



EZ STAK Inc

HUMAN RESOURCES EMPLOYEE HANDBOOK

Date: October 2022





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PART 1: WELCOME

ABOUT OUR ORGANIZATION

We would like to welcome you to EZ STAK Inc (the "Company"). It is our pleasure to welcome you to our team. Since the beginning of the company's activities, we have always attributed our success to the work and cooperation of our staff.

Whether you are a new employee or have been working for a few years at EZ STAK Inc, this Employee Handbook ("Handbook") is intended to answer questions you may have about the Company. It is intended to be a working tool that you can refer to when necessary to learn about, or remember, many aspects of your work environment.

Our mission and values, organisational structure, policies, procedures and current practices, summary of benefits (if applicable) are elements that shape the organisational culture of EZ STAK Inc.

Management can also provide you with information and guidance on how the organisation works. Please note that we reserve the right to revise, at any time, the nature and content of our policies, practices and benefits (if applicable) in line with its financial capabilities and market developments.

Please also note that the *Employment Standards Act* of Ontario will always take precedence over this document. Should you wish to make any suggestions and/or comments to improve the quality of your work environment and the diversity of services offered, we invite you to discuss them with management.

We are pleased to have you on board, and we hope that your experience with our team will be a rewarding one. If you have any questions or recommendations regarding this Handbook, please do not hesitate to contact me or any member of the management team.

Mike Lawrenson, CEO



MISSION

We are a leading global manufacturer of high-quality mobile workspace systems, providing our customers the joy of a well-organized, safe, and secure work environment. Our quality mobile workspaces are delivered on budget and on time, every time.

VALUES

Integrity - We always do what is right.
Respect - We believe people and property matter.
Teamwork - We pull together to win.
Optimism - We persevere with enthusiasm.
Curiosity - We never stop learning and improving.

HISTORY OF THE COMPANY

To find out more about the company, we invite you to visit our website at: ezstak.com

FORCE OF POLICIES

At EZ STAK Inc, we strive to create a fair and efficient workplace where employees are safe and can thrive. The policies in this handbook apply to all employees at EZ STAK Inc and are intended to provide a consistent set of guidelines to direct the behaviour of all members of our team. They are based on current legislation and best practices and, therefore, may need to be amended from time to time. If there are any discrepancies between the policies in this manual and current legislation, the legislation will take precedence. Employees are expected to be familiar with the contents of this manual and to refer to it as necessary to inform their actions and behaviour.

OPEN DOOR

EZ STAK Inc is committed to an open and accessible environment for employee communication, feedback, suggestions, and complaints. This communication may be provided by email, text, verbally, or otherwise (e.g., on the company's message board, etc.).

We have instituted an Open Door Policy to ensure that employees feel comfortable and safe bringing forward items that may need attention in the business. An Open Door Policy also means that if an employee is nervous to bring a concern forward to a specific person, they may bring it forward to another person in the organization without fear of repercussion.

*Please note that if a complaint involves any element relating to discrimination, violence, or harassment, the investigation procedures in those applicable policies (Anti-Violence Policy, Anti-



Harassment Policy, Human Rights Policy, etc.) will be followed rather than what is outlined in this policy.

Supervisor/Manager

Employees are encouraged to speak first to their immediate supervisor/manager regarding suggestions for improvements, changes to processes, etc., as their supervisor/manager would be the closest to be able to see how changes could be implemented. If an employee is uncomfortable speaking to their direct supervisor/manager, they may speak to any other member of management they feel comfortable with.

Meeting Time

Employees are encouraged to request a time to speak with their chosen communicator, bearing in mind key operational responsibilities and deadlines. As much as possible, employee requests will take precedence over other issues, although there may be times when it is not possible to grant the time immediately.

Remedies

Employees should be considering what an ideal state would mean for them when bringing forward a complaint.

Follow-Up

During the meeting, the supervisor/manager to whom you are speaking will provide you with a date for follow-up of the concern you brought forward (as needed). For matters of urgency, they will try to resolve it as soon as possible. For matters of process that require input from additional stakeholders, this may take additional time. Regardless, if an employee is not provided with a follow-up date, they should request one.

Violence, Harassment, Discrimination, and Investigation

Once in the meeting, employees should feel free to pass along what is concerning them but must be aware that any complaints relating to discrimination, harassment, or violence, must be pursued further. Reporting any of the above, whether the employee is the subject of or witness to; will trigger an investigation as soon as possible. While requests for confidentiality will be adhered to as much as possible, there are times, for investigative purposes, when an employee's identity must be divulged. Unless otherwise specified because of the nature of the complaint, the HR Manager, Laurie Gregoire will be notified of any such complaint immediately.

Matters Relating to Health and Safety

For any matters relating to an immediate and urgent safety issue, employees should speak with whomever is available immediately, be it their supervisor/manager (if available) or a (Committee Member), rather than book in for a meeting. Safety is not a matter that can wait. For non-urgent safety matters, employees are encouraged to email healthandsafety@ezstak.com



Speaking Up for Another Employee

While EZ STAK Inc understands there are times an employee may feel uncertain about sharing concerns and ask another person to do so on their behalf, employees are encouraged to speak up for themselves as much as possible. While we will do our best, it is difficult for EZ STAK Inc to take appropriate action unless the employee who is the subject of the open door comes forward.

Repercussions

Employees will not be subject to any repercussions for bringing forward their thoughts, ideas, or opinions for the business. However, if it is found that an employee contravened any other policies, such as Workplace Anti-Violence, Workplace Anti-Harassment, Human Rights Policy, the employee will be subject to the progressive discipline process, up to and including termination of employment.



PART 2: RESPECT IN THE WORKPLACE

MUTUAL COMMITMENTS

EZ STAK Inc firmly believes that a positive working environment will not only ensure maximum staff productivity, and therefore long-term employability, but also a friendly and stimulating working atmosphere. An attitude of listening and openness is required in all departments of the company. The management's door is always open to constructive exchanges and several means of communication are available to staff so that they can quickly and easily convey their message to the people concerned. Good understanding is the business of all members of the company.

We are committed to providing a safe and healthy work environment for all our employees. In return, we ask for a commitment to EZ STAK Inc. All employees must comply with company policies and health and safety regulations.

CODE OF ETHICS

EZ STAK Inc believes in honesty, integrity and respect and requires all employees working on behalf of the organization to uphold these values. We are committed to doing business in a respectful and ethical manner. Employees of EZ STAK Inc are expected to behave in a professional and courteous manner toward the organization, fellow employees, our clients, and the public always.

This means employees will adhere to the following guidelines for working with integrity:

- Report for work on time and put their best effort forward each day
- Assist clients and fellow colleagues to the best of their ability
- Take responsibility for their choices and actions
- Treat others with dignity and respect
- Represent the organization and its clients or affiliates in a positive manner
- Keep confidential information private
- Use company resources and property as intended
- Ask for clarification and guidance when unsure about an action or decision

EZ STAK Inc will not tolerate:

- Discrimination, harassment, bullying or violence of any kind
- Illegal or criminal behaviour including but not limited to stealing, damaging property, or possessing illegal substances or items
- Any type of lewd behaviour or unethical conduct
- Showing up for work under the influence of any substance that impairs judgement or hinders safety, whether that substance is legal or not
- Insubordination



- Competing with the organization or using company information or intellectual property for personal gain
- Intentionally behaving in any untrustworthy manner such as misrepresenting the company or its products, services, or prices to clients or to the public whether in person or via social media channels

EZ STAK Inc will provide education and training to ensure employees understand their obligations and responsibilities when it comes to respectful behaviour.

Employees who do not comply with the expectations set out in this code of conduct will be dealt with through corrective action, which may include termination of employment.

WORKPLACE ANTI-HARASSMENT

EZ STAK Inc is committed to ensuring a workplace free of harassment, bullying, and discrimination. In pursuit of this, EZ STAK Inc will not tolerate any harassment, bullying, or discrimination within the workplace. EZ STAK Inc is further committed to investigating any complaints regarding workplace harassment, bullying, and/or discrimination, using the method of corrective action, up to and including the point of termination of employment for the perpetrator(s).

We will provide education and training to ensure that all employees understand their rights and responsibilities regarding harassment; and that supervisors understand how to respond to incidents of harassment.

This policy also prohibits any person at EZ STAK Inc who can grant or deny a benefit to another employee from sexually soliciting or making advances on that person. This could include co-worker to co-worker, or supervisors and managers to employees. Further, any reprisals for the rejection of these advances are not permitted.

EZ STAK Inc will not permit the creation of a poisoned work environment, as created by comments or any forms of conduct that are known to be unwelcome. EZ STAK Inc will investigate all complaints to prevent this poisoned environment.

Canada's Criminal Code specifically lays out matters such as violent acts, sexual assault, threats, and behaviours such as stalking. In the event of any of the above, EZ STAK Inc will immediately contact the police.

Definitions

Harassment is defined by the *Ontario Occupational Health and Safety Act* as "engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome." This definition includes sexual harassment, personal harassment, psychological harassment, and bullying. Harassment can either occur over a period, or in a specific instance, depending on the specific situation.

Common harassing behaviours can include (but are not limited to):

- Rumour spreading.
- Jokes about sex.
- Email chains with jokes about specific individuals.
- Excluding individuals from work-related activities.
- Reviewing work unfairly or trivial fault-finding; and
- Belittling behaviour or comments.

Workplace harassment does not include reasonable actions taken by an employer or supervisor relating to the management or direction of workers in the workplace.

Sexual Harassment under the Occupational Health and Safety Act is defined as “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”, or 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.”

Note that this Anti-Harassment Policy is administered in conjunction with EZ STAK Inc’s Human Rights Policy and includes freedom from discrimination under any of the grounds established by the *Ontario Human Rights Code*, including race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), sex (including pregnancy), sexual orientation, gender identity, gender expression, age (18 and over), marital status (including same sex partners), family status, disability, and record of offences.

Reporting

EZ STAK Inc encourages any of its employees who witness or who are victim to harassment, bullying, or discrimination to bring forward the information as soon as possible so that an investigation may immediately commence.

Employees who experience harassment while in the course of work for EZ STAK Inc have the right to file a complaint without any fear of reprisal. EZ STAK Inc will ensure that an investigation is conducted into any incidents or complaints of workplace harassment, as appropriate.

At EZ STAK Inc, complaints regarding harassment, bullying, or discrimination may be brought forward to:

- The CFO at eduardo.guevara@ezstak.com or HR Manager laurie.gregoire@ezstak.com.
- An alternate report may be made to (Eduardo Guevara) at Eduardo.guevara@ezstak.com) if either of the above are the alleged harasser(s).
- Immediately upon receipt of a complaint, an investigation will be started, and additional information and context will be sought. The investigation may include:
 - o A review of the details of the incident.
 - o Separate interview(s) with the parties involved and any witnesses.
 - o Examination of any relevant documents, emails, notes, photographs, or video.
 - o A decision about whether the complaint constitutes workplace harassment; and

- o the preparation of a report which summarizes the incident, the steps of the investigation, the evidence collected, and any findings
- EZ STAK Inc will take appropriate measures to ensure that employees and/or witnesses involved in filing the complaint are protected, as necessary. This may include temporary reassignments or shift changes. EZ STAK Inc will ensure that these changes do not penalize any employee who brought forward a complaint, or any witness to the complaint.
- EZ STAK Inc will not disclose any information regarding a complaint of harassment (including any identifying personal information of any of the individuals involved) unless the disclosure is necessary. The disclosure may become necessary for the purposes of investigating the complaint, taking disciplinary action, or as required by law.
- The employee who disclosed the complaint, as well as the alleged harasser (provided they are both employees of EZ STAK Inc), will be kept up to date on the investigation and will be notified of the results of the investigation and any subsequent actions to be taken.

Employee and Supervisor Responsibilities

All EZ STAK Inc employees have the responsibility to adhere to the contents of this policy and refrain from enacting or condoning any form(s) of harassment. Further, all employees have the responsibility of fully cooperating in any investigations into complaints of harassment.

All EZ STAK Inc supervisors or managers have an additional responsibility of acting immediately upon either receiving a complaint of harassment or witnessing it themselves. Supervisors and managers are responsible for the creation and maintenance of a harassment-free workplace and must immediately investigate as soon as any forms of harassment become known in the workplace.

WORKPLACE ANTI-VIOLENCE

EZ STAK Inc is committed to providing a healthy, safe, and supportive work environment for all employees that is free from workplace violence and will not tolerate any such incidents that are perpetuated by or against an employee, client, volunteer, vendor, or visitor.

In pursuit of this commitment, EZ STAK Inc will take all reasonable steps to prevent workplace violence and will deal with incidents and complaints made in good faith, in a fair, consistent, and timely manner.

Definitions

“Workplace Violence” as defined by the *Ontario Occupational Health and Safety Act*, means:

1. The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
2. An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.
3. A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.



“Workplace” refers to any land, premises, location, or thing at, upon, in or near which a worker works including the organization's offices, off-site locations where work is performed, social events related to work or away from work but resulting from work (i.e., a threatening phone call to your home or other personal electronic contact from co-workers or clients).

Employee Responsibilities

- Understand what constitutes workplace violence as defined in this policy and adhere to the organization’s zero tolerance requirement.
- Immediately report any incident of violence one is subject to or witnesses in accordance with the organization’s anti-violence program.
- Participate as required in internal and external investigations concerning incidents of workplace violence.
- Refrain from any retaliatory acts against any individual who has brought forward a complaint of violence.
- Attend and actively participate in training and education sessions regarding workplace violence.

Employer and Management Responsibilities

- Assess the risk of workplace violence and implement procedures, response plans and other controls to help minimize identified risks.
- Educate and train employees on this policy and program, response plans and other controls established to protect employee health and safety.
- Ensure a copy of this policy is available to all employees.
- Review the Workplace Anti-Violence Policy and Program annually or as often as necessary to properly protect employees from the risk of violence. This policy and program will be reviewed after any violent incident to determine if changes are necessary.
- Take appropriate action(s) upon receipt of a complaint of workplace violence or when aware that workplace violence is occurring.
- Impose appropriate disciplinary measures in response to substantiated claims of workplace violence.

All members of management who are aware, or who ought to reasonably be aware that incidents of workplace violence are occurring or are thought to be occurring are obligated to take appropriate action to stop the offending behaviours and actions, even in the absence of a formal complaint.

Reporting Incidents of Workplace Violence

- In the event you are directly affected by, or witness to an act of violence or a threat of violence in the workplace, it is imperative that the incident be reported immediately. Reports are to be made to your direct supervisor, his or her designate or other relevant party.
- For the health and safety of everyone, employees are encouraged to request an informal meeting with their supervisor/manager or their designate to discuss issues concerning or related to workplace violence.
- Employees should also notify their supervisor/manager or their designate if any restraining order affecting them is in effect or if they are aware of a non-work-related situation that could



result in violence in the workplace including concerns regarding the potential for domestic violence to occur in the workplace.

If you are subject to workplace violence, you also have the option to pursue recourse through the Provincial Police or the Federal Criminal Code.

Summoning Immediate Assistance

- If you require immediate assistance following an act of violence, are being threatened, or consider yourself to be in imminent danger, contact the police/emergency services immediately by dialing “911” and follow department/facility emergency response procedures (where relevant).
- If you are unable to phone 911 right away, you should:
 - Yell for help.
 - If in a vehicle, honk the horn repeatedly, turn on hazard lights and lock all vehicle doors.
 - If possible, use the vehicle’s emergency alarm.
 - Immediately move to a safe location.
 - Contact a manager/supervisor.

Right to Refuse Unsafe Work Due to Workplace Violence

If you believe that you are being endangered by workplace violence, you have the right to refuse to perform the work you deem to be unsafe. If you are refusing to work because of workplace violence, you must immediately report the refusal to your supervisor/manager or their designate.

Domestic Violence

In the event the organization is aware that domestic violence could likely expose an employee to physical injury in the workplace, it will take every precaution reasonable in the circumstances for the protection of the affected employee(s). In such situations the organization will work with the employee to create a personal support plan which will identify safety measures and procedures for the protection of the individual.

Prohibition Against Retaliation/Reprisal

EZ STAK Inc strictly prohibits any form of retaliation against an employee for filing a genuine complaint under this policy or for participating in the investigation process. Specifically, no employee shall be demoted, dismissed, disciplined, or denied a promotion, advancement, or other opportunity because they have lodged a complaint in good faith or have participated in an investigation.

Disciplinary Action

Any employee who is found to have breached this policy by engaging in violence or a form of reprisal; who breaches confidentiality expectations; fails to cooperate with an investigation; makes a complaint in bad faith or supplies falsified information will be subject to appropriate disciplinary action.



Confidentiality

EZ STAK Inc will ensure that information and documents regarding a complaint or incident will not be disclosed except to the extent necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

PART 3: HUMAN RIGHTS AND EQUITY

ACCESSIBILITY

EZ STAK Inc is committed to upholding and exceeding Ontario's legislation intended to remove barriers to accessibility for persons with disabilities. This includes providing equal access to employment, information, goods, and services, and treating persons with disabilities with dignity and respect in a way that takes their disability into account.

EZ STAK Inc will make every reasonable effort to meet the requirements of the *Accessibility for Ontarians with Disabilities Act (AODA), 2005*, including all applicable elements of the *Integrated Accessibility Standards*.

1. Information and Communication
2. Employment
3. Customer Service
4. Design of Public Spaces
5. Transportation

EZ STAK Inc will provide training to all employees, volunteers, and independent contractors to ensure they are familiar with our policies, practices, and procedures for communicating with and providing services to persons with disabilities.

Employment Standard of AODA

EZ STAK Inc welcomes and encourages employment applications from people with disabilities and will do its part to make hiring and employee support practices more accessible by providing accommodation during all stages of recruitment, hiring, and employment.

If a job applicant requests accommodation, EZ STAK Inc will consult with the applicant and provide suitable accommodation that takes the person's accessibility needs into account.

When making offers of employment, EZ STAK Inc will notify the successful applicant of its policies for accommodating employees with disabilities.



New employees will be reminded about the organization's job accommodation policies as soon as possible upon being hired and notified when any future changes are made to policies. Policy and practice information will include available employment accommodations that will be provided for job related matters such as performance management, career development, emergency response plans, and return to work information.

EZ STAK Inc will consult with an employee who requests it, to provide or arrange for the provision of accessible formats and communication supports that take the employee's needs into account when providing information that is needed to perform the employee's job, and information that is generally available to employees in the workplace.

Customer Service Standard of AODA

EZ STAK Inc will provide customer service in a manner that removes barriers for people with disabilities according to the following key principles of the AODA:

- Goods and services will be provided in a manner that respects the dignity and independence of persons with disabilities.
- Service to people with disabilities will be integrated with others, unless an alternate way of providing the goods, service or facility is required by the person with the disability.
- Persons with disabilities will be given equal opportunity to use and benefit from the goods, services, or facilities an organization or business has to offer.
- We will communicate with people with disabilities in a way that takes the individual's disability into account.

DIVERSITY, EQUITY, AND INCLUSION

At EZ STAK Inc we strive to ensure all people are treated equally and to be a culturally competent organization. We value diversity will continue to actively work to build a diverse workforce which is inclusive of persons of various groups in terms of age, sex, race, ethnicity, physical and intellectual ability, religion, sexual orientation, educational background, and expertise.

We believe in equal treatment and opportunity for employees. We will ensure the right to equal treatment is upheld in the areas of rate of pay, overtime, hours of work, holidays, benefits, shift work, discipline, performance evaluations, and advancement opportunities. Discrimination will not be tolerated.

Every person who works at EZ STAK Inc has a responsibility to treat others with dignity and respect, and make sure all people feel included and have access to the same opportunities. We must actively strive to create an environment where all persons are able to share their ideas, beliefs, and skills.

The organization is responsible for:

- Promoting a culture of respect and inclusion
- Examining its workforce and the various barriers that are in place that work against equity, diversity, and inclusion and implementing strategies to overcome them such as:

- Revising policies and procedures annually
- Examining language and available supports
- Creating diversity committees/groups
- Asking for employee feedback through various channels
- Training staff members about the principles of equity, diversity and inclusion and our policies
- Providing continuous learning opportunities to managers and employees
- Encouraging applications from persons of various backgrounds
- Providing accommodation, upon request, at all stages of employment

Managers are responsible for:

- Providing an open door so employees can voice any concerns or barriers they may be experiencing and acting on recommendations/concerns
- Providing supports or accommodation to staff members as required
- Ensuring their staff feel welcome and included
- Creating opportunities to ensure the ideas, talents and opinions of all team members are heard and that proper credit is given for ideas and accomplishments
- Being flexible on policies as needed such as allowing employees to observe various religious/spiritual practices or days of observance, including altering break time or substituting statutory holidays
- Actively working to find ways to bring people together so they may share ideas

Employees are responsible for:

- Complying with this policy
- Bringing forward any ideas, suggestions, or issues to their manager or supervisor

HIRING

The purpose of this policy is to outline the processes EZ STAK Inc will follow to ensure our hiring practices are fair, consistent, equitable and in line with all applicable legislation such as the *Ontario Human Rights Code*, the *Accessibility for Ontarians with Disabilities Act*, and the *Employment Standards Act*.

POLICY

EZ STAK Inc is committed to the principles of equality and diversity in the workplace. We aim to hire the best candidate for the position based on their qualifications and merit in terms of knowledge, skills, and experience. EZ STAK Inc will not discriminate against job applicants on any of the grounds protected by human rights legislation during any phases of the recruitment, screening and hiring process.

We welcome applications from persons with disabilities and will provide accommodations during all stages of the hiring process, upon request. This statement will be added to any job postings and all applicants will be reminded of this policy: 1) when they are invited to an interview, and 2) within any



job offer provided. All hiring managers of EZ STAK Inc will treat all job applicants with dignity and respect.

At no time during the interview process will any questions be asked that touch on any prohibited areas outlined in the *Human Rights Code* (such as age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, sex/pregnancy, family status, marital status, sexual orientation, gender identity, gender expression, and record of offences).

Reference checks must be completed for any candidate that is considered for hiring prior to making an offer of employment, to validate credentials and the accuracy of information provided by the candidate during the recruitment and screening process.

Any offer of employment will outline the terms and conditions of employment, including any further steps that the applicant must agree to complete to be eligible for employment (example: successful police records check).

Offers of employment will contain a probationary period of at least three months, so that both the employer and employee can trial the fit between the employee and the position, without any negative consequences.

Once the offer of employment is signed by the employee and any additional agreed terms have been met, the new employee may begin work at the agreed upon date. New employees will receive orientation and training about key policies and safety issues that pertain to their position or that are required by law.

EZ STAK Inc will ensure any personal information collected during any stage of the recruitment and hiring process is retained in an appropriate manner and remains confidential.

HUMAN RIGHTS COMMITMENT

EZ STAK Inc is committed to upholding the human rights of all employees. Specifically, EZ STAK Inc will ensure that every employee has a right to equal treatment under the protected grounds and aspects of employment established by the *Ontario Human Rights Code*.

Protected Grounds:

- Age
- Ancestry, colour, race
- Citizenship
- Ethnic origin
- Place of origin
- Creed
- Disability
- Family status
- Marital status (including single status)
- Gender identity, gender expression



- Record of offences (in employment only)
- Sex (including pregnancy and breastfeeding)
- Sexual orientation

EZ STAK Inc will not discriminate against any of its employees under any of the protected grounds outlined above.

Furthermore, EZ STAK Inc will ensure equal treatment for its employees, including, but not necessarily limited to, the following processes:

- Job applications
- Recruitment
- Training
- Transfers
- Promotions
- Apprenticeship terms
- Dismissal
- Layoff

EZ STAK Inc will ensure that this right to equal treatment is upheld in the areas of rate of pay, overtime, hours of work, holidays, benefits, shift work, discipline, and performance evaluations.

Duty to Accommodate

EZ STAK Inc has a duty to accommodate employees to eliminate negative treatment based on the prohibited grounds of discrimination. EZ STAK Inc will accommodate to the point of undue hardship which can only be considered when adjustments to a policy or practice would incur financial cost, necessitate outside funding, or create risks to the health or safety of a person.

Filing a Complaint

EZ STAK Inc acknowledges that an employee who believes their rights have been violated may speak to a Human Rights Officer or file a complaint with the Ontario Human Rights Tribunal. EZ STAK Inc will not retaliate against any employee who has filed a complaint with the Tribunal or had someone file a complaint on their behalf.

PAY EQUITY

EZ STAK Inc believes in providing women and men equal pay for work of equal value and is committed to using objective factors of skill, effort, responsibility, and working conditions when compensating employees. Further, we will ensure the male-female job-to-job comparison method is utilized when assigning compensation to ensure gender neutral pay.

EZ STAK Inc will not pay one employee at a rate of pay less than another employee on the basis of sex when:



- they perform substantially the same kind of work in the same establishment
- their work requires substantially the same skill, effort, and responsibility
- their work is performed under similar working conditions

EZ STAK Inc will not lower employees' rates of pay to create equal pay for equal work.

Employer's Responsibilities

EZ STAK Inc will:

- Establish and maintain compensation practices that provide for pay equity
- Examine evaluate its job positions using fair and equitable standards as outlined in the *Employment Standards Act* and *Pay Equity Act*
- Utilize the male/female job-to-job comparison method outlined in the *Pay Equity Act* to ensure gender neutral pay

Exceptions

Where employees of different sexes are doing equal work, they can be paid different rates of pay if the difference is due to:

- a seniority system
- a merit system
- a system that measures earnings by production quantity or quality

Employees who perform equal work can also be paid different rates of pay if the difference is based on any other factor other than sex.

Reprisals

EZ STAK Inc will not punish an employee in any way for asking other employees about their rates of pay to find out if an employer is providing equal pay for equal work or for disclosing their own rate of pay to another employee for the purpose of determining or assisting that employee in determining whether they he or she are receiving equal pay for equal work.

Filing a Claim

In the event an employee believes that the organisation is not complying with the equal pay for equal work provisions, the employee may file a claim with the Ministry of Labour.



PART 4: HOURS OF WORK AND TIME OFF

HOURS OF WORK AND OVERTIME

EZ STAK Inc is committed to ensuring that all employees are compensated, at minimum, as per the standards outlined in the Ontario *Employment Standards Act (ESA)*.

Overtime is defined as any hours worked above 44 in one work week.

At EZ STAK Inc, a work week typically consists of 44 hours for full time employees.

EZ STAK Inc employees will at times be requested to work hours above their usual hours of work. For the purposes of this policy, hours worked beyond an employee's usual number of hours but below the overtime threshold of 44 hours weekly will be paid in straight time.

Any hours worked beyond the Ontario ESA threshold of 44 hours will be paid at a rate of time and one half the employee's usual rate of pay.

All overtime hours must be authorized by a supervisor/manager in advance of being worked. In the event of an emergency, the hours may be worked but a manager/supervisor must be informed as soon as possible. Failure to adhere to these guidelines will result in corrective action.

Managers and Supervisors

Note that at EZ STAK Inc, managers and supervisors who perform managerial tasks for at least 50% of their time are not generally entitled to overtime pay, specifically if they perform other tasks only on an irregular or exceptional basis.

PUBLIC (STATUTORY) HOLIDAYS

EZ STAK Inc is committed to upholding the employment rights as established by the Ontario Employment Standards Act, 2000. Specifically, we will ensure that it adheres to the provisions established for public holidays in Ontario.

1. New Year's Day
2. Family Day
3. Good Friday
4. Victoria Day
5. Canada Day
6. Labour Day
7. Thanksgiving Day
8. Christmas Day
9. Boxing Day (December 26)



EZ STAK Inc will ensure that qualified employees who are entitled to taking these days off from work will be paid the appropriate public holiday pay in accordance with the Employment Standards Act.

As needed, EZ STAK Inc may request that employees work on the day of the public holiday. To compensate for this an employee may choose one of the following:

- Be paid their regular wages on the public holiday and then receive another day off in lieu of which they will be paid public holiday pay.
- Be paid their public holiday pay, in addition to time and one half their regular rate of pay. In this case, the employees would not be entitled to another day off.

In either case, employees must agree electronically or in writing to work on the public holiday. A substitute holiday day must be scheduled for a day that is no later than three months following the earned public holiday. If a substitute holiday needs to be delayed beyond three months, employees of EZ STAK Inc can agree electronically or in writing to delaying the day, but it must be allotted to the employee in the 12 months following the initial public holiday.

If an employee's employment with the organization concludes prior to the day they scheduled the substitute holiday day, EZ STAK Inc will ensure that the employee's public holiday pay entitlement is included in their final wages.

Qualifying for Public Holiday Pay

Employees of EZ STAK Inc will qualify for public holiday pay unless they:

- Fail (without reasonable cause) to work all their last regularly scheduled day of work prior to the public holiday or all their first regularly scheduled day of work following the public holiday, OR
- They fail without reasonable cause to work their entire shift on the day of the public holiday if required to work.

EZ STAK Inc may request specifics concerning an employee's absence on their last and/or first regularly scheduled shift(s) around the public holiday to determine whether the employee is entitled to the pay despite their absence. Generally, reasonable cause can be shown when an event beyond an employee's control occurs and results in their absence. Employees are responsible for establishing their reasonable cause to assure their public holiday pay.

VACATIONS

EZ STAK Inc understands the importance of taking time away from work to relax and recharge. It is committed to providing vacation time and pay in accordance with the *Ontario Employment Standards Act (ESA)*, at minimum. If an employee's employment contract provides a greater benefit, the employment contract shall take precedence.

Vacation time and vacation pay at EZ STAK Inc will meet provided according to the following chart:



	YEARS OF SERVICE	
	Less Than 5 Years	5 or More Years
Vacation Time	Two weeks (10 days)	Three weeks (15 days)
Vacation Pay	4% gross wages	6% gross wages

As per the ESA, vacation pay must be at least four percent of the gross wages (excluding any vacation pay) earned in the 12-month vacation entitlement year or stub period (where that applies) for employees with less than five years of employment, and at least six per cent of the gross wages thereafter.

Vacation time may be taken after it has been accrued in the previous 12-month vacation entitlement year. It must be taken within 10 months of being accrued.

An employee who does not complete either the full vacation entitlement year or the stub period (if any) does not qualify for vacation time under the ESA. However, employees earn vacation pay as they earn wages. Therefore, if an employee works even just one hour, they are still entitled to at least four per cent (or six per cent, depending on length of employment) of the hour's wages as vacation pay.

Vacation Time

At EZ STAK Inc, the vacation entitlement year begins in January and ends in December. Vacation time may not be carried over into the following year and must be taken within 10 months of it having been accumulated.

EZ STAK Inc reserves the right to schedule employee vacations if the time needs to be used prior to the year's end. While the organization will make every effort to consider an employee's desired vacation time away, there may be occasions when employees will not receive their desired time. In accordance with the ESA, EZ STAK Inc will not schedule any vacation time for less than one week at a time.

Vacation Requests

Employees are requested to please speak with their manager or supervisor at least 2-4 weeks prior to their desired time off to request vacation. Vacation requests will be granted according to a first come, first served method.

Public/Statutory Holidays and Sick Days

If a public/statutory holiday falls within an employee's vacation time, they are entitled to an extra day away following their scheduled vacation. Sick days taken during a vacation do not qualify the employee to another day off with pay following their scheduled vacation.



Termination of Employment

If employment is terminated prior to an employee taking their vacation time, it will be paid out to them on their final pay cheque along with any other owed amounts.

PART 5: PROTECTED LEAVES

EZ STAK Inc recognizes that qualified employees have the right to take job protected leave without any negative consequences to their employment. As such, EZ STAK Inc is committed to adhering to the guidelines established by the Ontario *Employment Standards Act* (ESA) with respect to any job-protected leaves.

EZ STAK Inc will adhere to all regulations covered under the ESA.

Protected Leaves:

1. Pregnancy Leave
2. Parental Leave
3. Sick Leave
4. Bereavement Leave
5. Family Responsibility Leave
6. Family Caregiver Leave
7. Family Medical Leave
8. Critical Illness Leave
9. Child Death Leave
10. Crime-related Child Disappearance Leave
11. Domestic or Sexual Violence Leave
12. Infectious Disease Emergency Leave
13. Organ Donor Leave
14. Reservist Leave
15. Jury Duty Leave
16. Voting Leave

Employees have the right to continue to participate in the company benefits plans during their job-protected leave of absence. This includes programs such as: pension plan, life insurance, extended health care, and dental. If an employee wishes to opt out of their participation in these company-provided benefits, they must provide their request via written notice.

EZ STAK Inc will continue to pay its portion of the employee benefits contribution to an employee's benefit plan, unless the employee has provided written notice, they'd like to opt out during the leave period.

Employees will continue to accrue seniority while on a job-protected leave.



PREGNANCY LEAVE

Pregnant employees have the right of taking a pregnancy leave constituting up to 17 unpaid weeks off work provided they have worked at EZ STAK Inc for a period of at least 13 weeks leading to the due date. The earliest the leave can begin is 17 weeks before the employee's due date and the latest one can begin is the baby's due date (or actual date of birth if that arrives sooner).

If an employee is still pregnant after the 17 weeks of leave, they may continue until the birth and then commence their parental leave. Employees are entitled to return early from their leave if they desire to do so; however, they may not split up their leave and use up the unused part later.

Miscarriages and Stillbirths

Pregnancy leave is not an entitlement when an employee has a miscarriage or stillbirth more than 17 weeks prior to their due date. If an employee has a miscarriage or stillbirth within the 17 weeks prior, they continue to be eligible for parental leave and it commences on the date of the miscarriage or stillbirth if it hadn't started yet.

Pregnancy leave for an employee who had a stillbirth or miscarriage ends either 17 weeks after the leave started or 12 weeks after the miscarriage or stillbirth (whichever is later).

EZ STAK Inc employees embarking on pregnancy leave are required to provide at least two weeks' written notice prior to the start of their leave. Medical information may be requested. Where an emergency forces the leave to start early, pregnant employees must provide the notice no later than two weeks after the leave started. In certain cases, employees may be entitled to the use of sick time prior to the start of the pregnancy leave.

This two-week notice requirement also applies if an employee needs to change the date of their pregnancy leave.

An employee may also change the date that their pregnancy leaves ends, provided they provide a written notice at least four weeks in advance of the new date. If an employee does not provide EZ STAK Inc with a return-to-work date, a leave of 17 weeks will be assumed, and the employee will be expected to resume work after that time.

Employees who choose not to return from pregnancy leave are required to provide at least four weeks' written notice.

PARENTAL LEAVE

New parents are entitled to take parental leave of up to 61 or 63 weeks of unpaid time free from work. Parents may refer to a birth parent, an adoptive parent, or a person in a relationship with a parent of a child who plans on treating the child as their own. To be eligible, employees must have been hired by EZ STAK Inc at least 13 weeks prior to starting their parental leave.



Birth mothers who have taken pregnancy leave are entitled to up to 61 weeks of leave. In the case of a birth mother who did not take pregnancy leave and any other new parents, they are entitled to up to 63 weeks of parental leave.

Parental leave for a pregnant employee may begin as soon as the pregnancy leave ends unless the baby has not come into their care. In this event, an employee may return to work between the pregnancy and parental leaves and then start parental leave within 78 weeks of the birth (or the date the baby first left the hospital to come home). For any other employees, parental leave must be started no later than 78 weeks after the date of the baby's birth or the date the child came into their care, custody, and/or control. Note: the parental leave must be started in the 78 weeks but is not required to be completed then. Employees may return early from leave but may not re-embark on the leave to use up any remaining time.

Employees must provide at least two weeks' written notice before the start of a parental leave and four weeks' written notice if they desire to return to work before their leave entitlement has been used up. If an emergency occurs and the parental leave needs to begin immediately, employees are required to provide their notice of the leave at least two weeks after starting the leave.

EZ STAK Inc will not penalize any employee because the employee is or will be taking either pregnancy or parental leave. Employees who take a pregnancy or parental leave are entitled to return to either their same position or a comparable one, if EZ STAK Inc has eliminated their previous one.

SICK LEAVE

Employees have the right to take up to three days of unpaid sick leave each calendar year because of personal illness, injury, or medical emergency. This entitlement begins once an employee has worked for EZ STAK Inc for at least two consecutive weeks. Employees may not take sick leave for cosmetic surgery or medically unnecessary procedures.

These sick leave days may not be carried over into another calendar year if they are not used. If an employee's hire date is partway through the year, they are still entitled to the three days. As per the ESA, reasonable medical documentation may be requested. This will only include the duration of the absence, that date of the employee's medical appointment, and whether the employee was examined in-person.

BEREAVEMENT LEAVE

Employees are entitled to up to two days of unpaid leave in the event of the death of a family member.

As per the ESA, family member refers to:

- A spouse (married or unmarried, of the same or opposite genders).
- Parent, stepparent, foster parent, child, stepchild, foster child, grandparent, step-grandparent, grandchild or step-grandchild of the employee, or the employee's spouse.
- Spouse of the employee's child.



- Brother or sister of the employee; or
- Relative of the employee who is dependent on the employee for care or assistance.

This entitlement starts once an employee has been employed with EZ STAK Inc for a period of at least two weeks. It can be taken on the date of the death, or later for a funeral or to settle the estate. Bereavement leave entitlement resets every calendar year and the days may not be carried over. The entitlement to the two days remains the same, regardless of whether an employee of EZ STAK Inc is hired partway through the year.

EZ STAK Inc may request reasonable documentation of the need for the leave such as a death certificate, a funeral home notice, etc.

FAMILY RESPONSIBILITY LEAVE

Employees are entitled to take up to three days of unpaid leave each calendar year because of an illness, injury, medical emergency, or other urgent health matters relating to specific relatives. This applies to EZ STAK Inc employees if their hire date is at least two weeks prior to taking the leave.

As per the ESA, the term “family members” refers to:

- Spouse (includes both married and unmarried couples, of the same or opposite genders);
- Parent, stepparent, foster parent, child, stepchild, foster child, grandparent, step-grandparent, grandchild, or step-grandchild of the employee or the employee's spouse.
- Spouse of the employee's child.
- Brother or sister of the employee; or
- Relative of the employee who is dependent on the employee for care or assistance.

Employees may take the leave whether the illness is a planned event (such as surgery that is medically necessary), or an unplanned emergency, such as an urgent matter. Urgent matters could include an unforeseen need for childcare, as an example.

Notice of family responsibility leave may occur before the leave if it is planned, or as soon as it happens if unplanned. This notice can be made orally; it does not have to be in writing. Family responsibility leave entitlement resets every calendar year and the days may not be carried over. The entitlement to the three days remains the same, regardless of whether an employee of EZ STAK Inc is hired partway through the year.

EZ STAK Inc may request reasonable evidence of the need for the leave. This will not include medical notes or medical information from the doctor of the family member.

FAMILY CAREGIVER LEAVE

Employees of EZ STAK Inc are entitled to a leave of up to eight weeks per calendar year, per specified family member, to provide support or care in the event a medical practitioner certifies that they have a serious medical condition. As per the ESA, medical practitioners could include a physician, registered



nurse, psychologist, psychiatrist, or nurse practitioner. EZ STAK Inc employees are entitled to this leave, regardless of the length of their term of employment.

Under the ESA, “family members” refers to:

- The employee’s spouse (including same-sex spouse).
- A parent, stepparent, or foster parent of the employee or the employee’s spouse.
- A child, stepchild, or foster child of the employee or the employee’s spouse.
- A grandparent or step-grandparent of the employee or the employee’s spouse.
- A grandchild or step-grandchild of the employee or the employee’s spouse.
- A spouse of a child of the employee.
- A brother or sister of the employee; or
- A relative of the employee who is dependent on the employee for care or assistance.

Employees of EZ STAK Inc do not need to produce the medical certificate prior to starting the leave but need to provide the certificate at some point during the leave. This certificate needs to include the name of the individual and that the individual has a serious medical condition but does not need to include medical specifics. Written notice is required for the family caregiver leave of absence but may be produced during the leave if the leave was not planned.

Family caregiver leave may last for up to eight weeks; however, the weeks may be taken either consecutively or separately. If an employee takes part of a week, this counts as a full week of the entitlement. Employees are required to provide written notice each time they are taking a week of leave.

FAMILY MEDICAL LEAVE

Employees of EZ STAK Inc are entitled to family medical leave (consisting of unpaid leave for a period of up to 28 weeks in a 52-week period) to provide care or support to family members who have a significant risk of death occurring within a period of 26 weeks. This leave is different from family caregiver leave because an employee is only eligible for family medical leave if the family member who has a serious medical condition has a significant risk of death occurring within a period of 26 weeks. These leaves are also separate from the critical illness leave (outlined later in this policy).

EZ STAK Inc employees are entitled to this leave, regardless of their length of service, for the care and support (e.g., emotional support or providing care) of the following family members (as per the ESA):

- The employee's spouse (including same-sex spouse);
- A parent, stepparent, or foster parent of the employee or the employee's spouse.
- A child, stepchild, or foster child of the employee or the employee's spouse.
- A brother, stepbrother, sister, or stepsister of the employee.
- A grandparent or step-grandparent of the employee or of the employee's spouse.
- A grandchild or step-grandchild of the employee or of the employee's spouse.
- A brother-in-law, step-brother-in-law, sister-in-law, or step-sister-in-law of the employee.
- A son-in-law or daughter-in-law of the employee or of the employee's spouse.
- An uncle or aunt of the employee or of the employee's spouse.



- A nephew or niece of the employee or of the employee's spouse.
- The spouse of the employee's grandchild, uncle, aunt, nephew, or niece; or
- A person who considers the employee to be like a family member (full details in the ESA).

Employees are not required to take all 28 weeks consecutively and may separate their weeks. However, if an employee takes part of a week, this will count as a full week of leave. If the family member does not pass away within the 26 weeks outlined in the original certificate, employees may continue leave until 28 weeks have passed without needing to provide another medical certificate.

As per the ESA, there are three important periods of time relating to family medical leave:

- The 26-week period specified in the medical certificate within which the family member has a significant risk of death.
- The 52-week period that starts on the first day of the week in which the 26-week period specified in the medical certificate begins; and
- The 28 weeks of family medical leave.

The latest day an employee can remain on leave is:

- The last day of the week in which the family member dies.
- The last day of the week in which the 52-week period expires (a Saturday as per the ESA); or
- The last day of the 28 weeks of family medical leave.

It must be whichever is earlier.

EZ STAK Inc employees are required to provide written notice of the need for a family medical leave of absence. If the leave is required unexpectedly, employees may provide notice as soon as possible after having started the leave. Employees must provide notice for each week of the leave if they are taking them separately.

CRITICAL ILLNESS LEAVE

EZ STAK Inc employees are entitled to up to 37 weeks in a 52-week period of unpaid leave in the event they have a critically ill minor child or 17 weeks in the event of a critically ill adult family member (the term family member includes the same list as that of family medical leave). This leave may be taken to support or provide care for a minor child (includes a child, stepchild, foster child, or child who is under legal guardianship and is under 18 years of age). The term adult refers to a person over 18 years of age. Employees with at least six months of service with EZ STAK Inc are entitled to this leave.

Employees are required to provide a medical certificate from a qualified medical practitioner which sets out who requires care and support and establishes the period that the care and support may be required. The certificate does not have to be produced prior to embarking on the leave but must be produced at some point during the leave. Employees must also provide written notice of their intent to take the leave and a written plan indicating the specific weeks either in advance of the leave or as soon as possible after starting it. Changes may be made to the plan under special circumstances outlined in the ESA.



If a medical certificate issued by a qualified health practitioner sets out a period during which the person requires care or support of a family member that is less than 37 weeks (for a minor child) or less than 17 weeks (for an adult), the employee is entitled to take a leave only for the period set out in the certificate. An employee's leave may be extended if the original certificate did not use up all of the leave, but another medical certificate must be issued.

Employees may take the weeks separately, or consecutively. If an employee only takes part of a week, this does qualify as a full week of leave unless the employee takes another day in the same week; these both qualify as only one week.

In the event of the death of the person for whom the employee is providing care, the leave ends at the end of the week in which the person passes away.

CHILD DEATH LEAVE

An employee of EZ STAK Inc who experiences the death of a child is entitled to an unpaid leave of absence for a period of up to 104 weeks. Eligibility for this leave begins after an employee has at least six months of service with EZ STAK Inc. "Child" refers to a child, a stepchild, a child under the legal guardianship of the employee, or a foster child less than 18 years of age. This leave must be taken within the 105-week period that started when the child passed away and only as a single period of leave (it may not be broken up).

A written notice and a plan for taking the leave must be provided to EZ STAK Inc as soon as possible either prior to beginning the leave or once the leave has started. As necessary, EZ STAK Inc may require reasonable evidence of the need for the leave.

CRIME-RELATED DEATH OR DISAPPEARANCE LEAVE

Employees who have been employed with EZ STAK Inc for a minimum of six months and who experience the crime-related death or disappearance of a child are entitled to up to 104 weeks of unpaid leave. The crime does not have to be proven, but probable. If an employee was a party to the crime, they are not entitled to the leave. "Child" refers to a child, stepchild, or foster child who is under 18 years of age.

This leave must be taken within the 105-week period that started when the child disappeared and must be taken all at once (it may not be broken up). If there is a change in circumstance that occurs during the leave and it is no longer probable that it is the result of a crime, the employee's entitlement to the leave ends. If the child is found alive during the leave, an employee is entitled to remain on leave for 14 days following the discovery of the child. If a child is found dead, the employee then has a separate entitlement to the child death leave.

A written notice and a plan for taking the leave must be provided to EZ STAK Inc as soon as possible either prior to beginning the leave or once the leave has started. The plan may be amended under



special circumstances. As necessary, EZ STAK Inc may require reasonable evidence of the need for the leave.

DOMESTIC OR SEXUAL VIOLENCE LEAVE

Employees of EZ STAK Inc who have at least 13 weeks of service are entitled to this leave in the event an employee or an employee's child has experienced or been threatened with sexual or domestic violence. This leave provides for up to ten days and 15 weeks in a calendar year of protected leave. "Child" refers to a child, stepchild, child under legal guardianship, or foster child who is under 18 years of age. The employee's first five days of leave will be paid, and the remainder of the leave is unpaid.

The leave may be taken for any of the following:

- To seek medical attention for the employee or the child of the employee because of a physical or psychological injury or disability caused by the domestic or sexual violence.
- To access services from a victim services organization for the employee or the child of the employee.
- To have psychological or other professional counselling for the employee or the child of the employee.
- To move temporarily or permanently; or
- To seek legal or law enforcement assistance, including making a police report or getting ready for or participating in a family court, civil or criminal trial related to or resulting from the domestic or sexual violence.

Employees are not entitled to the leave if they committed the violence.

The entitlement to the ten days resets every calendar year, regardless of the month in which an employee began employment with EZ STAK Inc. These days may not be carried over if unused and an employee does not have to take all the days off in the same period. An employee may choose to take part days but in terms of the leave, these are counted as full days.

This entitlement extends to if an employee needs to take up to 15 weeks of domestic or sexual violence leave for the same reasons as those above. These weeks can be taken separately, or all at once. If an employee only uses part of a week, it does count as a full week of leave.

Note: Employees of EZ STAK Inc will be paid for the first five days whether they take the ten days or they take leave from their 15-week entitlement.

Employees are required to provide notice, either ahead of the leave or as soon as possible after they have started the leave (this notice may be provided orally), for either length of leave. In addition, employees are not required to take the ten days leave before starting on their 15-week entitlement. Employees may be requested to provide reasonable evidence of the need for the leave.



INFECTIOUS DISEASE EMERGENCY LEAVE

This leave has been created in response to the Covid-19 pandemic. Currently, this leave is valid for the period of March 1, 2020, to March 31, 2023. As of March 31, 2023, this leave entitlement ends. This leave is retroactive for any time taken from work as of January 25, 2020.

Employees of EZ STAK Inc have the right to this leave in the event they are not able to perform their duties because of an infectious disease (specifically, Covid-19). They must provide notice that they will be starting the leave or provide notice as soon as possible if they are already on leave. This notice does not have to be in writing; it may be provided orally. EZ STAK Inc may request reasonable evidence of the need for the leave from employees.

For specifics relating to this temporary leave, including reasons for taking the leave, EZ STAK Inc will ensure that all ESA provisions are followed, including any paid day provisions such as the three paid days available under this leave in certain circumstances.

ORGAN DONOR LEAVE

An employee of EZ STAK Inc who has been employed with the company for at least 13 weeks is entitled to organ donor leave if they are undergoing surgery to donate all or part of certain organs to a person. As necessary, organ donor leave may be extended past the original 13 weeks to an additional 13 weeks.

Under the ESA, “organ” refers to a kidney, liver, lung, pancreas, or small bowel. This leave generally begins on the date of the surgery unless another date is specified by the certificate. The leave may be extended for employees if a qualified medical practitioner asserts that the employee requires more time away from work. The maximum length of time for organ donor leave is 26 weeks.

An employee is required to provide at least two weeks’ written notice of the need for the original leave and if there is a need to extend the leave. An employee may also return early from leave provided they have two weeks’ written notice that they intend to do so. EZ STAK Inc reserves the right to request a medical certificate attesting to the need for the leave and this must be provided as soon as possible after it is requested.

RESERVIST LEAVE

A reservist employee who has worked for the company for at least three consecutive months and who is deployed to an operation is entitled to unpaid leave for the time that is necessary for them to be a part of the operation. The ESA sets out that an operation may include aiding in dealing with an emergency or its aftermath (including search and rescue operations, recovery from national disasters such as flood relief, military aid following ice storms, and aircraft crash recovery).

Employees can also take this leave if participating in Canadian Armed Forces military skills training.



Employees are required to provide written notice of the beginning and end date of their leave and will be reinstated to their same position upon returning from leave. If their position has been eliminated, EZ STAK Inc will reinstate them to a comparable position. As needed, EZ STAK Inc reserves the right to postpone an employee's reinstatement for two weeks, or one pay period, as needed.

JURY DUTY LEAVE

EZ STAK Inc will provide unpaid job-protected time away from work as necessary for employees to participate in jury duty. Employees may be requested to provide evidence of the need for them to participate in jury duty.

VOTING LEAVE

Eligible employees are entitled to take three (3) hours off to vote during work hours during federal and provincial elections. The leave will be applicable where an employee's hours of work prevent them from having three consecutive hours to vote. The hours will be paid. Note that voting is open for 12 hours.

PART 6: APPROPRIATE CONDUCT

ABSENTEEISM AND ATTENDANCE

EZ STAK Inc employees have the responsibility of attending work at their scheduled time or providing as much notice as possible in the event they are unable to arrive for the start of their shift. Employees are to call or email the HR department and their supervisor or manager. Once they return to work they need to fill out a time off form to state if they want to use any of their vacation time to cover the missed day(s). If employees need to leave their shift early, they must provide as much notice as possible to their supervisor.

Prolonged Absences

If an employee requires an absence for a prolonged period, EZ STAK Inc may request additional information from an employee's medical provider regarding the projected length of their absence. EZ STAK Inc will not request confidential medical information, including any diagnosis, etc., from the medical provider.

Three Consecutive Absences

Any case where an employee misses at least three consecutive shifts without providing notice to their supervisor is considered job abandonment and the employee's relationship with EZ STAK Inc will be



severed. If an employee can provide adequate reasoning behind their absence, their employment may be continued at the organization's discretion.

Absenteeism

Absenteeism refers to a deliberate pattern of absences or late-arrivals that need to be corrected to ensure that EZ STAK Inc is able to adequately staff its premises and achieve its organizational goals. Employee absences without reasonable cause affect the company's ability to achieve those goals. Repeated absences or tardiness considered as absenteeism refer to absences or tardiness because of:

- Sleeping in late
- Having personal social plans when scheduled for work
- Leaving early every Friday without reasonable cause
- Arriving late every Monday morning without reasonable cause
- Failing to catch a regularly scheduled method of public transportation such as a bus
- Extending a weekend without approval (e.g., not attending work on a Monday or a Friday for unjustified reasons)

This is not a comprehensive list. Employees are expected to attend work unless an emergency arises or they are ill and cannot present themselves.

Disciplinary Steps

In the case of an excessive number of absences, late shift arrivals, shifts left early, or if a pattern of absenteeism presents itself, EZ STAK Inc will first meet with the employee to determine whether there is a workable solution to the attendance exceptions. Employees have a responsibility to do their part to work towards a solution and abide by the terms of the attendance agreement. If the attendance exceptions continue without reasonable cause and/or notice, EZ STAK Inc will institute the corrective action process following the Corrective Action Policy.

CORRECTIVE ACTION

EZ STAK Inc is committed to maintaining a work environment and atmosphere where all employees are afforded the opportunity to learn, grow, and thrive. We will use a fair and consistent approach to discipline within the workplace.

EZ STAK Inc will apply corrective action to address employees' performance and/or workplace issues. Corrective action uses increasingly serious measures to correct performance, conduct, and/or unacceptable workplace behaviours.

Corrective action may be warranted in the following instances such as, but not limited to:

Performance issues:

- Workplace misconduct
- Breach of workplace policies or procedures
- Off duty conduct that has detrimental impact on the workplace



Through corrective action, EZ STAK Inc will:

- Communicate the workplace expectations for performance and/or conduct
- Provide appropriate support to rectify the issues or concerns
- Provide the employee the opportunity to improve their conduct or performance issues

Corrective Action Levels and Procedures

1. Verbal Warning – Where warranted, an employee will be issued a verbal warning regarding a behavior and/or action that contradicts desired workplace conduct and/or performance. When a verbal warning is issued, management will provide the employee with an explanation of the inappropriate conduct or performance issue, why the verbal warning was issued, and what the expectations are of the employee moving forward. Management will document the conversation that has taken place and add the documentation to the employee's file.
2. Written Warning – Where warranted, an employee will be giving a written warning regarding undesirable workplace behaviour. This warning could be about performance that was previously discussed in a verbal warning that has not been rectified, or a behavior or action that was considerably severe in nature and requires more than a verbal warning. The employee will be provided with a letter that outlines the situation being discussed, what the concerns are, and what is expected of the employee within a specific timeframe for rectification. The employee and manager will both sign off on the document and one copy will be provided to the employee and a second copy will be placed in the employee file.
3. 2nd Written Warning – If the employee does not rectify their behaviour after a written warning has been issued, Management may provide a subsequent written warning (example: second written warning, final written warning), or move to a higher stage of corrective action as outlined below.
4. Termination – An employee will be provided with written documentation regarding their termination outlining why the termination is being completed, any actions or disciplinary measures previously taken to rectify the situation that was not met and the justification for the for-cause termination as outlined in the Termination Policy.

EZ STAK Inc reserves the right to move to any level of discipline as deemed fit by management based on the severity of the offence.

Employees Responsibilities

- Ensure they understand and fulfill work expectations
- Ask management for help in the event they do not understand what is expected of their performance in the workplace
- Consistently act in a respectful manner towards colleagues, superiors, and clients
- Adhere to the company's policies and procedures
- Follow all health and safety measures put in place within the workplace

Manager Responsibilities

- Ensure employees are aware of all workplace expectations for conduct and performance



- Manage employees effectively, providing ongoing and constructive feedback on work performance and workplace conduct
- Ensure employees are aware of and consistently enforce workplace policies and procedures
- Follow and enforce the Corrective Action Policy with respect to employee performance and workplace concerns
- Maintain appropriate documentation for disciplinary actions

All written documentation in relation to corrective action will be maintained within the employee files. Disciplinary documentation will remain active within an employee file for 18 months from the date the document was signed or as otherwise specified in writing.

DRESS CODE AND HYGIENE

EZ STAK Inc requires all employees to present themselves in a professional manner when representing the Company. It is always important that the professional image of the firm be maintained, even on casual days, as our employees' own presentation is a direct reflection of EZ STAK Inc. The purpose of this policy is to outline our expectations for employee attire, personal hygiene and appearance.

Attire

EZ STAK Inc is a professional firm. Employees who may have in-person contact with customers, whether on our site or when working outside the office are expected to present a professional appearance. We expect that employees will use appropriate judgement when selecting their work attire.

Examples of clothing or representations that are not acceptable, even on casual days, include but are not limited to:

- Ripped or torn clothes.
- Clothing and/or tattoos that contain words or images that are racist, violent and/or clearly inappropriate.
- Clothing that is revealing and skin-tight without appropriate coverage (i.e., a long sweater over yoga pants);
- Dirty or unwashed clothes.

On occasion, the owners may direct employees to dress in business casual or in business attire (for example, if an important client is attending on-site). In those cases, employees will dress according to the instructions.

Hygiene

Employees are expected to meet hygiene requirements during regular business hours for the duration of their employment.

- Maintain personal cleanliness, oral hygiene and use deodorant / antiperspirant to minimize body odours.



- No excessive scented perfumes, colognes, and lotions. These can cause allergic reactions, migraines, and respiratory difficulty for some employees.
- Clean and trimmed fingernails.
- Wash hands after eating or using the restrooms.

Compliance

Departure from appropriate grooming, hygiene and attire standards will result in employee counselling and/or disciplinary action up to and including termination of employment.

Personal appearance standards may be reviewed periodically and updated as deemed necessary.

Questions pertaining to these guidelines, or the appropriateness of dress and/or hygiene on a given day should be directed to Management.

Some decisions regarding dress code and/or hygiene may have human rights considerations involved. Any such circumstance will be handled on a case-by-case basis, always with adherence to the Ontario Human Rights Code.

TERMINATIONS

EZ STAK Inc will follow the rules set out in *The Employment Standards Act (ESA)* and the terms set out in an employee’s contract when it comes to ending the employment relationship.

All terminations, no matter the cause, will be handled respectfully and in a confidential manner.

Voluntary Termination

In the case of Voluntary Termination or resignation, EZ STAK Inc requests that employees provide a minimum of two weeks’ notice to the employer, in writing.

If an employee fails to show up to work for more than three days in a row without notifying the employer, the employer will assume the employee has resigned.

Involuntary Termination

In the case of involuntary termination not for cause, the employee will be provided with written notice of termination which meets the criteria set out within the *Employment Standards Act*, at minimum:

Period of Employment	Notice Required
Less than 1 year	1 Week
1 year but less than 3 years	2 Weeks

3 years but less than 4 years	3 Weeks
4 years but less than 5 years	4 Weeks
5 years but less than 6 years	5 Weeks
6 years but less than 7 years	6 Weeks
7 years but less than 8 years	7 Weeks
8 years or more	8 Weeks

The employee will either work for the remainder of the time provided by the notice period (working notice) or be provided with termination pay (pay in lieu of notice) for the duration of the notice period.

Employees will be entitled to their full regular pay during the notice period and will continue to accrue vacation pay during this time. Any benefits will remain in place for the duration of the notice period.

Employees may also be entitled to severance pay based on their years of service, as defined under the *Employment Standards Act*. The Human Resources Manager shall determine whether severance pay should be applied.

Employees who are terminated for just cause are not entitled to notice, pay in lieu of notice, or severance pay.

Temporary Lay-off

EZ STAK Inc will refer to and adhere to the *Employment Standards Act* in the event a temporary layoff is required for any reason. The organization is not required to provide written notice of the layoff.

If an employee is laid off for a period longer than a temporary layoff as set out in the ESA (generally 13 weeks in any period of 20 consecutive weeks*), the organization understands the employee may be considered terminated according to the ESA, and will provide any termination pay to the employee, as required.

Final Pay and ROE

Upon termination, the organization will:

- Provide any monies owing including any outstanding vacation pay, on the final pay after the notice period
- Issue a Record of Employment (ROE) within 5 calendar days after the end of the pay period in which an employee’s interruption of earnings occurs so that eligible employees may apply for Employment Insurance (EI)



Return of Employer Property

Whether the termination is voluntary or involuntary, the employee must return all company property including such items as keys or computer devices. All intellectual property, or information, products or content created for the employer will remain the property of the employer.

Rehiring

Employees who are terminated for cause may not be eligible for rehire.

SOCIAL MEDIA

EZ STAK Inc strives to maintain a positive image on our social media platforms. We are committed to preventing any harm to the organization, its employees, clients, or other involved parties that can arise if social media channels are misused, misrepresented, or abused in a way.

Employees who link themselves to EZ STAK Inc on social media by commenting on or about or liking or sharing information regarding EZ STAK Inc, must use professionalism and respect.

The following guidelines have been established to protect EZ STAK Inc, and must be adhered to by employees:

- The use of personal social media on company time is not permitted, unless on approved breaks or as a function of the employee's job duties.
- EZ STAK Inc has a zero-tolerance policy for any form of discriminatory comments based on gender identity, race, age, religion, ethnicity, sexual orientation, disability, or any other legally recognized protected status.
- EZ STAK Inc has a zero-tolerance policy for online bullying or other threatening behaviour.
- Sensitive financial, operational, legal or client data or information is not permitted to be shared on social media.
- Employees must recognize that this policy applies to not only company directed social media actions but also personal use of social media regarding anything that may harm or damage the organization.
- Employees are encouraged to associate themselves to the organization on social media but may not act as official representatives (or speak on its behalf) unless authorized by the organization or management.
- The company's social media may not be used to promote personal blogs, websites, or services as this is a conflict of interest and is not permitted.
- Use common sense when posting. Where there is doubt about the appropriateness of a post and how it may be viewed by others, do not post it until the content has been approved by your manager or supervisor.
- If something inappropriate/ not permitted does get posted by you or someone else, immediately delete the post, if possible, and consult your manager/supervisor immediately in case further action is required to mitigate the situation.



Failure to adhere to the guidelines set out in this policy may result in disciplinary action, including termination.

USE OF TECHNOLOGY

Employees are expected to use company computers, email, technology and access the internet for employment purposes only. Employment purposes refers to duties required as outlined in the employment agreement, job description or as directed by the organization. Limited, occasional, or incidental use of the organization's network for personal activities are acceptable, provided the privilege is not abused.

Employees may use company computers, technology and access the internet for appropriate personal use on designated breaks, lunch, and off-work times. Any activity that reflects negatively on the organization, poses a danger to the equipment, organization, or others or conflicts with other company policies will not be permitted.

Restricted comments and/or behaviours may lead to discipline, up to and including termination, and could lead to criminal or civil action against an employee.

Employees are responsible for the use and security of the company computer, including email accounts, and/or technology assigned to them. Employees should use appropriate passwords and protections and ensure their computer is secured when unattended.

Restricted Use – Company Computers, Email, and Internet

- Any personal use during work time, including personal emails, unless otherwise authorized to do so.
- Internet sites which are deemed to be inappropriate will not be permitted to be accessed and will be subject to discipline. Examples, pornographic websites, blocked websites, potentially harmful websites, etc.
- Company email must only be used for employment purposes. Emails will only be sent or received to and from people as required for employment purposes.
- Company email is subject to the organizations' policies: *Workplace Violence, Harassment and Discrimination, Appropriate Workplace Conduct and Confidentiality.*
- If an inappropriate email or link is received, it must be deleted immediately, and the email must be reported if sent internally. If the email is forwarded you will be subject to appropriate discipline.
- Downloading files, music, videos, pictures, etc. not required for employment purposes.
- Conducting unapproved business for any alternate sources of employment, compensated or otherwise, or for any home-based business at any time.
- Shall not install or run security programs or utilities unless specifically instructed to do so.
- Employees must comply with copyright and licensing restrictions on any information which has been downloaded or is protected by the organization.
- Employees are prohibited from using protected materials (copyright material, branding and/or logo(s) without prior express written permission.



- Allowing others who are not authorized users to access and utilize company equipment or software.

Please note: The employer reserves the right to monitor employee company emails and computer use, which includes internet use.

WORKING FROM HOME

Some employees of EZ STAK Inc participate in remote work or working from home arrangements. The intention of this policy is to outline parameters of working at home to ensure success for both the employee and the organization. EZ STAK Inc has safeguards in place to ensure the safety and well-being of our employees and the protection of company and client information.

Employees may only work from home with prior approval of their supervisor or manager.

Formal and/or Hybrid Working from Home Arrangements

EZ STAK Inc may provide the employee the option to either work from home full-time or work in a hybrid model, both from home and work. The opportunity provided by the employer is temporary and will be reviewed on a regular basis. In no way does a full-time working from home or hybrid schedule form a basis, expectation, or condition under the employee's employment agreement. The employer reserves the right to amend your schedule, place of work and/or require you to return to work full time at any time and reason at the sole discretion of the employer.

Employer Responsibilities

- Provide relevant health and safety information and plans to ensure the employee's safety while working from home including but not limited to ergonomic safety, fire safety, and working alone, and ensure employees are following these expectations
- Set clear expectations surrounding duties, expectations, and deadlines as well as the importance of taking scheduled breaks
- Provide the necessary information and equipment the employee requires to complete their duties and maintain client and company information safely and confidentiality

Employee Responsibilities

Employees are expected to:

- Be working during the times set out in their employment contract, taking breaks as outlined
- Maintain contact with the office and keep managers informed about the status of projects and any issues that arise
- Behave in a professional, respectful, and courteous manner always when representing the organization, whether by phone, email, or any other internet platform or communication channel



- Follow the health and safety guidelines provided from the employer for setting up a safe working environment at home including but not limited to office ergonomics, fire and electrical safety, and violence and harassment
- Immediately report any health and safety accident or incident to the employer, just as they would at the office so that it can be followed up on and investigated as required
- Ensure all computers, devices and operating systems are set up according to the specifications of EZ STAK Inc
- Ensure all confidential or proprietary information is secured using appropriate online security features such as closed internet connections, firewalls, or encryption, or in locked filing cabinets. Employees must report any security breaches to their supervisor immediately
- Ensure all physical property loaned by the company is maintained in good working order and notify management immediately in the event any equipment is broken, damaged, lost or stolen

All property of EZ STAK Inc, including physical property and intellectual property, remains the property of the organization and must be returned to EZ STAK Inc at the end of the working from home arrangement or the end of the employment relationship, whichever occurs first.

Any employee who fails to comply with the responsibilities outlined in this policy may have their working from home privileges revoked, or be subject to disciplinary action, including termination of employment.

PART 7: SUBSTANCES IN THE WORKPLACE

DRUGS AND ALCOHOL

EZ STAK Inc recognizes impairment as a serious health and safety issue in the workplace as it can reduce the abilities and judgement of employees. We also recognize that substance abuse and dependency are medical issues that certain employees may struggle with.

Medical Marijuana: Cannabis that is used for a medical purpose. The *Ontario Human Rights Code* “protects people who use cannabis for a medical purpose related to a disability from discriminatory treatment in employment”.

Substance Abuse: The *Code* also prohibits discrimination against people who have or are perceived to have an addiction to drugs or alcohol [including cannabis] based on the ground of disability.

Policy

To protect our organization, employees, clients, and the public at large, EZ STAK Inc prohibits the use of any substances that lead to impairment such as drugs or alcohol, whether legal or illegal, while in the workplace or representing EZ STAK Inc, unless they have been authorized in writing for use by management for medical reasons or in special circumstances such as a company event.



Employees may not be impaired while working, whether on-site, off-site or while working from home. Employees who are unfit to report to work for any reason should notify their supervisor using their regular process.

Employees who fail to comply with this policy may face disciplinary action, including termination, or the involvement of the authorities, where necessary.

The following rules apply to all employees:

- Driving or operating machinery, including work vehicles, while under the influence is also strictly prohibited.
- Solicitation, or possession of illegal substances within the workplace is strictly always prohibited. There are no exceptions to this rule.

Certain work situations (work parties, events, etc.) may allow for consumption of legal substances. These exceptions to company policy will be communicated by management and employees will be expected to use appropriate judgement and reasonable consumption levels while in these situations.

Duty to Accommodate

EZ STAK Inc is committed to providing disability-related accommodation up to the point of undue hardship to employees who come forward with an addiction issue, or to employees who require cannabis for a medical purpose related to a disability under *Ontario's Human Rights Code*.

Employees with substance abuse or dependency concerns are encouraged to share these challenges with their manager/supervisor or HR team member so proper and appropriate accommodations can be organized. They may do so without fear of negative consequences. All employee medical information will be treated as confidential.

Medical Use of Cannabis

As per the *Ontario Human Rights Code*: "An employee can consume edible cannabis for a medical purpose related to a disability in an enclosed workplace, as long as it does not interfere with workplace health and safety or performing essential job duties."

In accordance with smoking and human rights laws:

- Employees may not smoke or vape cannabis for a medical purpose related to a disability in places where laws or rules prohibit smoking or vaping cannabis and tobacco for public health reasons. For example: "Ontario prohibits smoking or vaping cannabis for a recreational or medical purpose in an enclosed workplace".
- Where there is medical need to smoke or vape cannabis, EZ STAK Inc will allow an employee who smokes cannabis for a medical purpose to smoke outside in places where smoking is permitted by law. A prescription must be provided and supervisor approval received to ensure it does not interfere with workplace health and safety or performing essential job duties.



Employee Responsibilities

Employees are responsible for:

- Following the procedures outlined in this policy
- Informing their supervisor/manager in the event they are under medical care and require the use of a prescription drug which may impair their abilities, this includes medical cannabis.
 - Employees are not to share their diagnosis or prognosis with the supervisor/manager; the information regarding their medication is precautionary only
- Employees must also inform their supervisor/manager in the event they arrive at work impaired
- If an employee should observe the suspected impairment of another employee, they have a responsibility for informing their supervisor/manager to ensure the health and safety of all others attending the workplace
- Using their judgement in the case of work events, either taking place off-site or at EZ STAK Inc's premises

Supervisor/Manager Responsibilities

First and foremost, where a manager or supervisor “observes or otherwise obtains knowledge of a worker’s impairment that could give rise to a hazard in the workplace the supervisor is required to communicate this to any worker that may be in danger and to take every precaution reasonable in the circumstances for the protection of the worker(s).” (Ontario Ministry of Labour)

Supervisors/Managers are also responsible for:

- Informing employees about and enforcing the company’s drug and alcohol policy
- Ensuring employees under their direct supervision are fit for work
- Alerting the authorities should an employee attempt to drive while under the influence or a legal or illegal substance
- Providing job accommodation to employees who require it
- Providing clear instructions to employees for special events such as company parties to ensure employees clearly understand what they are and are not allowed to do

SMOKE-FREE WORKPLACE

EZ STAK Inc is a smoke-free workplace.

No smoking or vaping is permitted on company premises by employees, contractors, or visitors at any time, except within any designated smoking areas. Smoking or vaping are also prohibited in any other enclosed workplace such as hotel rooms or vehicles being used for company business.

If a designated smoking area has been created, it will be clearly marked with signage. This is the only place employees, visitors or contractors may smoke or vape, provided they do so in a safe manner, with all extinguishable and smoking products materials disposed of properly in the appropriate trash receptacle.

There is no obligation of the company to provide smoking breaks outside of designated break times.

Employees who do not comply with the guidelines of the *Smoke Free Ontario Act (SFOA)*, as set out in this policy, will be subject to disciplinary action, including possible suspension or even termination of employment.

PART 8: PERFORMANCE

PERFORMANCE ASSESSMENT

EZ STAK Inc maintains a policy of assessing the performance of its staff on an annualised cyclical basis. The program includes the following elements:

- manage employees' professional and personal aspirations, their personal development and align them with the business needs of EZ STAK Inc.
- monitoring the performance of the employee during the review period (year);
- performance reviews at the end of the annual cycle.

The following paragraphs describe the specific policies applied in relation to each of these aspects of performance.

Development and Training

EZ STAK Inc is committed to creating and sustaining an environment that encourages continuous personal and professional growth. EZ STAK Inc believes that this is best achieved through a development partnership between the individual employee, EZ STAK Inc and management, where individual development goals are aligned with the needs of EZ STAK Inc.

Employees who are interested in career development:

- managing and owning the development process.
- ensure that career development initiatives are consistent with business needs, core values and supported competencies.
- engage in career development discussions with their manager, senior management of EZ STAK Inc or others; and
- study and research their specific area of activity and future opportunities within EZ STAK Inc, which could consist of challenging assignments, studies/training, participation in a cross-functional team, etc.

Before incurring personal expenses or committing time to training (e.g., booking a training course), the employee must seek and obtain written approval from their manager.



In order to receive reimbursement of training costs, the employee must provide approval of the training costs by the manager and a receipt (or other proof of payment) to the controller or equivalent of EZ STAK Inc.

Performance Objectives and Personal Development Plan

At the beginning of each performance assessment year, each staff member should discuss their performance objectives with their manager. The results of these discussions should be documented and added to the employee's file. The purpose of the personal objectives and personal development plan is to align the personal career aspirations and skills development of the employee with the needs of EZ STAK Inc.

Performance Assessment

Performance reviews are an opportunity for managers and staff to discuss the employee's overall performance, achievements, and development opportunities. Our performance reviews are conducted on an annual cycle or as often as the management team deems necessary.

The purpose of the performance assessment is to:

- discuss job responsibilities and evaluate success in meeting job requirements;
- discuss strengths and opportunities for development; and
- set standards and performance measures for the coming year.

Managers/leaders should provide concrete examples of the employee's performance to support the assessment scores.

As part of the performance appraisal and performance assessment program, an employee, with the assistance of their manager or supervisor, must complete a performance management form at the beginning of each performance assessment year and complete it at the end of the year. The employee's manager or supervisor is responsible for assessing the staff member's performance and assigning a final performance rating which is recorded in writing in the staff member's file.

Performance Monitoring

Although not usually expected, during the performance review period an individual's performance may show deficiencies and failures that may require improvement or, depending on the severity, disciplinary action.

Managing an employee's performance for improvement discussion or disciplinary action:

- provides a method for dealing with staff who do not meet the standards.
- influences staff to change their behaviour, to be accountable, to accept their responsibilities and to return to fully acceptable levels of performance; and/or
- again, emphasises performance expectations.



Corrective action is a process that aims to help employees correct a variety of performance and/or behavioural problems or issues. Employees are coached and/or counselled in the hope that they will make the necessary improvements.

The employee's performance will be evaluated throughout the period of employment and, if necessary, EZ STAK Inc will administer and enforce disciplinary measures in accordance with the Corrective Action Policy, which is provided in this Employee Handbook.

PART 9: PRIVACY OF INFORMATION

ELECTRONIC MONITORING

EZ STAK Inc is committed to abiding by all its obligations under Ontario's Employment Standards Act, 2000 (ESA), specifically those which apply to electronic monitoring. As such, EZ STAK Inc is committed to informing its employees about the presence (if any) of electronic monitoring software or equipment either in the workplace or contained on any of the organization's servers or programs.

This policy is based on [Bill 88: Working for Workers Act, 2022](#) and is subject to change as per any new information provided by the Government of Ontario. It will become effective on October 11, 2022.

RECORDS KEEPING

EZ STAK Inc will ensure that it retains the required information for its employees, specifically their records of employment, records of health and safety activity, and any other records as required. EZ STAK Inc will follow the principles of the *Personal Information Protection and Electronic Documents Act* (PIPEDA) and will ensure that access is limited and that only the necessary private information is collected.

Employee records will be kept in a secure location and this location will only be accessed by Management. In the event of a request from a government agency, EZ STAK Inc will provide access as requested.

Employee Access

Employees may request to view their files. If an employee requests a correction to their file (e.g., a change of address, etc.), their request will be responded to within a minimum of 30 days from the date it was made.

Employees will not be permitted to view documents that would infringe on the private information of any other person. This information will be omitted so that the employee is only viewing their own private information.

Records



EZ STAK Inc will ensure that it retains the following employment information for each employee, as per the ESA:

- The employee's name and address.
- The employee's date of birth (if the employee is a student and is under 18 years of age).
- The employee's date of hire.
- The dates and times that the employee worked.
- In any cases when an employee has two or more regular rates of pay for work performed in a work week, for example if they worked overtime, the records of the hours worked (including the dates and times) at each rate of pay (and the rates of pay) must be retained; and
- The number of hours the employee worked each day and each week.

Wage and Pay Statements

Employees will be provided with the following information with regards to their wages and pay:

- The pay period for which they are being paid.
- Their wage rate if there is one.
- Their gross number of wages and how that gross amount is calculated.
- The amount and purpose for any deductions from their gross wages.
- As necessary, any amount tied to room or board if it is paid to the employee; and
- The employee's total net wages.

This information may be provided electronically, and employees will have the opportunity to receive a hard copy upon demand.

Wages Paid Upon Termination

If the employment relationship is terminated, either voluntarily or involuntarily, the employee will be provided with a final written statement which includes:

- The gross amount of termination and/or severance pay being paid to the employee.
- The gross amount of any vacation pay being paid to the employee.
 - This information will include how the amounts were calculated.
- Which pay periods are being included in the final pay if there are more pay periods involved than the usual.
- The employee's wage rate.
- The amount and purpose of any deduction from wages.
- As necessary, any amount paid for room or board required to be paid to the employee; and
- The net amount of wages paid to the employee.

Records for Working on a Public Holiday

EZ STAK Inc will retain all records of written or electronic agreements when an employee and the organization agree that an employee will work on a public holiday that would ordinarily be a working day for that employee.



If a different day is substituted for the public holiday, EZ STAK Inc will provide the employee with a written statement (prior to the public holiday) that establishes:

- The public holiday that the employee is to work.
- The date of the day that will be substituted for the public holiday; and
- The date on which the statement is provided to the employee.

In the case when a public holiday falls on a day that is not usually a working day for the employee, or on a day that the employee is on vacation, EZ STAK Inc will substitute another day that is normally a workday for the employee to take off from work and for which they will be paid public holiday pay. In this case, the employee is to be provided with a written statement that outlines:

- The public holiday that is being substituted.
- The date of the day that is substituted for the public holiday; and
- The date on which the statement is provided to the employee.

Vacation Pay

EZ STAK Inc will provide records of the vacation pay that it pays to employees on their pay statements and will keep the records of the vacation pay that has been paid out.

Leaves of Absence

EZ STAK Inc will keep records of any leaves of absence requested by the employee, including any medical documentation or letters.

Written Agreements for Excess Hours or Averaging Overtime

EZ STAK Inc will retain written agreements relating to any agreements for excess hours and overtime averaging agreements.

Additional Records

Pre-Employment

EZ STAK Inc will safely retain all pre-employment information, including an employee's resume, references, any records of police checks, etc. Their signed offer of employment and job description will also be retained.

Emergency Contact Information

EZ STAK Inc will ensure that it has an emergency contact for each employee in their employee file if an emergency occurs. Employees are asked to update this contact information if a relationship change occurs or their emergency contact's information changes.

Records of Progressive Discipline

EZ STAK Inc will retain all records involved in the progressive discipline process, including:



- Verbal warnings.
- Written warnings.
- Written complaints from other employees and/or customers; and
- Written reports of investigations conducted involving the employee.

Training, Development, and Performance Records

EZ STAK Inc will retain a record of all training completed by employees. Additionally, all records of yearly performance appraisals will be retained, as well as any compliments or commendations from customers or supervisors.

Health-Related Information

EZ STAK Inc will safely retain information that is provided to it by the employee involving their medical state. This will include any doctors' notes, any benefit plan agreements, any records of workplace incidents or accidents, any records involving first aid, and any WSIB communications.

Record-Keeping Duration

The following information will be kept for a period of three years from the date it was created:

- Documents related to an employee's leave of absence.
- Vacation time and vacation pay (including how the vacation pay was calculated);
- Information included in an employee's wage statement.
- Written agreements for excess hours or overtime averaging agreements.
- The date of birth for any students under the age of 18 until they turn 21 or for three years after they cease to be employed with EZ STAK Inc; and
- Upon termination, records of the employee's name, address, and employment start date.

EZ STAK Inc will ensure that any records that need to be disposed of are destroyed so that the private information cannot be accessed. This will be done by shredding documents and ensuring that soft copies are erased from computer storage.

PART 10: HEALTH AND SAFETY

DISCONNECTING FROM WORK

EZ STAK Inc is committed to taking every precaution reasonable in the circumstances for the protection of the health and safety of workers from hazards, as required by the *Occupational Health and Safety Act*. This includes hazards associated with an employee's mental health.



EZ STAK Inc is committed to providing a supportive workplace that promotes and supports stress-reduction and mental health. Furthermore, EZ STAK Inc is committed to ensuring that its employees can maintain an appropriate work/life balance and/or fulfill family responsibilities.

This policy applies to all employees of EZ STAK Inc, whether their primary location of work is in the workplace, at home, on the road, or a combination of any or all the above.

“Disconnecting from work” is defined as: not engaging in work-related communications, including emails, telephones, video calls or the sending or reviewing of other messages, to be free from the performance of work.

Employees have the right to disconnect from work at the end of their scheduled working hours. Employees will only be expected to respond to emails, calls, or other forms of communication during working hours. There will be no negative consequences for employees who follow the guidelines above.

Managers and supervisors must support the right of employees to disconnect during non-working hours. Employees who have concerns about their supervisor/manager failing to respect their time away from work should first speak with their supervisor/manager to resolve the issue. In the event the issue is not able to be resolved at this level, employees are directed to bring the issue forward to Management.

For further information regarding specifics, please see the full Disconnecting from Work Policy or reach out to management.

HEALTH AND SAFETY STATEMENT

EZ STAK Inc places the health, safety and well-being of all workers and volunteers as its highest priority. We understand the organization holds the highest responsibility for the safety of the workplace and will take all steps needed to provide a healthy and safe working environment.

EZ STAK Inc adheres to the requirements set out in the *Occupational Health and Safety Act*, at minimum. This includes promoting health, safety, and well-being awareness; providing information, training, and competent supervision to employees about specific work tasks; ensuring employee participation in H&S initiatives; and monitoring safety hazards on an ongoing basis.

However, managers, supervisors, employees, and volunteers are all accountable to work together to always uphold their own health and safety and that of others. Managers and supervisors must train their workers appropriately, make sure working conditions are safe, and monitor that employees are following safe work practices and procedures.

Employees and volunteers must do their part by implementing all safety training and practices of EZ STAK Inc; staying vigilant about their environment; and reporting any health or safety concerns to management or the health and safety committee right away. They are also encouraged to participate in health and safety initiatives, at any time.



We must all remain committed to keeping each other safe and healthy in every way possible. At EZ STAK Inc, we look forward to working together to do just that.

ROLES AND RESPONSIBILITIES

All workplace parties must uphold their safety responsibilities under the Occupational Health and Safety Act, according to their role in the organization.

Employer Responsibilities

EZ STAK Inc will take every precaution reasonable in the circumstances for the protection of workers from illness and injury. This includes:

- Keeping a safe and well-maintained workplace
- Providing information and training about the hazards the workplace, proper safety equipment, and competent supervision

Further, EZ STAK Inc will uphold all rights all employees have under the *Occupational Health and Safety Act* (OHSa):

1. The right to know about hazards in their work and get information, supervision, and instruction to protect their health and safety on the job.
2. The right to participate in identifying and solving workplace health and safety problems.
3. The right to refuse work that they believe is dangerous to their health and safety or that of any other worker in the workplace.

Supervisor Responsibilities

The *Occupational Health and Safety Act (OHSa)* sets out certain specific duties for workplace supervisors. A supervisor must:

- Ensure that workers work in the manner and with the protective devices, measures and procedures required
- Ensure that any equipment, protective device, or clothing required by the employer is used or worn by the worker
- Advise a worker of any potential or actual health or safety dangers known by the supervisor
- Take every precaution reasonable in the circumstances for the protection of workers

Employee Responsibilities

Employees must comply with their duties under the OHSa to:

- Work in compliance with the Act and regulations
- Use or wear any equipment, protective devices or clothing required by the employer



- Report to the employer or supervisor any known missing or defective equipment or protective device that may endanger the worker or another worker
- Report any hazard or contravention of the Act or regulations to the employer or supervisor