

INTRODUCTION

Welcome

If you have just recently joined us, on behalf of Atrium, please accept our warmest welcome to the Company.

Welcome aboard! We're happy you're with us and look forward to working with you.

About This Employee Handbook

This Atrium Employee Handbook (the "Handbook") is provided to all employees ("Employees") of Atrium Works Canada ULC (the "Company"). This Handbook is provided as an outline of policies and guidelines that have been developed to ensure the efficient, fair, and consistent operation of the Company.

The Handbook isn't intended to address every situation you may encounter during your employment with the Company, neither is it intended to stifle creativity in how you do your work.

Instead, the policies and guidelines outlined in this document are intended to help you while on assignment. We believe that clearly documenting expectations and process helps to avoid confusion and misunderstandings.

When you accept an assignment at one of the Company's clients, you will receive specific details of your assignment, an overview of the client to which you are assigned, and in some instances, the client's policies by which you must abide. Regardless of the specific details and expectations of the client, you are required to abide by the Company's policies and expectations throughout the duration of all assignments.

The information in this Handbook cannot anticipate every situation or answer every question regarding your employment. Should you have any questions, please speak with the Company representative that facilitated your hiring at the Company.

Please read this document carefully and address any questions or concerns with your Company representative.

Handbook Agreement & Acknowledgement

Policy

As a condition of your employment, you must sign for and are expected to acknowledge this **Handbook**. By doing so, you confirm that you understand and agree to abide by the policies described in the Handbook, which protect you, your co-workers, and the Company.

You are always welcome to contact your Company representative to review the Handbook you signed to confirm and understand its provisions.

1. I have received from the Company my copy of the Handbook.

2. I have read and understand the Staff Policies contained in the Handbook and I agree that my employment will be governed by the Staff Policies.
3. I agree and acknowledge that the Company may, from time to time, amend, alter, change or delete the Staff Policies to meet its business needs or adhere to changing legislation, and I agree that upon receiving notice of such changes, my employment with the Company will be governed by such revised terms.
4. I am aware that if I do not understand any of the information included in the Staff Policies, I can discuss any questions I may have with my Company representative prior to signing and returning this Handbook Agreement & Acknowledgement.
5. I understand that failure to adhere to the Staff Policies may result in disciplinary measures, up to and including immediate termination of my Employment for just cause.
6. I understand that the Staff Policies supersede any and all previous policies, representations and understandings (whether written or oral) made between me and the Company or any of its representatives.
7. I understand that it is the Company's intention to be compliant with the law throughout the Handbook and in the event that something in the Handbook conflicts with federal or provincial laws, those laws will govern.

Consequences of Non-Adherence to 'Employee Policies'

Policy

Failure to adhere to the policies contained in this Handbook may result in disciplinary measures, up to and including immediate termination of your employment for just cause.

Some policy breaches are more serious than others, and as such will result in more severe consequences. Certain breaches may also negatively and/or permanently affect the Company's business and may even be life threatening to Company stakeholders. In these situations, punitive measures, including legal or criminal action may be pursued.

Your Expectation of Workplace Privacy

Policy

We must assume that everything we do while in the workplace, and everything we store or access using Company or client materials, technology tools, and/or electronic communications, is up for scrutiny.

Here's what you need to know:

- The Company reserves the right to read, verify, inspect, audit, or monitor anything you do in the workplace, subject to applicable laws.
- Inspections may be conducted at any time, with or without notice, to monitor performance, conduct, and workplace safety and security, subject to applicable laws.
- Log in accounts, Company materials, electronic communication tools, or other equipment belonging to the Company and supplied for the purposes of your work are not to be

considered private, subject to applicable law, as there may be times when another staff member is required, for business purposes, to access these materials in your absence.

Atrium's privacy policy, subject to the requirements of applicable law, can be found at <https://www.atriumworks.com/privacy-policy/>.

Conduct

Policy

Not every situation you will encounter is covered in our policies and many situations will need to be dealt with on a case-by-case basis. The Company trusts that you will use good judgment in your day-to-day activities, and to seek further information or assistance when you need it.

Everyone is expected to conduct themselves in an ethical and appropriate manner. We strive to protect the Company and Company stakeholders from inappropriate, damaging or illegal actions committed either knowingly or unknowingly.

The Company will not tolerate misconduct and will immediately take appropriate corrective or disciplinary actions when misconduct occurs, up to and including immediate termination of your employment for just cause.

You are expected to:

- Conduct yourself in an ethical and appropriate manner.
- Understand and adhere to the Staff Policies.
- Understand and adhere to your individual responsibilities outlined in the **Health & Safety** policy; and
- Not to engage in Misconduct.

Appearance & General Conduct/Behavior

Professional attire is suggested unless otherwise advised by the Company's client that facilitated your hiring.

Professional behavior and regular communication while employed by the Company is expected. While this list is not exhaustive, throughout your assignment, the Company expects the following:

- Fulfill your commitment – Be honest and do not accept an assignment that you cannot complete and/or meet the requirements thereof.
- Be communicative – Contact the Company with questions, concerns or feedback while on assignment. It is important for the Company to be aware of any changes to your assignment status. Please contact the Company if you are approached regarding any changes in your assignment or regarding an offer for another position.
- Review Company communications – On a regular basis, the Company will issue email communications to the email address you provide at the time of hiring. Such

communications may include information about legal updates, benefits eligibility and enrollment, and payroll processing.

Confidentiality Agreement

Policy

Confidentiality is of the utmost importance at the Company. Just as the Company takes precautions to safeguard your personal information and the information of the Company's clients, you are also responsible for taking precautions to safeguard information that you learn from working at one of the Company's clients and at the Company. During your assignment, you may be granted access to a Company client's computer and/or network. In the event you are granted such access, you agree to comply with all the client's data and software security requirements. You agree that you shall not:

- Disclose to other individuals any username or password; or
- Access or attempt to access any data or computer files that you are not authorized to access; or
- Create, read, execute, destroy, erase, or copy any computer program, files or documents that are not required in the performance of your assignment, unless specifically authorized by the client for which you are on assignment.

Depending on your assignment, you may be required to sign client-specific documents, including but not limited to a confidentiality agreement, a statement acknowledging your status as an Atrium employee, or a social media policy. In this case, you shall be required to abide by the terms of both the Company's and the client's policies. In the event of a conflict between any Company and client policies or documents, whichever provides more protection to the Company and/or client will take precedence.

Use of Technology Tools & Electronic Communication

Policy

General Technology Policy

The Company and/or client maintains electronic communication systems and electronic technology (herein "Technology") to further the Company's and/or client's business goals. Company/client Technology includes, but is not limited to, voicemail, email, Internet access, computers, tablets, and other similar devices, software, and/or hardware.

Technology is considered Company/client property and is not the private property of any employee. As such, voicemail, email, computers, phones, electronic files, and/or other electronic data stored on the Company's/client's systems and/or networks are the property of the Company/client. The Company/client reserves the right to monitor and review all communications occurring on or being sent to or from Company/client Technology and/or equipment or over the Company/client network. No employee should have any expectation of privacy with respect to any of the Company's/client's Technology. Access to Company/client Technology is a privilege and carries legal and ethical responsibilities.

Technology may not be used to solicit for commercial ventures, outside organizations, or other non-job-related solicitations. Technology is a business communication medium and its use should be limited to the business of the Company/client.

This policy should be read and interpreted in conjunction with the Company's and the client's policies, including but not limited to, policies regarding confidentiality and prohibiting harassment, discrimination, offensive conduct or inappropriate behavior.

Technology Security - General

Employees should take reasonable precautions to protect the security of the devices assigned to them, as well as the work product produced on the device. Employees should take reasonable precautions to prevent portable technology from theft. If your device is stolen, you should report the theft immediately to your Company representative and your client supervisor.

Technology Security – Passwords

Passwords should not be shared with anyone. Passwords are designed to maintain the confidentiality of the Company's/client's business-related information. They are intended to give employees access to all or part of the Company's/client's communications systems as part of an employee's work function. Passwords are not intended to provide confidentiality with respect to personal messages and/or documents stored on the Company's/client's systems and/or network.

Technology Security – Downloads

Do not download programs or executable files (e.g. files ending in ".exe"), unless expressly authorized by the Company/client. Do not open attachments or download documents from unknown or unidentified external sources. Such data may contain computer viruses capable of causing substantial damage to the Company's/client's systems.

Technology Security – Email & Internet Access

Do not open email messages from unknown or unidentified external sources. Do not use email to send "chain letters" or to send files in violation of copyright laws. Extreme caution should be used when sending or receiving confidential and/or privileged information via email. Check with your Company representative and/or your client supervisor before sending emails containing any such information for instructions on how to do so safely and securely, which may require the use of encryption. Emails are more permanent than written communication on paper. Emails that have been "erased" or "deleted" are still possible to retrieve, read, print, and forward. Email may be monitored, reviewed, and retrieved. Generally, emails are subject to discovery in litigation unless subject to a privilege.

You must abide by all federal and state laws, as well as Company/client policy, regarding information posted, sent, downloaded, and/or viewed through the Internet. You are prohibited from:

- Accessing the Internet for any unethical purposes, including but not limited to pornography, violence, gambling, racism, harassment, or any illegal activity;
- The unauthorized release or disclosure of any Company and/or client information through the Internet, email or through any other means;
- Sharing Company trade secrets and Confidential Information over the Internet or by email;

- Using Internet access through the Company and/or the client's systems and/or networks for any other business or profit-making activities;
- Downloading software from the Internet without prior approval;
- Downloading games from the Internet;
- Downloading executable files or programs which change the configuration of your computer system without express prior approval; and
- Using the Internet or email to conduct separate business to third parties to further freelance work and/or to develop an independent business venture.

Cell Phone Policy While on Assignment.

The Company cares about and promotes a safe and productive work environment. As such, your cell phone use should be kept to a minimum and should follow the guidelines as set forth by the client to which you are assigned.

If personal use of your cell phone causes disruptions or a loss in productivity (either your productivity or other employees of the client), or if cell phone use is deemed excessive, you may be subject to disciplinary action.

Many states have laws that prohibit the use of cell phones while driving. Even if you live in a state that doesn't have a law prohibiting the use of cell phones while driving, it is well documented that distracted driving is dangerous. If you are operating a vehicle during the course of your assignment and receive a call or text message on your cell phone, do not answer or reply. The Company cares about your safety and violating this policy may result in disciplinary action.

Generally, you will not be reimbursed for cell phone use related to your assignment, with some client or mandated exceptions. This would be confirmed in writing by a Company representative.

Telephone Policy While on Assignment

The Company's/client's telephone and voice message system is intended for business use only. Personal use is prohibited. If you need to make a personal call, do so using a personal cellular phone or other personal device during a non-work period.

International phone calls outside of the U.S. are not permitted without prior written authorization from the client. All voice messages are Company/client records. Voicemail passwords are intended to limit access to authorized personnel and should be kept private. However, employees should have no expectation of privacy in connection with voicemail messages.

Use of the Company's/client's telephone system to make or send fraudulent, unlawful, or abusive calls or messages is prohibited. Employees should report any threatening, intimidating, or harassing telephone calls to a Company Representative and your client supervisor. Employees who are found to be the initiator of such unlawful activity will be subject to disciplinary action up to and including separation from employment. In addition, the Company/client reserves the right to press formal charges.

Usernames, Logins, & Passwords (Credentials)

Usernames, logins, passwords and other IT security measures (collectively, “IT Credentials”) are designed to maintain and safeguard the confidentiality of the Company’s/client’s business-related information. IT Credentials provide you with access to all or part of the Company’s/client’s electronic communication systems as part of your assignment. IT Credentials are not intended to provide privacy with respect to personal messages and documents stored on the Company’s/client’s electronic communications systems, or your use of those systems; any activities performed using Company/client Technology or IT Credentials shall be considered Company/client property and/or works made for hire.

Your eOffice log in and password is uniquely yours. Please take precautions to safeguard the information and do not share it with others. All IT Credentials, whether Company and/or client issued, are not to be shared with anyone.

Social Media Policy

Policy

As social media gains wider use for business purposes, it is important to exercise discretion and caution when engaging social media for personal or professional use. The Company asks all Employees to use sound judgment when exchanging user-generated content, including but not limited to comments, blogs, photos, and videos of personal nature. We have established these guidelines to assist you in making responsible and appropriate decisions about your use of social media. The Company respects Employees’ right to express personal opinions when using personal social media and does not retaliate or discriminate against Employees who use social media for political organizing or other lawful purposes.

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Company or the Company’s clients, as well as any other form of electronic communication. The same principles and guidelines found in the Company’s policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider the risks and rewards that are involved. Keep in mind that any conduct that adversely affects your job performance, the performance of fellow co-workers or otherwise adversely affects members, customers, suppliers, people who work on behalf of the Company or the Company’s clients, and the Company’s legitimate business interests, may result in disciplinary action up to and including separation.

Know and follow the rules

Carefully read these guidelines and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including separation.

Be respectful

Always be fair and courteous to client employees, customers, members, suppliers or people who work on behalf of the Company or the Company's clients. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by engaging Human Resources than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that are disparaging or that might constitute harassment or bullying. Examples of such conduct include offensive posts meant to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Company policy.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be transparent about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched and found. Never post any information or rumors that you know to be false about the Company and/or the Company's clients, fellow associates, employees, members, customers, suppliers, people working on behalf of the Company, or competitors.

Post only appropriate and respectful content

Adherence to the Confidentiality Agreement stated previously applies to social media posts. As such, you must maintain the confidentiality of the Company and/or the Company's client's trade secrets and private or Confidential Information. Trade secrets may include but are not limited to, information regarding the development of systems, processes, products, know-how and Technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.

Respect financial disclosure laws. It is illegal to communicate or give a "tip" on inside information to others so that they may buy or sell stocks or securities.

Do not create a link from your blog, website or other social networking site to the Company and/or the Company's client's website without clearly identifying yourself as a Company temporary employee (and not an employee of the Client company).

Express only your personal opinions. Never represent yourself as a spokesperson for the Company and/or the Company's clients. If the Company and/or the Company's clients are the subject of the content you are creating, be clear and open about the fact that you are a Company temporary employee (and not an employee of the Client company) and make it clear that your views do not represent those of the Company and/or the Company's clients, fellow associates, employees, members, customers, suppliers or people working on behalf of the Company and/or the Company's clients. If you do publish a blog or post online related to the work you do or subjects associated with the Company and/or the Company's client, make it clear that you are not speaking on behalf of the Company and/or the Company's client. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Atrium Payroll Services and/or Atrium's client."

Using social media at work

Refrain from using social media while on work time or on equipment provided, unless it is work-related and consistent with this handbook, client policy and/or client instructions, as applicable. Do not

use the Company and/or the Company's client's email addresses to register on social networks, blogs or other websites utilized for personal use.

Any online, social media conduct that violates any of the policies outlined in this Handbook, including but not limited to the Company's No Bullying and Harassment-Free policies, is strictly prohibited, and subject to disciplinary action up to and including separation from employment.

Retaliation is prohibited

The Company and the Company's clients prohibit taking negative action against any Employee for reporting a possible deviation from this policy, client policy, violation of law or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy, client policy, violation of law or for cooperating in an investigation will be subject to disciplinary action, up to and including separation.

Media contacts

All media inquiries are to be directed to the Company's marketing department and in the case of the Company's client, their established media contact. Employees should not speak to the media on the Company's and/or the Company's client's behalf.

Attendance, Reporting Hours & Payroll

Attendance

Policy

You're expected to perform your work, as scheduled, unless there is a legitimate reason for your absence. Chronic absenteeism and tardiness results in additional costs for the Company and affects the people around you who count on you to be at work and in meetings on time. Chronic absenteeism and tardiness may result in disciplinary action up to and including termination of employment for just cause.

Procedure

Refer to **Approving, Communicating, and Recording Absences** policy.

Reporting Hours: Timesheet Entry and eOffice

The Company is pleased to be able to offer you an [eOffice account](#) which will provide you with access to your Company employee file. A Company representative will provide you with instructions and login credentials upon hire. Some clients use a proprietary time keeping method outside of [Atrium eOffice](#); in such cases, a Company representative will provide you with the details upon the start of your assignment.

The eOffice gives you the ability to:

- Submit your timesheet and/or reimbursable expenses electronically for approval (unless client practices dictate that an alternate system be used)
- View your assignment information

- View pay statements
- View prior time sheet submissions
- View important announcements from the Company
- Update your contact information
- Review and print various forms, guides, and Handbooks
- Payroll calendar
- Contact Atrium resources such as the Payroll and HR departments
- Access your T4
- Access electronic posters of mandated workplace posters

Please submit your eTimesheet for approval by the close of business on Friday. If you work on the weekend, you will need to submit your timesheet by the close of business on Sunday. Your Company representative will advise you of the applicable deadline for timesheet approval; deadlines are subject to change based on holidays and/or other Company practices. Payroll is processed on a weekly basis with direct deposits made (or pay cheques mailed) each Friday.

Timesheets for Hourly Employees

The timesheet records all hours worked — including any overtime and holidays worked as specified by provincial law. Hourly employees are required to report time worked for the instructed pay period

- Timesheets should be submitted on time in your eOffice
- If you know you'll be absent when the timesheet is due, complete and submit your time sheet on the last day of work before your absence.

Overtime must be authorized by your Company representative in advance.

Payroll Processing

The Company processes payroll on a weekly basis. Unless client practices dictate otherwise, the work week is Monday – Sunday and payroll will be issued weekly on Friday. The Company recommends the following as best practices:

- Submit your timesheet as soon as possible at the conclusion of your work week.
- Monitor the status of your timesheet and, if necessary, remind your client supervisor to approve it.
- Regularly review the eOffice for important messages, including messages from the payroll department about changes in the payroll processing schedule when a holiday occurs.
- Review each paystub issued to monitor the accuracy of the hours processed, statutory deductions.

Reimbursable Expense Processing

Upon client request, you may be asked to incur expenses on behalf of the client to which you've been assigned; those expenses will need to be submitted to the client for approval. Upon approval, the Company will process a reimbursement to you. The following are general guidelines for expense reimbursement; should the client have an expense policy, you will be required to adhere to that policy for any expenses incurred.

- Expense reimbursements are not taxed and therefore, must follow tax guidelines. If you are unsure if an expense can be reimbursed in accordance with CRA guidelines. Contact your Company representative for assistance.
- Carefully review the client's policy and/or instructions provided by your client supervisor to ensure you understand what expenses will be reimbursed.
- Keep copies of your receipts; you will be required to include documentation when requesting reimbursement. If you are being reimbursed, ensure you keep records of the distance you traveled as documentation.
- Submit expenses in a timely manner; you may be deemed ineligible for reimbursement if you wait too long to submit expenses.
- Expenses must be reasonable.

Overpayments

The Company makes every effort to ensure that payroll is processed accurately, but it is possible that overpayments may occur due to a clerical or administrative error. In the event of an overpayment, the Company will contact you for repayment options. If you notice an overpayment before the Company does, it is your responsibility to notify the Company. In accordance with applicable law, the Company may be able to withhold the overpayment from your next payroll deposit or pay cheque, if it is in the same calendar year as the overpayment. Should that not be an option, you will be responsible for returning the funds to the Company by promptly sending the Company a cheque in the amount of the net overpayment. Failure to return overpayments is considered theft and shall be subject to disciplinary action, including but not limited to termination of employment, as well as potential criminal charges.

Direct Deposit

Direct deposit is immediately available when you are placed on an assignment. Should you need to change your payroll method during your assignment, please contact your Company representative for assistance.

Lunch & Breaks

Policy

You will receive meal and rest breaks in accordance with applicable provincial law.

Overtime

Policy

Overtime is handled in accordance with the applicable employment standards legislation in the Province in which you work. All overtime must also be approved by both the employer and the employee prior to working additional hours.

Sometimes a client may need you to work extra hours to meet certain deadlines. When overtime is required, we appreciate your willingness to work additional hours.

Overtime Approval

No one is contractually entitled to work overtime. Overtime requires prior written authorization by your onsite manager prior to working any additional hours.

Overtime Rates, Working Holidays, & Overtime Calculations

The Company adheres to overtime legislation under the applicable employment standards legislation. Overtime wages will not be banked, nor can it be substituted for another date. Overtime will be paid as time worked.

Approving, Communicating, & Recording Absences

Policy

The following outlines what's expected when there's a legitimate reason for you to be absent from work. This procedure helps to facilitate payroll processes, track vacation, and manage costs related to absenteeism, and productivity.

Vacation time is an entitlement and will need to be accrued prior to taking it and will be provided in accordance with the applicable employment standards legislation. Vacation pay will be paid out in each paycheque, therefore when vacation time is taken it will be unpaid, subject to applicable law.

Procedure

Approving Planned Absences

If you're planning to be absent — for example, when you're planning vacation time off or time off for training and development:

1. Notify and obtain advance approval from your onsite manager.
2. It's best not to assume that an absence is approved until you receive written confirmation from your manager.

Communicating Unplanned Absences

1. All unplanned absences must be communicated to your onsite manager.
2. If you're going to be late for work, you're expected to:
 - Notify your manager no later than your regular starting time.
 - Make up the time outside of your standard work week, subject to applicable law.

HUMAN RESOURCES

Health & Safety

Policy

The Company and its clients are committed to fostering an environment where we're all responsible for taking every reasonable precaution to protect each other from occupational illness and injury. Everyone must protect their own health and safety, as well as that of others around them by working in compliance with the law and apply the safe work practices and procedures established by the Company.

The Company will make every reasonable effort to ensure that our client provides a hazard free environment and minimize health and safety risks for staff by adhering to all relevant legislation and, where appropriate, through the development, implementation and maintenance of internal health and safety work standards, programs and procedures.

Rights & Responsibilities

You have a right to:

- Refuse unsafe work.
- As an employee, participate in the workplace health and safety activities as a health and safety representative.
- Know about, and be informed about, any actual and potential dangers in the workplace.

It is your responsibility to:

- Always conduct yourself in a safe manner.
- Work in compliance with occupational health & safety (OH&S) legislation and regulations.
- Complete all safety training that applies to your position. You may be required to demonstrate your level of understanding of training through the completion of tests, quizzes and/or task observation.
- Adhere to policies that prescribe safety procedures and precautions as directed by the Company.
- Report workplace hazards and dangers.
- Ensure you don't use or operate any equipment or work in a way that may endanger you or any staff member.
- Avoid engaging in any prank, contest, feat of strength, unnecessary running, or rough and boisterous conduct that could pose a risk to your safety or the safety of others.
- Don't engage in work when your performance is or could be impaired by illicit drugs, legal substances that cause impairment, or other causes.

You can expect the Company and/or its client to:

- Enforce adherence to safety procedures and precautions as directed by the Company.
- Advise you of potential and actual hazards.

- Take every reasonable precaution in the circumstances for your protection.
- Establish and maintain at least one health and safety representative.
- Take every reasonable precaution to ensure the workplace is safe.
- Provide training about any potential hazards and how to safely use, handle, store and dispose of hazardous substances, and how to handle emergencies.
- Supply personal protective equipment and ensure workers know how to use the equipment safely and properly.
- Immediately report all critical injuries to the government department responsible for OH&S, where required by law.
- Appoint competent managers who set the standards for performance and ensure safe working conditions.

The above information is meant to review and provide key information regarding the requirements and commitments of the Company, its clients and the Company's employees in relation to OH&S. It is not meant to be an exhaustive summary of all such requirements, rights or obligations.

Workplace Hazards & WHMIS

Workplace Hazards

Workplace hazards are identified and controlled appropriately by:

- Recognizing and identifying workplace hazards, with the participation of all staff.
- Assessing the likelihood that workers may be affected by the hazard.
- Addressing and resolving dangerous workplace hazards.

Workplace Hazardous Materials Information System (WHMIS)

The client will provide appropriate WHMIS training and education for staff who are exposed or likely to be exposed to hazardous materials in the workplace.

Joint Health & Safety Committee/Representatives

The client will maintain a health and safety representative, when required by law, to:

- Identify potential hazards.
- Evaluate these potential hazards.
- Recommend corrective action.
- Follow-up on implemented recommendations.

Impairment-Free Workplace

The Company strives to create a safe environment for staff and other Company stakeholders who visit work premises. Our duty as an employer includes ensuring we do what we can to prevent the use of

substances in the workplace before or during work hours that may impair your ability to perform your work functions responsibly.

DEFINITION

Substance

Illicit drugs or legal substance. Any substance, including alcohol, marijuana, illicit drugs or medications, the use of which has the potential to change or adversely affect the way a person thinks, feels or acts.

For greater certainty:

- Alcohol refers to beer, wine and distilled spirits, and includes the alcohol found in medicines or other products.
- Marijuana refers to cannabis.
- Illicit drugs meaning any drug or substance whose use, sale, possession, purchase or transfer is restricted or prohibited by law.
- Medications refers to a drug obtained legally, either over the counter or through a doctor's prescription, designed to remedy, control or prevent illness.

Impairment

Impairment refers to the deterioration of an individual's judgment or a decrease in their physical ability as a result of Substance use. Even small amounts of a Substance can affect your mental and physical abilities. Different Substances act on your brain in different ways, including affecting, for example:

- attention
- judgment
- motor skills
- reaction time
- decision-making skills
- balance and coordination

Policy

Employees are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to use or after-effects of Substances, or any other substance that may impair judgment or performance.

The presence of illicit drugs, recreational cannabis, or alcohol in the workplace is not permitted.

Any illicit drug or drug paraphernalia found in the workplace will be turned over to the appropriate authorities.

As with any case of workplace misconduct, you may be subject to disciplinary measures, up to and including termination of your employment for just cause for violation of this policy, depending on the circumstances and severity and frequency of the violation(s).

Work Rules

Whenever you are working or are operating any vehicle as part of your assignment responsibilities, whether such activities are taking place at the Company's and/or the client's premises,

or you are conducting Company and/or client related business in any location as part of your assignment, you are prohibited from:

- Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (including possession of drug paraphernalia) marijuana, or alcohol;
- Being under the influence of alcohol, marijuana, or an illegal drug; and
- Possessing or consuming alcohol, marijuana, or an illegal drug.

Subject to applicable law, the Company and/or the client will not allow you to perform your duties while taking prescribed medications that are adversely affecting your judgment or ability to safely and effectively perform your assignment. If you are taking a prescribed medication that may impact your ability to safely perform your duties, you must notify the Company and carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.

Detection of any illegal drugs or drug paraphernalia will be reported to the appropriate law enforcement agency.

Testing During Employment

1. **Reasonable Cause:** Subject to applicable provincial and federal law, you may be subject to illegal drug or alcohol testing during the course of an assignment based upon, but not limited to: observations made by the client of erratic or atypical behavior (or any individual with whom you come in contact with during the course of your assignment); other observations suggesting use and/or possession of drugs or alcohol; changes in physical appearance, behavior or speech patterns; and/or observed Impairment. The specific observations and behaviors that created a reasonable suspicion will be documented and the Company will confer with the client supervisor before determining the appropriate next steps, which may include sending you for testing.

At all times, the employee's privacy rights, particularly where confidential and/or medical information is involved, will be protected. Further, the consequences of a positive test will be evaluated on a case-by-case basis to ensure that human rights legislation is complied with and the duty to accommodate is fulfilled.

2. **Post-Incident:** Subject to applicable provincial and federal law, you may be subject to testing when you cause or contribute to incidents or accidents that damage a client's vehicle, machinery, equipment, or any property and/or result in an injury to you or another person requiring off-site medical attention. A probable belief circumstance will be presumed to arise in any instance involving a work-related accident or injury in which you were the person operating a motorized vehicle (including, but not limited to a fork lift, vehicle (regardless of ownership), or other motorized vehicles), and you are found to be responsible for causing or contributing to the accident.

3. **Follow-up:** If you have tested positive, or otherwise violated this policy, you may be subject to discipline, up to and including dismissal.

Workplace Harassment, Discrimination, and Violence Policy and Program

The Company aims to provide a happy, safe and supportive workplace free from workplace discrimination, harassment (including sexual harassment) and violence. The safety and well-being of our workers is a priority for the Company and accordingly, workplace discrimination, harassment and violence will not be tolerated. The purpose of this policy and program (the “Policy and Program”) is to establish clear standards and expectations for all workers in order to prevent, and to protect individuals from, workplace discrimination, harassment and violence.

This policy applies to all individuals who work for the Company, irrespective of location and, where applicable, visitors who attend our premises, and any other persons covered under applicable legislation.

This Policy and Program applies to behavior in the workplace but also extends to all other work-related events, activities and places - for example, work lunches, dinners, conferences, holiday parties, building sites, training, social club events, business trips, client functions or meetings, and during telephone, email and other communications.

Everyone has a role to play in ensuring that the workplace is safe, healthy and discrimination, violence and harassment-free. The Company, as the employer, will ensure this Policy and supporting Program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect themselves from discrimination, harassment and violence in the workplace. All supervisors will assist the Company in implementing this Policy and Program, and all workers are responsible for conducting themselves in a manner consistent with this Policy and Program. Any violations of this Policy and Program may lead to discipline, up to and including termination of employment for cause.

Prohibited Conduct

A. Workplace Violence

Workplace violence includes the attempted or actual exercise of physical force by a person against a worker in the workplace that causes or could cause physical injury to the worker and any statement or behavior that a person could reasonably interpret as a threat to exercise physical force against a worker in the workplace.

Behaviors that may constitute workplace violence include, but are not limited to:

- engaging in physical assault or aggression;
- threatening verbal communications or gestures, e.g. shaking one’s fist;
- leaving threatening notes or sending threatening emails in the workplace; and
- domestic violence is considered workplace violence if a person who has a personal relationship with a worker – such as a spouse or former spouse, current or former intimate partner or a family member – may physically harm, or attempt or threaten to physically harm that worker at work.

B. Workplace Harassment

Workplace harassment includes engaging in a course of vexatious comment or behavior against a worker in a workplace, where such behavior is known or ought reasonably to be known to be unwelcome.

Workplace harassment includes psychological harassment. Psychological harassment includes any vexatious behavior (in the form of repeated and hostile or unwanted conduct, verbal comments, actions or gestures) that affects an employee's dignity or psychological/physical integrity, and that results in a harmful work environment for the employee. For greater certainty, psychological harassment includes behavior in the form of verbal comments, actions or gestures of a sexual nature. A single serious incident of vexatious behavior that has a lasting harmful effect on an employee may also constitute psychological harassment.

Workplace harassment additionally includes sexual harassment, such as: (a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; and (b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome. Behaviors can amount to sexual harassment even if the perpetrator did not intend to offend the other person. In addition, sexual harassment does not always need to be directed at an individual to be unlawful.

Workplace harassment also includes, but is not limited to, all other forms of harassment that are prohibited under applicable human rights legislation. This includes, for example, harassment on the basis of race, ancestry, place of origin, colour, sex (including pregnancy), sexual orientation, gender identity, gender expression, age, marital status, family status, disability or any other characteristic protected by applicable human rights legislation.

However, workplace harassment does not include reasonable action taken by the Company or a supervisor relating to the management and direction of workers or the workplace. It is not harassment for a manager to counsel a worker about their performance, provided this is done in a constructive manner. Performance counselling is a necessary part of ensuring that workplace participants meet the standards of work and behavior that we expect at the Company. Also, other reasonable managerial actions such as disciplinary action, work directions and orders, and allocation of work in compliance with business requirements and systems do not constitute harassment.

Behaviors that may constitute workplace harassment include, but are not limited to:

- displaying or circulating offensive pictures or materials
- making remarks, jokes or innuendo that demean, ridicule, intimidate or offend
- sending or making offensive or intimidating emails or phone calls
- making unwelcome sexual flirtation, advances or propositions, or engaging in any other unwelcome verbal, visual or physical conduct of a sexual nature, including unnecessary touching of an individual, sexually-oriented comments or teasing, jokes about gender specific traits, displaying sexually suggestive objects or pictures, sexually explicit or offensive jokes, stories, cartoons, nicknames or comments of a sexual nature; and

- bullying (which may include psychological, social and/or physical bullying).

C. Workplace Discrimination

Workplace discrimination is where a person is treated unfavorably on the basis of certain protected characteristics, which may include, but are not limited to race, ancestry, place of origin, colour, sex (including pregnancy), sexual orientation, gender identity, gender expression, age, marital status, family status, disability or any other characteristic protected by applicable human rights legislation.

Responsibilities

Everyone has a role to play in ensuring that the workplace is safe, healthy and discrimination, harassment and violence-free. All workers are responsible for conducting themselves in a manner consistent with this Policy and Program.

All workers will:

- maintain a safe work environment;
- not engage in or ignore violent, threatening, intimidating or other disruptive behaviors;
- promptly report any incident where the worker is subjected to, witnesses, or has knowledge of workplace violence, harassment or discrimination, or has reason to believe that workplace violence, harassment or discrimination may occur; and
- maintain confidentiality through the complaint, investigation and communication process unless necessary to obtain advice about their rights.

All supervisors will:

- actively promote a safe and healthy workplace, free of workplace violence, harassment and discrimination;
- understand and uphold the principles of this Policy and Program;
- ensure that workers under their authority understand and adhere to this Policy and Program;
- immediately respond to and investigate any complaint of workplace violence, harassment, or discrimination that has taken place or a situation that a worker feels may become violent;
- report all cases of workplace violence, harassment or discrimination to Human Resources/Management as soon as the immediate response has resolved; and
- cooperate and participate in the complaint, investigation and communication process as required, and maintain confidentiality in accordance with this Policy and Program.

All management will:

- maintain a safe work environment;

- understand and uphold the principles of this Policy and Program;
- provide appropriate information and instruction on this Policy and Program to all workers and supervisors;
- take all reasonable and practical measures to minimize or eliminate risks of workplace violence identified through workplace violence assessments, workplace inspections, or the occurrence of an incident;
- provide an effective procedure for complaints, and respond promptly to all reports of violence, harassment or discrimination, address immediately all incidents of workplace violence, harassment, or discrimination and not condone or permit any behaviour contrary to this Policy and Program; and
- inform complainants and alleged perpetrators (in writing, if required by law) of the results of an investigation and any corrective action that will be taken.

If workers have questions or concerns regarding this Policy and Program, or if they have suggestions regarding how to eliminate risks of workplace violence, harassment, or discrimination, they should contact their supervisor, management or Human Resources.

Complaint, Investigation & Disciplinary Procedure

A. Reporting Workplace Violence

Workers must immediately report all incidents of workplace violence or threats of violence, including if they witness, receive or have been told that another person has witnessed or received threats of violence, to their supervisor, management or Human Resources at one of the key contacts below.

Threats or violence of a serious nature should be reported to the local police immediately. Please notify your supervisor, management and/or Human Resources as soon as possible about the incident afterward.

B. Reporting Workplace Harassment and Discrimination

Any worker who believes that he or she has been the victim of workplace harassment or discrimination or has witnessed such behavior directed at others should report the conduct to his or her supervisor, management or to Human Resources (contact information below).

If the alleged offender is your supervisor (or any other individual to whom you would have ordinarily reported the incident), you may report the incident to any of the other key contacts listed below.

Workers also have the option to resolve the matter directly with the alleged offender if they are comfortable doing so, by requesting the alleged offender to stop the behavior in question.

C. Investigation of Complaints or Incidents

Complaints of workplace harassment/discrimination and incidents of workplace violence will be promptly investigated by the Company. Any person who engages in or threatens workplace violence

may be asked to leave the workplace and/or to cease performing any work on behalf of the Company and may be prohibited from returning pending the outcome of an investigation.

All workers are expected to cooperate fully in any investigation. If after the investigation the Company finds that a violation of this Policy and Program has occurred, it will determine what remedial action should be taken to avoid future incidents and to protect the health and safety of all workplace parties. Any worker determined by the Company to be responsible for a violation of this Policy and Program will be subject to appropriate disciplinary action, up to and including termination of employment for cause.

Nothing in this policy prevents or discourages a worker from filing an application with the appropriate human rights tribunal on a matter related to applicable human rights legislation. A worker also retains the right to exercise any other legal avenues that may be available.

D. Communication of Results and Corrective Action

Following the conclusion of the investigation, the worker who has allegedly experienced workplace harassment, discrimination or violence and the alleged perpetrator, if he or she is a worker, will be informed (in writing, if required by applicable law) of the results of the investigation and of any corrective action that has been taken or that will be taken as a result of the investigation.

E. Confidentiality

To protect the interests of all involved, confidentiality will be maintained through the complaint, investigatory and disciplinary process to the extent practicable and appropriate in the circumstances. Information obtained about an incident or complaint of workplace harassment, discrimination or violence, including identifying information about any individuals involved, will not be disclosed unless the disclosure is necessary for the purposes of investigating or taking corrective action with respect to the incident or complaint, or is otherwise required by law. However, investigations may require disclosure of certain information to the accused party and to other witnesses in order to gather pertinent facts.

Additionally, while the investigation is on-going, the worker who has allegedly experienced workplace harassment, discrimination or violence, the alleged perpetrator(s) and any witnesses should not discuss the incident or complaint or the investigation with each other or other workers or witnesses unless necessary to obtain advice about their rights.

F. No Reprisal

The Company will not retaliate in any way against anyone who files a complaint in good faith or who acts as a witness in relation to an incident or complaint. The Company also prohibits retaliation by anyone within the Company against another worker who makes a complaint in good faith or acts as a witness. Anyone who retaliates against a person for seeking assistance through this Policy and Program, or for filing a complaint, may be subject to discipline, up to and including dismissal.

Updates to Policy and Program

This Policy and Program shall be reviewed at least annually, and may be updated from time to time, as appropriate.

Each time the Company undertakes an assessment of the risks of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work, management/HR will update this Policy and Program with any measures and procedures to control the risks identified in the assessment as likely to expose a worker to physical injury.

Workplace Injuries

Preventing & Reporting Work-Related Injuries

The health and safety of Company Employees is a vital concern; therefore, the Company strives to provide you with a safe and healthy work environment. All Employees must make a conscious effort to be aware of safety and health procedures, as well as hazards, at all times. To promote safety and the prevention of accidents, please adhere to the following safety guidelines:

- Familiarize yourself with the safety practices and procedures at your assigned client;
- Devote your full skill and attention to the performance of your job responsibilities, utilizing the highest standard of care and good judgment;
- When lifting, bend your knees and keep your back straight. If the item is too heavy, obtain assistance before proceeding;
- If you become aware of any potentially hazardous conditions, it is your responsibility to report the situation promptly to your Company representative and the client supervisor.

Using Mobile Devices While Operating a Vehicle or Equipment

We all know the stats. Using a Mobile Device while operating a vehicle, machinery, or equipment kills people. Don't do it under any circumstances when you're in the workplace or when using a Company-supplied mobile device.

Here's what you need to know and adhere to:

- Use of any Company-supplied or personal mobile device while operating a vehicle, machinery, or equipment in the workplace, is strictly prohibited.
- Use of any Company-supplied mobile device while operating a vehicle, machinery, or equipment when off-duty, is strictly prohibited.
- Your Company representative and/or any other Company individual has no authority, under any circumstances, to expect you to use a mobile device in any way while you're operating a vehicle, machinery, or equipment, or to conduct any activity where the lack of focus, even for an instance, can result in serious negative consequences for you or others.
- If you decide to use a mobile device while operating a vehicle, machinery, or equipment, you must only use the device once you have pulled over to a safe place and parked the vehicle, machinery, or equipment.

If you experience an injury at work:

- If the injury does not require immediate attention, please report the injury to your client, supervisor and the Company's Human Resources department or your

Company representative. The Human Resources department may provide guidance on a health care provider and/or health care facility that you should visit.

All work-related injuries must be reported to your client supervisor and the Company's Human Resources department within 24 hours of the incident. Work-related injuries may be covered by workers' compensation insurance, which might compensate you for lost time, medical expenses, and loss of life or dismemberment from an injury arising out of or in the course of performing your job. Failure to report such injuries may result in the workers' compensation claim being delayed and/or denied.

Non-Work-Related Injuries

In the event that you suffer an injury that's not related to your assignment and you are unable to work, please notify your client supervisor and your Company representative within 24 hours of your inability to work. You may be eligible for government disability insurance, depending on the Province in which you reside and/or work, subject to eligibility requirements.

If you are eventually able to return to work, you will be required to present a note from your healthcare providing stating that you are able to return to work. The note should include any potential restrictions or modifications you may have as part of your recovery.

Human Resources Operations

Employment Verifications

Prospective employers, financial institutions, and residential property managers routinely contact the Company requesting information about a former or current Employee's work history and salary. All such requests should be referred to and will be completed by the Company's Human Resources department. Please reach out to your Company representative.

In the event of a written request, information will be provided on the form supplied, only when the request is accompanied by a former or current employee's signed authorization to release the information on the form. The written form will be returned directly to the requesting party.

Pre-Employment Screening

Starting an assignment with the Company may be contingent upon the successful completion of pre-employment screening, depending on the Company requirements, client requirements and/or assignment responsibilities.

Procedure

If you are selected for an assignment for which pre-employment screening is required, you will receive a web link to complete a background check authorization. Once the authorization is complete and submitted, the Company's background check vendor will complete all applicable searches related to the assignment. You will not be permitted to begin work until all pre-employment screening has been completed, reviewed by the Company, and deemed acceptable by the Company in accordance with applicable Company and/or client guidelines.

If a decision is made not to place you on an assignment based on the results of a background check, you will be notified by the Company. All background check information is maintained in a secure file, separate from your personnel file.

Whistle-Blower Policy

Policy

Everyone is expected to comply with the **Code of Conduct** policy in this Handbook and to report serious violations or suspected violations in accordance with this policy, prior to seeking resolution outside the Company.

Here's what you need to know:

Atrium HR Team, in partnership with its respective clients, is responsible for investigating and resolving all reported complaints and allegations concerning violations of the **Code of Conduct** policy, at their discretion.

Any Individual who retaliates against someone who has reported a violation in good faith may be subject to disciplinary measures, up to and including immediate termination of employment for just cause.

Any allegation that proves not to be substantiated, and which proves to have been made maliciously or knowingly to be false will be subject to disciplinary measures, up to and including immediate termination of employment for just cause.

Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation and subject to applicable law.

Anonymous complaints won't be dealt with under this policy.

Procedure

When observing a serious violation of the **Code of Conduct** policy, proceed as follows:

1. Share or report your concerns, suggestions, or complaints with your Company representative. They will share it with Atrium HR/Compliance Officer.
2. The Compliance Officer will:
 - a. Investigate and resolve all reported violations of the **Code of Conduct** Policy, at their discretion.
 - b. Provide advice to the adjudicating parties in the matter.
3. In the event of any concerns or complaints regarding workplace practices, internal controls, or auditing, the employee shall immediately notify the Company representative.
4. All reports will be promptly investigated, and appropriate disciplinary action will be taken if warranted by the investigation.

Conflict of Interest

Policy

You may, from time to time, pursue personal and private business interests and ventures, and may participate in other forms of decision-making organizations/bodies.

It's your responsibility to clarify such outside activities and provide a full disclosure so that an assessment can be made and any potential conflict of interest, real or perceived, may be prevented.

If you're unsure of a situation that may place you in a conflict of interest, please refer to the list below or discuss the situation with Atrium HR.

The following situations require full written disclosure to and approval by Atrium HR.

You are engaged in, or plan to be engaged in, a business that is similar in nature to the Company, competes with the Company, services Company clients, or is in some way hostile or adverse to the Company.

You directly or indirectly, borrow from, lend to, invest in, or engage in any substantial financial transaction with a client, potential client, major supplier, or competitor of the Company. Professionally managed mutual funds are exempt from this clause, provided the fund manager isn't a member of your immediate family. Members of immediate family include spouse, children, and any other relative sharing your household.

You receive gifts from a Company supplier or competitor.

Your work requires use or disclosure of Company proprietary information or clients.

Vacation

You will receive vacation time and vacation pay in accordance with applicable employment standards legislation.

Calculating Vacation Entitlements

Vacation entitlements are calculated based upon your provincial law and criteria such as being on an active assignment.

ALL employees will receive vacation time and pay in accordance with applicable employment standards legislation.

Vacation Accrual During Leaves

Subject to applicable law, if you're off on an unpaid leave of absence, only your vacation days will continue to accumulate. Your vacation pay won't accumulate during the months where you have no earnings.

Vacation Year

The Company's 12-month vacation entitlement year runs from January 01 to December 31. This is the period where you earn your vacation pay and vacation time, to be taken, if/where applicable, after the end of the vacation entitlement year.

Vacation entitlements will be prorated for partial years of employment. You can't take vacation in the year it is earned.

Taking Vacation

Vacation earned must be used no later than the end of the vacation entitlement year, as dictated by Provincial law, for which it is earned.

If you and the Company can't find a mutually acceptable time for you to take your vacation, the Company reserves the right to schedule your vacation to ensure vacation earned is used prior to the deadline date, and will provide you with at least 2 weeks' notice of the start of the vacation.

Vacation scheduling conflicts between you and your co-workers will be resolved by your Company representative, who will make their decision based on a number of factors, including the Company requirements and a "first-come-first-served" procedure.

If a public holiday occurs on a day during your vacation, you'll be given public holiday pay for that day, if required by Provincial law and you are eligible.

If incidental sickness occurs on a day during your vacation, the sick day will be counted as a vacation day, and not a sick day, subject to applicable law.

Vacation time must be taken in periods of one or more weeks, unless you request shorter periods in writing and your Company representative agrees in writing.

Public Holidays

If eligible, you will receive Federal and Provincial public holiday entitlements in accordance with applicable employment standards legislation. Here's what you need to know:

Subject to applicable law, you need to work your regularly scheduled day before and after the holiday or you won't be eligible for public holiday pay. In addition, you must meet the Provincial eligibility requirements.

If working on the holiday, you will be paid for hours worked. Hours will not be substituted or banked.

If you're away on an unpaid leave of absence, or receiving Long Term Disability (LTD) or Workplace Safety & Insurance Board (WSIB) benefits, you will not receive public holiday entitlements unless required by law.

Leaves of Absence

You will receive statutory leaves of absence in accordance with applicable employment standards legislation.

It is extremely important that you obtain information about your rights to Employment Insurance (EI) benefits for your situation if you're considering taking a Leave under the ESA. It is your responsibility to determine whether you are eligible for such benefits.

Procedure

You must request from your Company representative in writing with any appropriate documentation at least 2 weeks before the anticipated start date of the Leave to help the Company and your co-workers prepare for your absence.

The Company reserves the right to ask you to provide a doctor's certificate or other evidence to support entitlement to an early Pregnancy Leave or an extension of Pregnancy Leave for medical reasons.

You're expected to provide your Company representative with minimum 4 weeks' notice in writing regarding your expected date of return to work or your resignation, if you choose not to return to work.

Employee Exit

Closing Remarks:

We are confident that this will be a time full of positive experiences and great successes for all of us. This Handbook should be used for reference throughout your employment with the Company. With open lines of communication, we will learn much more from one another, so please remember that the management team is available to you. All the best for a successful experience here at Atrium.

Handbook Acknowledgement

I acknowledge that I have received, read and understand a copy of this Handbook, which describes important information about the Company, and understand that I should consult the Company representative and/or the Human Resources (herein, "HR") department at the Company if I have questions about the policies and information contained herein.

I have accepted employment with the Company voluntarily and acknowledge that it is not guaranteed for a specified length of time nor does it guarantee a future offer of employment from the Company or its client(s).

I understand and agree that nothing in the Handbook creates or is intended to create a contract or a promise or representation of continued employment. I further acknowledge and agree that the policies contained in this Handbook shall apply throughout the length of any assignment while employed by Company.

Since the information, policies, and benefits described herein are subject to change, I acknowledge that revisions to the Handbook may occur. I understand that the Company may change, modify, suspend, interpret or cancel, in whole or part, any of the published or unpublished personnel policies or practices, with or without advance notice, at its sole discretion, without giving cause or justification to any employee. Such revised information may supersede, modify or eliminate existing policies and such revisions may be communicated through an updated version of the Handbook or any other written form of communication, including but not limited to email. All policies outlined in this Handbook are effective as of [date].

Throughout the duration of my prospective employment and actual employment, I understand and agree that I have read and will comply with the policies contained in this Handbook and any revisions thereto. I understand I am legally bound by the provisions contained herein, and that the job-hunting services and/or my continued employment is contingent on adherence to these policies.

Employee Signature:

Date: