMANCE EXPECTATIONS.....</b> | <b>16</b> |
| Pay Days.....  | 17        |
| Report-In and Call-In Pay.....                           | 18        |
| Overtime.....  | 19        |
| Salary Administration.....                               | 20        |
| Time Card Policy.....                                    | 21        |
| Internet / Email usage.....                              | 22        |
| Cell Phone Usage.....                                    | 23        |
| Telephone, Mail & Fax Policy.....                        | 24        |
| Dress Code.....  | 25        |
| Property and Equipment Care.....                         | 26        |
| <b>SECTION 3 - EMPLOYEE BENEFITS.....</b>                | <b>27</b> |
| Vacation Leave Policy.....                               | 28        |
| Statutory Holidays.....                                  | 29        |
| Christmas Benefit Policy.....                            | 30        |
| Bereavement Leave.....                                   | 31        |
| Leaves of Absence.....                                   | 32        |
| Court Leave.....   | 33        |
| Employee Health Plan.....                                | 34        |
| Employee Retirement Plan.....                            | 35        |
| Purchase of Company Products.....                        | 36        |
| <b>SECTION 4 - EMPLOYEE RELATIONS.....</b>               | <b>37</b> |
| Professional Development.....                            | 38        |
| Performance Management.....                              | 39        |
| Transfers and Promotions.....                            | 40        |
| Employment of Relatives.....                             | 41        |
| Open Door Policy.....                                    | 42        |
| Corrective Action Policy.....                            | 43        |



|   |           |
|---|-----------|
| <b>SECTION 5 - HEALTH AND SAFETY</b> .....                    | <b>44</b> |
| Safety Policy .....   | 45        |
| Protective Wear Policy .....                                  | 46        |
| Workplace Hazardous Materials Information System (WHMIS)..... | 47        |
| First Aid .....   | 48        |
| Family Contact Policy .....                                   | 49        |
| Accident Reporting Policy .....                               | 50        |
| Use of Company Vehicle .....                                  | 51        |
| Traffic Violations .....                                      | 52        |
| Return to Work after Serious Illness or Injury .....          | 53        |
| Smoking Policy .....  | 54        |
| Substance Abuse Policy .....                                  | 55        |
| Harassment Policy .....                                       | 56        |
| <b>SECTION 6: SEPARATION OF EMPLOYEES</b> .....               | <b>57</b> |
| Resignation and Voluntary Separation Policy .....             | 58        |
| Termination / Layoff Policy .....                             | 59        |
| Group Termination / Layoff Policy.....                        | 60        |
| Return of Company Property .....                              | 61        |
| Retirement .....  | 62        |
| Termination with Cause .....                                  | 63        |
| <b>APPENDIX A</b> .....                                       | <b>64</b> |



## **Introduction**

### **How to Use this Manual**

This policy manual should be used as a management tool for decision-making and to ensure fair treatment of all employees. It serves to set expectations of employees and the obligations of both management and staff. Manual is not to leave the premises.

### **Distribution of this Manual**

Corporate Policy Manuals will be available for employee review in each store.

### **Declaration of Understanding**

All new employees will have Acadia Atlantic's policies explained in detail, including each section of this policy manual. The manual will be reviewed with each current employee, and all staff will be asked to sign a Declaration of Understanding.

### **Violation of Policies**

All employees are bound by this Policy Manual and are expected to abide by the policies herein. Failure to do so will lead to appropriate corrective action as presented and defined in this Policy Manual. This list is not to be considered all-inclusive.



## **Section 1 - Employment**



**Subject:**           **Distribution of the Policy Manual**   **Effective Date:**   **July 17, 2006**  
**Issued By:**       **President**                           **Revised Date:**  
**Review Schedule:**   **Annual**                           **Page (s):**         **1 of 1**

### **Policy Goal**

To ensure that all staff and management are aware of the expectations and obligations of the employer and employees.

### **Policy Statement**

All staff shall be made aware of company policies, as well as the location of a copy of the Policy Manual on their work site.

### **Application**

- Current policies will be kept at each store.

### **Details**

- The Policy Manual is distributed and reviewed with all current staff upon its creation.
- All new hires will receive an orientation to review company policies.
- All revisions to policies will be communicated immediately to each store, and the store manager will be responsible to ensure that the staff are made aware of the revised policy.

### **Responsibility**

- It is the responsibility of the manager to ensure that staff is educated on new policies or policy changes.



|                         |                                     |                        |                      |
|-------------------------|-------------------------------------|------------------------|----------------------|
| <b>Subject:</b>         | <b>Equal Employment Opportunity</b> | <b>Effective Date:</b> | <b>July 17, 2006</b> |
| <b>Issued By:</b>       | <b>President</b>                    | <b>Revised Date:</b>   |                      |
| <b>Review Schedule:</b> | <b>Annual</b>                       | <b>Page (s):</b>       | <b>1 of 1</b>        |

### **Policy Goal**

To ensure the rights of all individuals are protected.

### **Policy Statement**

- Acadia Drywall provides equal opportunity for everyone regardless of age, sex, color, race, creed, national origin, religion, marital status, political belief, social condition, place of origin, sexual orientation or disability that does not prohibit performance of essential job functions.
- In addition, Acadia Drywall will take reasonable steps to avoid rules that have unintentional "adverse affect" on employees, and accommodate an employee who has been affected, short of undue hardship in the operation of the business.
- All potential employees must provide proof of eligibility to work in Canada, and are at minimum 16 years of age at the time of hire.



|                         |                               |                        |                      |
|-------------------------|-------------------------------|------------------------|----------------------|
| <b>Subject:</b>         | <b>Staffing Authorization</b> | <b>Effective Date:</b> | <b>July 17, 2006</b> |
| <b>Issued By:</b>       | <b>President</b>              | <b>Revised Date:</b>   |                      |
| <b>Review Schedule:</b> | <b>Annual</b>                 | <b>Page (s):</b>       | <b>1 of 1</b>        |

### **Policy Goal**

To staff work sites to ensure that staff is utilized appropriately.

### **Policy Statement**

All new positions must receive budgetary authorization by the Controller before the position can be posted.

### **Responsibility**

It is the responsibility of the hiring manager to obtain approval from the Controller before posting a new position.



|                         |                           |                        |                      |
|-------------------------|---------------------------|------------------------|----------------------|
| <b>Subject:</b>         | <b>Recruitment Policy</b> | <b>Effective Date:</b> | <b>July 17, 2006</b> |
| <b>Issued By:</b>       | <b>President</b>          | <b>Revised Date:</b>   |                      |
| <b>Review Schedule:</b> | <b>Annual</b>             | <b>Page (s):</b>       | <b>1 of 1</b>        |

### **Policy Goal**

To staff each position with the best qualified individual.

### **Policy Statement**

- In order to establish long-term career paths within Acadia Drywall, management will post openings internally for five working days before seeking external candidates.

### **Details**

- The qualifications of an employee include, but are not limited to, experience, knowledge, skills, ability, education and attitude.
- The manager reserves the right not to fill a position if he/she determines that there are no qualified applicants.

### **Responsibility**

- The hiring manager is responsible for hiring staff in his / her area.



|                         |                                 |                        |                      |
|-------------------------|---------------------------------|------------------------|----------------------|
| <b>Subject:</b>         | <b>Conditions of Employment</b> | <b>Effective Date:</b> | <b>July 17, 2006</b> |
| <b>Issued By:</b>       | <b>President</b>                | <b>Revised Date:</b>   |                      |
| <b>Review Schedule:</b> | <b>Annual</b>                   | <b>Page (s):</b>       | <b>1 of 1</b>        |

### **Policy Goal**

To offer consistent salary and benefit packages to employees.

### **Policy Statement**

- All offers of employment must be made in writing and approved by the Controller.
- Written offers of employment shall include:
  - a confidentiality agreement;
  - a probationary period;
  - a contractual conditions of employment; and
  - a non-compete clause.

### **Details**

Upon separation from the company, the employee agrees not to use confidential information to contact the clients of Acadia Drywall for one year after his or her employment with Acadia Drywall ceases.

Any non-standard conditions of employment not made in writing and approved by the Controller will not be recognized.

### **Responsibility**

It is the responsibility of the hiring manager to obtain approval from the Controller before making an offer of employment.



**Subject:** Employment Testing      **Effective Date:** July 17, 2006  
**Issued By:** President      **Revised Date:**  
**Review Schedule:** Annual      **Page (s):** 1 of 1

### **Policy Goal**

To ensure that all employees have the skills required to perform their roles.

### **Policy Statement**

- Each candidate for office and retail positions including management, sales, warehouse workers and drivers will perform an aptitude test as a part of the interview process to determine if they have the knowledge, skills and abilities necessary to be successful in the position.

### **Application**

- All interviewed applicants for a given position receive the same test.
- All test results will be kept confidential.

### **Responsibility**

- The hiring manager will conduct the aptitude test with each candidate.



|                         |  |                        |                      |
|-------------------------|--|------------------------|----------------------|
| <b>Subject:</b>         | <b>Verification of Previous Employment</b> | <b>Effective Date:</b> | <b>July 17, 2006</b> |
| <b>Issued By:</b>       | <b>President</b>                           | <b>Revised Date:</b>   |                      |
| <b>Review Schedule:</b> | <b>Annual</b>                              | <b>Page (s):</b>       | <b>1 of 1</b>        |

### **Policy Goal**

To ensure all employees possess the proper skills and experience for their role.

### **Policy Statement**

- Acadia Drywall will perform due diligence in reference checking all potential employees.

### **Details**

- Each candidate shall provide the contact information for up to three previous supervisors and give permission for the hiring manager to contact each before an offer of employment has been made.



|                         |                               |                        |                          |
|-------------------------|-------------------------------|------------------------|--------------------------|
| <b>Subject:</b>         | <b>Licensed Driver Policy</b> | <b>Effective Date:</b> | <b>July 17, 2006</b>     |
| <b>Issued By:</b>       | <b>President</b>              | <b>Revised Date:</b>   | <b>December 14, 2018</b> |
| <b>Review Schedule:</b> | <b>Annual</b>                 | <b>Page (s):</b>       | <b>1 of 1</b>            |

### **Policy Goal**

Acadia Atlantic ULC wishes to ensure the safety of all employees operating the necessary vehicles on the job.

### **Policy Statement**

For positions requiring driving, each prospective employee must produce a valid driver's license and a driver's abstract.

### **Responsibility**

- The manager will be responsible for verification of such documents. The manager needs to send the driver's license or driver's abstract to Head Office so we can verify if the prospect employee can drive the company's vehicle with **PRIOR** to hiring the new employee. Same for when the manager ask an employee to drive a company's vehicle for even a short period of time, he/she should not give the keys to the employee before we could verify the employee's record.
- The employee is responsible for ensuring that the driver's license remains valid and the driver's abstract remains clear.
- Should an employee fail to maintain these qualifications, he/she may be transferred to another position appropriate to his/her qualifications and experience if one is available.
- Head office will require an annual update of the driver's abstract. This request will be sent to the insurance company on each employee yearly anniversary of employment. If an employee's driver's abstract comes back not clear and the insurance company doesn't want to insure the employee, it could result in an immediate termination. All drivers will need to sign the **Driver Consent and Authorization** form.



**Subject:** Hours of Work                      **Effective Date:** July 17, 2006  
**Issued By:** President                      **Revised Date:** November 22, 2011  
**Review Schedule:** Annual                      **Page (s):** 1 of 1

**Policy Goal**

To ensure that employees understand the company’s business hours.

**Policy Statement**

- Full time hourly and salaried employees must take a 30 minute unpaid lunch break.

**Application**

- Managers will confirm hours of work and hours of operation at each site.

**Details**

- The regular hours of the head office are Monday – Friday, 8:00 am – 5:00 pm AST.
- The head office warehouse is open Monday - Friday from 7:30 am – 5:00 pm AST.

| <b>Store</b> | <b>Monday to Friday</b> |
|--------------|-------------------------|
| Dieppe       | 7:00 – 5:00             |
| Fredericton  | 7:30 – 5:00             |
| Saint John   | 8:00 – 5:00             |
| PEI          | 7:30 – 5:00             |
| Dartmouth    | 7:00 – 5:00             |
| Sydney       | 7:30 – 4:30             |
| Newfoundland | 7:30 – 4:30             |
| Laval        | 6:00 – 4:30             |
| Ontario      | 6:30 – 4:00             |
| Bathurst     | 7:30 – 4:30             |
| Point Tupper | 7:30 – 4:00             |

\*All times are local time.



**Subject:** Attendance                      **Effective Date:** July 17, 2006  
**Issued By:** President                      **Revised Date:**  
**Review Schedule:** Annual                      **Page (s):** 1 of 1

### **Policy Goal**

To establish the expectations for justifying an absence from work.

### **Policy Statement**

- Employees who miss work for any reason are expected to justify their absence. This requires two things:
  1. give *proper notice* to the company before the start of the scheduled shift; and
  2. provide a satisfactory *explanation* for the absence.
- In general, medical certificates are not required. However, when an employee is absent due to medical reasons for more than three days, they must produce a medical certificate before they return to work.
- Acadia Drywall will require a medical certificate for future absences when an employee has:
  - exhibited an unusual frequency or pattern of absences attributed to illness;
  - suggested he or she intends to claim an absence due to illness when not actually ill; or
  - claimed an absence due to illness or injury when not actually ill or injured.
- A requirement for medical certification by that employee will be reviewed every six months and removed when no longer required.





|                         |                            |                        |                      |
|-------------------------|----------------------------|------------------------|----------------------|
| <b>Subject:</b>         | <b>Probationary Period</b> | <b>Effective Date:</b> | <b>July 17, 2006</b> |
| <b>Issued By:</b>       | <b>President</b>           | <b>Revised Date:</b>   |                      |
| <b>Review Schedule:</b> | <b>Annual</b>              | <b>Page (s):</b>       | <b>1 of 1</b>        |

### **Policy Goal**

Acadia Drywall uses a probationary period to ensure a good fit between the organization and the individual.

### **Policy Statement**

- All new employees will be placed on a three month probationary period.
- All existing employees who are offered a new staff position would be placed on a three month probationary period in their new position.
- All management will be placed on a six month probation period.

### **Application Details**

- Probationary employees who fail to meet the overall performance criteria and standards laid out in the evaluation process will not continue to be employed at Acadia Drywall.
- At any time during the probationary period, the manager may terminate employment without notice.



|                         |   |                        |                      |
|-------------------------|---|------------------------|----------------------|
| <b>Subject:</b>         | <b>Privacy and Confidentiality Policy</b> | <b>Effective Date:</b> | <b>July 17, 2006</b> |
| <b>Issued By:</b>       | <b>President</b>                          | <b>Revised Date:</b>   |                      |
| <b>Review Schedule:</b> | <b>Annual</b>                             | <b>Page (s):</b>       | <b>1 of 1</b>        |

### **Policy Goal**

Acadia Drywall wishes to ensure compliance with the letter and the spirit of the Freedom of Information and Protection of Privacy Act. Confidentiality and compliance with the Act is taken very seriously by Acadia Drywall.

### **Policy Statement**

It is mandatory that all employees read the policies outlining their confidentiality obligations contained within the offer letter, and sign a Confidentiality Acknowledgement form PRIOR to commencing employment with Acadia Drywall.

### **Application Details**

It is our responsibility and obligation as an organization to ensure that personal and confidential information is kept secure and is collected, accessed, used and disclosed appropriately. Each individual has the right to determine with whom their personal information is shared, under what circumstances and to know of and exercise control over the use and disclosure of and access to that information.



## **Section 2 - Pay and Performance Expectations**



|                         |                  |                        |                      |
|-------------------------|------------------|------------------------|----------------------|
| <b>Subject:</b>         | <b>Pay Days</b>  | <b>Effective Date:</b> | <b>July 17, 2006</b> |
| <b>Issued By:</b>       | <b>President</b> | <b>Revised Date:</b>   |                      |
| <b>Review Schedule:</b> | <b>Annual</b>    | <b>Page (s):</b>       | <b>1 of 1</b>        |

### **Policy Goal**

To ensure employees are compensated in an accurate and timely manner.

### **Policy Statement**

- Company pay days shall occur every second Friday by direct deposit to bank account for all employees.
- The pay period includes the two-week period ending the previous Saturday.
- Pay advances are not permitted.
- It is the responsibility of each manager to provide the controller with new employees' payroll information by the end of day on Monday of a pay week at the latest.



**Subject:** Report-In and Call-In Pay      **Effective Date:** July 17, 2006  
**Issued By:** President      **Revised Date:**  
**Review Schedule:** Annual      **Page (s):** 1 of 1

### **Policy Goal**

Acadia Drywall wishes to fairly compensate its employees who make themselves available for work outside their normal schedule.

### **Policy Statement**

If an employee who reports for previously scheduled work or reports at the express demand of the employer is subsequently required to perform less than three hours of work, the supervisor shall either:

- permit the employee to work at least three consecutive hours; or
- pay the employee for three hours at the minimum wage.





**Subject:** Salary Administration      **Effective Date:** July 17, 2006  
**Issued By:** President      **Revised Date:**  
**Review Schedule:** Annual      **Page (s):** 1 of 1

### **Policy Goal**

To ensure that salaries are reviewed regularly.

### **Policy Statement**

As budgetary conditions permit, it is our policy to adjust salaries to reflect employees' contribution to the growth of the Company.

### **Application Details**

- All salary increases must be approved by the Controller. Wage increases or other conditions of employment not properly authorized will not be recognized.
- Salary increases are based upon the employee's use of their skills, their improvement on the job, and their outstanding performance.
- Every employee is eligible for consideration for a salary increase; however, salary increases are not automatic.
- Following the employee's annual evaluation, the manager shall recommend to the Controller any increase in staff salaries.



**Subject:** Time Card Policy                      **Effective Date:** July 17, 2006  
**Issued By:** President                              **Revised Date:**  
**Review Schedule:** Annual                      **Page (s):** 1 of 1

### **Policy Goal**

It is the goal of Acadia Drywall to pay its employees in an accurate and timely fashion.

### **Policy Statement**

- Employees shall leave their timecards at the time clock at all times, so that it may be processed without delay.
- Alteration or falsification of time card data, or punching another employee's card is cause for termination.
- All time that is not punched in must be initialled by the manager.



|                         |                               |                        |                      |
|-------------------------|-------------------------------|------------------------|----------------------|
| <b>Subject:</b>         | <b>Internet / Email usage</b> | <b>Effective Date:</b> | <b>July 17, 2006</b> |
| <b>Issued By:</b>       | <b>President</b>              | <b>Revised Date:</b>   | <b>July 20, 2011</b> |
| <b>Review Schedule:</b> | <b>Annual</b>                 | <b>Page (s):</b>       | <b>1 of 1</b>        |

### **Policy Goal**

To communicate the conditions under which company-provided Internet use will be managed.

### **Policy Statement**

- Acadia Drywall provides Internet access to employees for firm business use only.
- There should be no assumption of privacy when using the company's email or internet access.
- Acadia Drywall reserves the right to monitor and record Internet usage and files server utilization of all employees, and to suspend individual user accounts for violation of firm policies. Any violation of this policy will result in loss of access privileges and corrective action.
- All downloaded files or applications are to be scanned for viruses before being saved on the firm's network.

The following activities are strictly prohibited:

- Use of any Instant Messenger programs (such as MSN Messenger, Facebook, etc)
- Use of another employee's account or access to their personal files without their consent.
- Transmission of harassing, discriminatory or otherwise objectionable e-mail or files (as determined by the recipient).
- Access to non-business related, obscene or offensive sites.
- Disruptive behaviour such as introducing viruses or intentionally destroying or modifying files on the network.
- Any personal use of the network for commercial or illegal activity.
- Transmission of any religious or political messages.
- Game playing.



|                         |                         |                        |                      |
|-------------------------|-------------------------|------------------------|----------------------|
| <b>Subject:</b>         | <b>Cell Phone Usage</b> | <b>Effective Date:</b> | <b>July 17, 2006</b> |
| <b>Issued By:</b>       | <b>President</b>        | <b>Revised Date:</b>   | <b>July 20, 2011</b> |
| <b>Review Schedule:</b> | <b>Annual</b>           | <b>Page (s):</b>       | <b>1 of 1</b>        |

### **Policy Goal**

To communicate the conditions under which company-provided cell phone use will be managed and ensure safety and increase productivity.

### **Policy Statement**

#### **COMPANY ASSIGNED CELL PHONES**

- Acadia Drywall provides cell phones to some employees for firm business use only.
- Violation of this policy may result in the employee losing his or her company cell phone.

#### **PERSONAL CELL PHONES**

- Use of personal cell phones can be a distraction and a safety hazard in the workplace. Therefore, sending/receiving calls and/or text, pix (pictures), or flix (video) messages is prohibited during work hours. You may use your personal cell phone during your meal/rest breaks only.
- Violation of this policy will result in disciplinary actions.



**Subject:** Telephone, Mail & Fax Policy      **Effective Date:** July 17, 2006

**Issued By:** President      **Revised Date:**

**Review Schedule:** Annual      **Page (s):** 1 of 1

### **Policy Goal**

To ensure that communications resources and tools are available to employees for business use when needed.

### **Policy Statement**

Acadia Drywall limits telephone, mail and fax use to business purposes only.

### **Application Details**

- Long-distance personal calls are allowed in urgent circumstances with express prior permission.
- Personal local calls are to be of an emergency basis only.
- Personal mail should not be paid with company postage.
- Fax machines are not for personal use.





**Subject:** Property and Equipment Care      **Effective Date:** July 17, 2006  
**Issued By:** President      **Revised Date:**  
**Review Schedule:** Annual      **Page (s):** 1 of 1

### **Policy Goal**

To maintain machinery/equipment and supplies so that they are available and in working condition when employees need them.

### **Policy Statement**

- It is the responsibility of each employee to understand the machines/equipment required to perform regular/assigned duties.
- Managers are responsible for addressing this issue in accordance with the applicable safety legislation.
- Under no circumstances should an employee start or operate a machine deemed unsafe, nor should any adjustment or modifications to safeguards be made.



## **Section 3 - Employee Benefits**



**Subject:**           **Vacation Leave Policy**           **Effective Date:**   **July 17, 2006**  
**Issued By:**       **President**                                   **Revised Date:**   **July 3, 2019**  
**Review**  
**Schedule:**       **Annual**                                   **Page (s):**       **1 of 1**

**Policy Goal**

To provide time for employees to spend paid personal time away from work.

**Policy Statement**

|   | <b>Vacation</b> |
|---|-----------------|
| After completing one year of employment   | Two weeks       |
| After completing five years of employment | Three weeks     |
| After completing ten years of employment  | Four weeks      |

- After 12 months of continuous employment, two weeks of vacation are available to be used.
- Employees begin accumulating three weeks of vacation after completing their fifth year of employment. Three weeks vacation will be accumulated and available for use after your 6<sup>th</sup> year of employment is completed.
- Employees begin accumulating four weeks of vacation after completing their tenth year of employment. Four weeks vacation will be available for use after your 11<sup>th</sup> year of employment is completed.
- Acadia Atlantic ULC does not pay out vacation pay in lieu of vacation time.
- Vacation time may be carried over. It is preferred that staff takes their vacation throughout the year and not in one large block. Employees cannot carry over their vacation time for more than 1 year.
- Management requests that staff give three months notice of their vacation plans.
- If an employee wants to take some vacation time within the first year, we will approve it, but we will only pay what’s been accumulated in his/her vacation bank.



|                         |                           |                        |                          |
|-------------------------|---------------------------|------------------------|--------------------------|
| <b>Subject:</b>         | <b>Statutory Holidays</b> | <b>Effective Date:</b> | <b>July 17, 2006</b>     |
| <b>Issued By:</b>       | <b>President</b>          | <b>Revised Date:</b>   | <b>December 21, 2018</b> |
| <b>Review Schedule:</b> | <b>Annual</b>             | <b>Page (s):</b>       | <b>1 of 1</b>            |

### **Policy Goal**

Acadia Atlantic ULC provides paid time off for statutory holidays for regular employees to celebrate with family and friends.

### **Policy Statement**

After 90 days of employment during the previous twelve calendar months immediately preceding a public holiday, Acadia Atlantic ULC provides regular employees paid statutory holidays. In order to be paid for an unworked paid holiday, the employee must work his / her scheduled shift immediately prior to and immediately following the holiday to be eligible for holiday pay.

If an eligible employee works on a statutory holiday, they will receive time and a half, plus regular pay; or regular pay and an alternate day. Working on a holiday must have been approved by the Controller.

### **Application Details**

- It is the responsibility of the manager to post the yearly holiday schedule for each location.
- New Brunswick's statutory holidays are New Year's Day, Family Day, Good Friday, Canada Day, New Brunswick Day, Labour Day, Remembrance Day, and Christmas Day.
- Civic holidays (Victoria Day, Thanksgiving Day, Boxing Day) are unpaid.



**Subject:** Christmas Benefit Policy      **Effective Date:** July 17, 2006  
**Issued By:** President      **Revised Date:**  
**Review Schedule:** Annual      **Page (s):** 1 of 1

### **Policy Goal**

Acadia Drywall provides a Christmas benefit to thank employees for their hard work and dedication to the company throughout the year.

### **Policy Statement**

- The budget allows \$20 per employee for either a Christmas party or a gift certificate. The decision will be made by the manager, and the same benefit will be applied to all staff. An employee who does not attend the Christmas party will not receive a gift certificate.
- Full time employees become eligible for this benefit after 90 days of continuous employment.



**Subject: Bereavement Leave                      Effective Date: July 17, 2006**  
**Issued By: President                                Revised Date:**  
**Review Schedule: Annual                        Page (s): 1 of 1**

### **Policy Goal**

Acadia Drywall recognizes that at times employees will need to take care of arrangements and mourn the death of a close family member.

### **Policy Statement**

#### **Immediate Family**

After three months of employment, an employee shall be entitled to bereavement leave of two paid days upon the death of an employee's immediate family (parent, grandparent, spouse, common-law spouse, sibling or child, step-parent or step-child).

After five years of continuous employment, an employee shall be entitled to bereavement leave of three paid days upon the death of an immediate family member.

The employee will have the option of taking additional unpaid time off at the discretion of the manager. Employees having to travel out of province for funeral arrangements may request up to three additional unpaid days off at the discretion of the manager.

#### **Extended Family**

After three months of continuous employment, an employee shall be entitled to bereavement leave of one paid day upon the death of an extended family member (grandchild, mother-in-law, father-in-law, sister-in-law, or brother-in-law).



**Subject:** Leaves of Absence                      **Effective Date:** July 17, 2006  
**Issued By:** President                              **Revised Date:**  
**Review Schedule:** Annual                        **Page (s):** 1 of 1

**Policy Goal**

To facilitate the important personal time employees need with a new child.

**Maternity / Parental Leave Policy Statement**

After six consecutive months of employment, female employees are eligible for up to 17 weeks maternity leave.

**Parental Leave Policy Statement**

- An employee intending to take leave of absence shall advise her manager four months before the projected date of delivery or as soon as her pregnancy is confirmed, whichever is the later, of her intent to take leave and the anticipated commencement date in the absence of an emergency; and in the absence of an emergency, give two weeks notice to the employer of the commencement date of the leave.
- In addition to maternity leave, unpaid parental leave is available to both new fathers and new mothers. The combination of maternity leave and parental leave cannot exceed 52 weeks.
- Employees are required to give four weeks notice of intent to take parental leave.
- Parental leave may be taken by the mother or the father any time during the 52 week period starting the day the child is born or the day the child comes into the employee’s care.
- At the end of a parental leave, the employer must reinstate the employee in his/her usual position and give him/her the same wages and the same benefits to which he/she would have been entitled had he/she remained at work.
- The employee’s participation in group insurance and pension plans will not be affected by the absence, provided that he/she pays the contributions required under these plans.

**Personal Leave of Absence Policy Statement**

The employee is eligible for a leave of absence without pay of up to three days during a twelve calendar month period to meet responsibilities related to the health, care or education of a person in a close family relationship with the employee. An employee intending to take a leave of absence under this section shall advise the employer of their intention to take the leave, the anticipated commencement date of the leave and the anticipated duration of the leave.



**Subject:** Court Leave                      **Effective Date:** July 17, 2006  
**Issued By:** President                      **Revised Date:**  
**Review Schedule:** Annual                      **Page (s):** 1 of 1

**Policy Goal**

Acadia Drywall recognizes that from time to time employees have civic duties to perform.

**Policy Statement**

Acadia Drywall will grant employees unpaid time off for mandatory Jury Duty or court appearances as a witness when the employee is required to appear as a result of a court order or subpoena.

**Application Details**

A copy of the court order or subpoena must be supplied to the employee's manager when requesting time off.



|                         |                             |                        |                      |
|-------------------------|-----------------------------|------------------------|----------------------|
| <b>Subject:</b>         | <b>Employee Health Plan</b> | <b>Effective Date:</b> | <b>July 17, 2006</b> |
| <b>Issued By:</b>       | <b>President</b>            | <b>Revised Date:</b>   | <b>Oct 30, 2019</b>  |
| <b>Review Schedule:</b> | <b>Annual</b>               | <b>Page (s):</b>       | <b>1 of 1</b>        |

### **Policy Goal**

In order to promote employee health and wellness, Acadia Atlantic ULC has established a benefits program.

### **Policy Statement**

Acadia Atlantic ULC provides health, disability, and life insurance benefits to eligible full-time employees after 6 months of continued employment, with a co-pay of 50 percent.

For any reasons that an employee is off work and can't return to work after 1 year period (on sick leave, on worker comp, on long-term disability, etc), Acadia will remove the employee from the Dental & Health Plan.

### **Application Details**

All new employees will receive the Enrollment form with their New Employee Package to complete and submit with the paperwork. The Form will be submitted to the insurance company prior to the 6<sup>th</sup> month for processing.

Prior for the Administrator to send your application to the insurance company, the employee will need to sign an enrollment requirement form, which explains the Group Rules and Continuation of Benefits.



|                         |                                 |                        |                        |
|-------------------------|---------------------------------|------------------------|------------------------|
| <b>Subject:</b>         | <b>Employee Retirement Plan</b> | <b>Effective Date:</b> | <b>July 17, 2006</b>   |
| <b>Issued By:</b>       | <b>President</b>                | <b>Revised Date:</b>   | <b>January 1, 2012</b> |
| <b>Review Schedule:</b> | <b>Annual</b>                   | <b>Page (s):</b>       | <b>1 of 1</b>          |

### **Policy Goal**

Acadia Drywall wishes to encourage their employees to contribute to their retirement savings.

### **Policy Statement**

Employees are eligible to participate in the registered pension plan through payroll deductions after one year of continuous full-time employment. All employee/employer contributions will be 3.5% of the gross pay.

For employees hired before January 1, 2012, the participation will be voluntary and they can start participation at any time after January 1, 2012.

For employees hired on and after January 1, 2012, the participation will be mandatory after 1 year of employment.

### **Application Details**

Please see Appendix B for details.



|                         |                                     |                        |                      |
|-------------------------|-------------------------------------|------------------------|----------------------|
| <b>Subject:</b>         | <b>Purchase of Company Products</b> | <b>Effective Date:</b> | <b>July 17, 2006</b> |
| <b>Issued By:</b>       | <b>President</b>                    | <b>Revised Date:</b>   |                      |
| <b>Review Schedule:</b> | <b>Annual</b>                       | <b>Page (s):</b>       | <b>1 of 1</b>        |

### **Policy Goal**

Acadia Drywall wishes to ensure their employees are able to appreciate the company's products in their own homes.

### **Policy Statement**

Acadia Drywall is able to offer employees a 10 percent discount off contractor rates for its products.

**Section 4 - Employee Relations**



|                         |                                 |                        |                      |
|-------------------------|---------------------------------|------------------------|----------------------|
| <b>Subject:</b>         | <b>Professional Development</b> | <b>Effective Date:</b> | <b>July 17, 2006</b> |
| <b>Issued By:</b>       | <b>President</b>                | <b>Revised Date:</b>   |                      |
| <b>Review Schedule:</b> | <b>Annual</b>                   | <b>Page (s):</b>       | <b>1 of 1</b>        |

### **Policy Goal**

To ensure employees receive the proper training to be able to excel in their roles.

### **Policy Statement**

Acadia Drywall encourages the development of specialized skills and competencies that are aligned with the business' objectives.

### **Application Details**

Where training is either a condition of employment or a requisite to continued employment, employees must successfully complete the required training within an allotted timeframe.

### **Responsibility**

The Controller will assess and approve all professional development for staff.



**Subject: Performance Management**

**Effective Date: July 17, 2006**

**Issued By: President**

**Revised Date: April 26, 2013**

**Review Schedule: Annual**

**Page (s): 1 of 1**

### **Policy Goal**

To assist employees in setting and achieving goals and outcomes.

### **Policy Statement**

- Each employee will receive an annual performance appraisal with the goal of encouraging high performance.

### **Application Details**

- The manager will meet with each employee to discuss the results of the appraisal, and will assist the employee in setting objectives for the coming year.



**Subject:** Transfers and Promotions      **Effective Date:** July 17, 2006  
**Issued By:** President      **Revised Date:**  
**Review Schedule:** Annual      **Page (s):** 1 of 1

### **Policy Goal**

Acadia Drywall wishes to ensure their employees can see a career path for themselves within the organization.

### **Policy Statement**

In order to establish long-term career paths within Acadia Drywall, management will post openings internally for five working days before seeking external candidates.

### **Application Details**

Management will meet with each employee who applies for a posted position.



**Subject: Employment of Relatives      Effective Date: July 17, 2006**  
**Issued By: President      Revised Date:**  
**Review Schedule: Annual      Page (s): 1 of 1**

### **Policy Goal**

To provide a work environment as free of conflict as possible.

### **Policy Statement**

- Acadia Drywall does not allow employees in the same immediate family to work in the same department, report directly to a family member, or to work for the same immediate supervisor, subject to the provisions of applicable human rights legislation.

### **Application Details**

- As of the effective date of this policy, all new hires will be subject to this policy.

### **Responsibility**

- It is the responsibility of the hiring manager to ascertain whether the candidate has any relatives currently working at Acadia Drywall.



**Subject: Open Door Policy**

**Effective Date: July 17, 2006**

**Issued By: President**

**Revised Date:**

**Review  
Schedule: Annual**

**Page (s): 1 of 1**

### **Policy Goal**

Acadia Drywall endeavours to provide fair and equitable treatment to employees at all times.

### **Policy Statement**

Acadia Drywall provides an open door policy to address complaints and resolve conflicts.

### **Application Details**

- The Company provides due process in the workplace.
- Fair and consistent avenues are provided for the resolution of issues that may arise from time to time.
- Please refer to the Grievance Procedure for steps to take to file a complaint.



**Subject: Corrective Action Policy      Effective Date: July 17, 2006**  
**Issued By: President                      Revised Date:**  
**Review Schedule: Annual                Page (s): 1 of 1**

### **Policy Goal**

To establish and maintain a safe and productive work environment

### **Policy Statement**

- Each employee is expected to know and understand the terms and conditions of Company policies.
- Failure by an employee to adhere to these established practices and procedures may result in corrective action.

### **Application Details**

- Acadia Drywall subscribes to the principles of progressive and corrective discipline.
- If an employee is felt to be in violation of the Company's policies, he/she will begin progressive corrective action process. This may include documentation by the manager outlining needed behaviour from an individual.
- Certain matters of a very serious nature may subject the offending employee to immediate termination. See Termination with Cause Policy in this manual.
- The manager may ultimately move to recommend suspension or dismissal of an employee. The manager may also immediately but temporarily suspend an employee pending investigation before moving through the corrective action process.



## **Section 5 - Health and Safety**



**Subject:** Safety Policy                      **Effective Date:** July 17, 2006  
**Issued By:** President                      **Revised Date:**  
**Review Schedule:** Annual                      **Page (s):** 1 of 1

### **Policy Goal**

To ensure a strong safety program that protects staff, property and the public from accidents.

### **Policy Statement**

- Management supports participation in the safety program by all employees and provides proper training and procedures.
- Employees have the right to refuse unsafe work.
- At each New Brunswick location of Acadia Drywall with more than twenty employees, the work site shall establish a Joint Occupational Health and Safety Committee, and shall designate one or more employees to act as Health and Safety Representatives.
- Employees are legally obligated to report any unsafe conditions right away.
- Employees are responsible for following all procedures, working safely, and wherever possible, improving safety measures.

*\* The safety information in this policy does not take precedence over the Occupational Health and Safety Act, with which all employees should be familiar*



**Subject: Protective Wear Policy      Effective Date: July 17, 2006**  
**Issued By: President      Revised Date:**  
**Review Schedule: Annual      Page (s): 1 of 1**

### **Policy Goal**

Acadia Drywall wishes to ensure their employees are protected from workplace hazards.

### **Policy Statement**

- Employees are required to wear hard hats in all designated hard hat areas. This includes all warehouses, which will be properly signposted.
- All employees in assignments or on locations which are designated as hard hat areas and/or require foot protection (i.e. warehouses) shall be required to wear approved safety headgear and footwear while on site.
- If injury should result in a designated area where the protective gear was not worn, the individual will be subject to the appropriate disciplinary action.



|                         |   |                        |                      |
|-------------------------|---|------------------------|----------------------|
| <b>Subject:</b>         | <b>Workplace Hazardous Materials Information System (WHMIS)</b> | <b>Effective Date:</b> | <b>July 17, 2006</b> |
| <b>Issued By:</b>       | <b>President</b>  | <b>Revised Date:</b>   |                      |
| <b>Review Schedule:</b> | <b>Annual</b>   | <b>Page (s):</b>       | <b>1 of 1</b>        |

### **Policy Goal**

To protect the health and well-being of its employees.

### **Policy Statement**

In accordance with Workplace Hazardous Materials Information System (WHMIS) legislation, Acadia Drywall will ensure that:

- all hazardous materials are clearly labelled with proper hazard symbols;
- all employees working with hazardous materials and in hazardous conditions (low air quality, high noise levels, heat and cold) must receive training on safe and appropriate action;
- Material Safety Data Sheets (MSDS) must be maintained in each work area for all potentially hazardous materials; and
- each MSDS will include a list of potentially hazardous ingredients and instructions for safe handling of the product.



|                         |                  |                        |                      |
|-------------------------|------------------|------------------------|----------------------|
| <b>Subject:</b>         | <b>First Aid</b> | <b>Effective Date:</b> | <b>July 17, 2006</b> |
| <b>Issued By:</b>       | <b>President</b> | <b>Revised Date:</b>   |                      |
| <b>Review Schedule:</b> | <b>Annual</b>    | <b>Page (s):</b>       | <b>1 of 1</b>        |

### **Policy Goal**

To ensure that all ill or injured employees and customers are given the first aid care they need in a timely and professional manner.

### **Policy Statement**

- All staff have a duty to other staff members and third parties to provide assistance when required, including calling on expert assistance when necessary (911).
- The Health and Safety Representative will maintain and post a list of the names of each employee who is designated as a first aid provider.
- Each shift with 2-49 workers shall have on site a fully stocked first aid kit and at least one person holding both CPR and First Aid Certificates.
- Acadia Drywall shall provide and maintain first aid kits at each location for the maximum number of employees present during a shift.

### **Application Details**

- Employees shall use universal precautions when applying first-aid or providing personal care to customers or each other.
- Staff should not be involved in the general management of medical conditions unless a special arrangement is made by written agreement.

### **Responsibility**

- Management will need to address first aid/medical issues as they arise.



**Subject:** Family Contact Policy      **Effective Date:** July 17, 2006  
**Issued By:** President      **Revised Date:**  
**Review Schedule:** Annual      **Page (s):** 1 of 1

**Policy Goal**

To ensure that timely and accurate information is communicated to family members in the event of an illness or injury.

**Policy Statement**

The manager is required to notify the employee's family of any injury requiring an ambulance call and hospitalization.



**Subject: Accident Reporting Policy**

**Effective Date: July 17, 2006**

**Issued By: President**

**Revised Date:**

**Review Schedule: Annual**

**Page (s): 1 of 1**

### **Policy Goal**

To properly manage any incidents that occur so as to minimize injury to employees.

### **Policy Statement**

Employees shall report any incidents resulting in work-related illness or injury immediately or within 24 hours.



**Subject:** Use of Company Vehicle      **Effective Date:** July 17, 2006  
**Issued By:** President      **Revised Date:**  
**Review Schedule:** Annual      **Page (s):** 1 of 1

### **Policy Goal**

To ensure that all employees operating vehicles belonging to Acadia Drywall have the appropriate credentials.

### **Policy Statement**

All employees authorized to use a company vehicle for Acadia Drywall business must hold a valid license to operate that particular vehicle.

### **Application Details**

- The employee operator is responsible for fulfilling all the manufacturer's recommended maintenance schedules to maintain valid warranties, and for following the manufacturers recommended oil change schedule.
- The employee operator must not allow person(s) not authorized or employed by Acadia Drywall to operate or ride in any Company vehicle.



**Subject: Traffic Violations**

**Effective Date: July 17, 2006**

**Issued By: President**

**Revised Date:**

**Review  
Schedule: Annual**

**Page (s): 1 of 1**

### **Policy Goal**

Acadia Drywall wishes to ensure their employees take care of and accountability for traffic violations.

### **Policy Statement**

An employee operating a Company vehicle to complete assigned work or if operating one's own vehicle to perform assigned duties will be considered solely, personally and completely responsible for any accidents, fines or traffic violations.



**Subject:**            **Return to Work after  
Serious Illness or Injury**            **Effective Date:**    **July 17, 2006**

**Issued By:**        **President**                                **Revised Date:**

**Review  
Schedule:**        **Annual**                                **Page (s):**            **1 of 1**

### **Policy Goal**

Acadia Drywall wishes to ensure their employees are well enough to return to work after injury or illness.

### **Policy Statement**

Acadia Drywall encourages employees who have been injured on the job to return to work when they are able.

### **Application Details**

In order to facilitate a timely return to work, the Company will:

- accommodate recovering employees through light-duty and modified-duty work where available; and
- work with the employee's family physician to make sure he/she is aware of workplace accommodation possibilities.

An employee returning from illness lasting three days or more must provide the manager with a medical certificate indicating that he/she is ready to return to work.



**Subject: Smoking Policy**

**Effective Date: July 17, 2006**

**Issued By: President**

**Revised Date:**

**Review  
Schedule: Annual**

**Page (s): 1 of 1**

### **Policy Goal**

Acadia Drywall wishes to provide a healthy, smoke-free workplace for all employees.

### **Policy Statement**

For the health and safety of all employees, and in compliance with municipal and provincial by-laws, there is no smoking allowed in any work area or vehicle belonging to Acadia Drywall.



|                         |                               |                        |                      |
|-------------------------|-------------------------------|------------------------|----------------------|
| <b>Subject:</b>         | <b>Substance Abuse Policy</b> | <b>Effective Date:</b> | <b>July 17, 2006</b> |
| <b>Issued By:</b>       | <b>President</b>              | <b>Revised Date:</b>   |                      |
| <b>Review Schedule:</b> | <b>Annual</b>                 | <b>Page (s):</b>       | <b>1 of 1</b>        |

### **Policy Goal**

To ensure all employees maintain a work environment free of alcohol and drug abuse as potential health, safety and security concerns.

### **Policy Statement**

- Compliance with this substance abuse policy is made a condition of employment.
- Substance abuse occurs when a drug is taken without medical reasons, or if a substance impairs or jeopardizes the health or safety of oneself or others.
- All employees are required to report to their jobs in appropriate mental and physical condition, ready to work.
- Acadia Drywall will provide unpaid time to seek professional help.

### **Application Details**

- If an employee is impaired because of taking medication according to a doctor's prescription, he or she is expected to discuss it with his or her supervisor before commencing work that day.
- If an employee is judged to be unfit for duty, they may be sent home. Job performance problems will be documented and disciplinary measures will be taken.
- Any employee who violates this substance abuse policy will be subject to employee discipline (up to and including discharge) as covered under the Corrective Action policy.
- Compliance with this substance abuse policy is made a condition of employment.
- This statement implements the requirements for a drug-free workplace as required by federal law.



**Subject:** Harassment Policy      **Effective Date:** July 17, 2006  
**Issued By:** President      **Revised Date:**  
**Review Schedule:** Annual      **Page (s):** 1 of 1

### **Policy Goal**

Acadia Drywall intends to provide a work environment free from verbal, physical, and visual forms of harassment. Such conduct affects individual work performance and creates an intimidating, hostile, and offensive work environment.

### **Policy Statement**

Harassment means any conduct, comment, gesture or contact that is likely to cause offence or humiliation to any employee. Every employee is entitled to employment free of harassment. Acadia Drywall will make every reasonable effort to ensure that no employee is subjected to harassment.

All types of harassment are prohibited and will be dealt with through corrective counselling, suspension or termination.

### **Application Details**

- Such conduct, when experienced or observed, should be reported to the manager.
- The manager will conduct an investigation and will be required to report the findings to Senior Management. Senior Management will take such disciplinary measures considered appropriate against the harassing employee.
- The privacy of the employee under investigation shall be respected at all times.
- Reprisals against those who file complaints under this policy will not be tolerated.



## **Section 6: Separation of Employees**



**Subject:** Resignation and Voluntary Separation Policy      **Effective Date:** July 17, 2006  
**Issued By:** President      **Revised Date:**  
**Review Schedule:** Annual      **Page (s):** 1 of 1

### **Policy Goal**

Acadia Drywall wishes to communicate clearly on the notice required for resignations.

### **Policy Statement**

Where an employee has been employed continuously for three months or more, the employee shall not terminate the employment unless the employer has been guilty of a breach of the terms and conditions of employment, without first having given:

- (a) one week notice in writing to the employer if the period of employment is less than two years; and
- (b) two weeks notice in writing to the employer if the period of employment is two years or more.

The employee must respect any signed contract with Acadia Drywall.



**Subject:** Termination / Layoff Policy      **Effective Date:** July 17, 2006  
**Issued By:** President      **Revised Date:**  
**Review Schedule:** Annual      **Page (s):** 1 of 1

### Policy Goal

To allow sufficient notice to employees of impending terminations or layoffs.

### Policy Statement

Acadia Drywall shall not discharge, suspend or lay off an employee, unless the employee has been guilty of wilful misconduct or disobedience or neglect of duty without giving the following notice:

| <b>Period of Employment</b>                   | <b>Written Notice and / or severance pay</b> |
|---|--|
| More than six months, but less than five year | Two weeks notice                             |
| More than five years                          | Four weeks notice                            |

Acadia Drywall may lay off an employee without notice for any reason within the first six days. An employee who has less than six days of uninterrupted service has not completed the probationary period, is not subject to the above notices, and is not considered to be unlawfully terminated.



**Subject:**            **Group Termination / Layoff Policy**            **Effective Date:**    **July 17, 2006**

**Issued By:**        **President**                            **Revised Date:**

**Review Schedule:**    **Annual**                            **Page (s):**            **1 of 1**

**Policy Goal**

Acadia Drywall wishes to provide employees with substantial notice in the event of anticipated layoffs in order to provide sufficient time for job search.

**Policy Statement**

If it becomes necessary to discharge or lay off 10 or more persons within a period of four weeks or less, Acadia Drywall shall give employees notice of not less than:

| Number of layoffs within 4 weeks | Notice given     |
|----------------------------------|------------------|
| 10 +                             | Six weeks notice |

This policy does not apply if:

- (a) the employee has worked for Acadia Drywall for less than three months;
- (b) the employee is working on contract for a definite term not exceeding twelve months;
- (c) the employee is laid off for six days or less;
- (d) the employee is discharged or laid off for any reason beyond the control of the employer including complete or partial destruction of plant, destruction or breakdown of machinery or equipment, unavailability of supplies and materials, cancellation, suspension or inability to obtain orders for the products of the employer, fire, explosion, accident, labour disputes, weather conditions and actions of any governmental authority, if the employer has exercised due diligence to foresee and avoid the cause of discharge or lay-off; or
- (e) the employee has been offered reasonable other employment by his employer.



|                         |                                   |                        |                      |
|-------------------------|-----------------------------------|------------------------|----------------------|
| <b>Subject:</b>         | <b>Return of Company Property</b> | <b>Effective Date:</b> | <b>July 17, 2006</b> |
| <b>Issued By:</b>       | <b>President</b>                  | <b>Revised Date:</b>   |                      |
| <b>Review Schedule:</b> | <b>Annual</b>                     | <b>Page (s):</b>       | <b>1 of 1</b>        |

### **Policy Goal**

To ensure the tools and supplies are available to employees when needed.

### **Policy Statement**

Any Company property issued to an employee, such as product samples, tools, cell phones, gas cards, customer lists, etc. must be returned to Acadia Drywall at the time of termination, lay off, dismissal or resignation. Employees are accountable for lost or damaged items.



**Subject: Retirement**

**Effective Date: July 17, 2006**

**Issued By: President**

**Revised Date:**

**Review  
Schedule: Annual**

**Page (s): 1 of 1**

**Policy Goal**

To provide clarity on the length of notice for retirement.

**Policy Statement**

Employees shall give 12 weeks notice of their intent to retire.



**Subject:** Termination with Cause      **Effective Date:** July 17, 2006  
**Issued By:** President      **Revised Date:**  
**Review Schedule:** Annual      **Page (s):** 1 of 1

### **Policy Goal**

To establish and communicate to employees the conditions under which employees may be discharged for just cause.

### **Policy Statement**

Acadia Drywall may discharge an employee after three written warnings for:

- non-performance or inadequate on-the-job performance;
- irregular attendance - frequent inexcusable absences, tardiness, excessive use of sick leave; and
- other reasons identified by the manager and discussed with the employee.

An employee may be discharged immediately for:

#### **Gross Misconduct:**

- violation of rules;
- carelessness or recklessness resulting in endangerment to self or others;
- negligence;
- attendance at work under the influence of an intoxicating substance;
- falsifying records;
- theft; or
- disorderly conduct.

**Threats or Violence** - When an employee threatens to or causes physical harm to another employee, a client or other individual.

**Breach of confidentiality** - When an employee breaches the confidentiality of a client, or any of the terms and conditions of the Confidentiality Agreement.

**Misrepresentation** of information on the employment application, including but not limited to information regarding previous work and educational history or valid drivers' license.



**Appendix A**