

## COMPANY SAFETY POLICY

Recognizing that the most important resource we have within our Company is our people, we must give our utmost attention to the Safety and Health of our employees. Therefore, the Policy of Dunmac General Contractors Ltd. is to provide at all times a Safe and Healthy Work Environment.

In fulfilling this commitment to protect both people and property, management will provide and maintain a safe and healthful work environment in accordance with industry standards and in compliance with legislative requirements and will strive to eliminate any foreseeable hazards which may result in property damage, accidents, or personal injury/illness.

All employees will be equally responsible for minimizing accidents within our facilities. Safe work practices and procedures will be clearly defined in the Safety Manual for all employees to follow.

Accidental loss can be controlled through good management in combination with active employee involvement. Safety is the direct responsibility of all managers, supervisors and employees.

All management functions, will comply with company safety requirements as they relate to planning, operation and maintenance of facilities and equipment. All employees will perform their jobs properly in accordance with established procedures and safe work practices.

I trust that all of you will join me in a personal commitment to make safety a way of life.

- 6 The safety information in this policy does not take precedence over O.H. & S. Regulations. All employees should be familiar with the O.H. & S. Act and Regulations.**

Signed: \_\_\_\_\_

Date: May 16, 2008

# Disciplinary and Appeal Procedures

Dunmac General Contractors Ltd.'s discipline and appeal procedures are intended to be corrective rather than punitive, placing the emphasis on identifying the reasons why an employee is not conforming to established standards or performance or behavior, and ensuring the employee's viewpoint is considered in the resolution of the situation.

Disciplinary Procedure: The purpose of this procedure is to provide a basis for ensuring fair and consistent handling of all situations in which disciplinary action may be deemed necessary, and to identify and correct situations where there may be barriers which prevent the employee from meeting company standards.

Verbal Warning: When an employee violates a regulation or fails to meet established performance standards, the immediate supervisor will discuss the matter with the employee to hear the employee's side of the issue and explain the reason for the regulation or standard. The supervisor will end the discussion in a positive manner, stating that the incident is over and it is expected that the employee will live up to the standards and continue to do a good job. A summary of the discussion between employee and supervisor will be included in the employee's personal file.

Written Warning: If the employee repeats the same infraction, or a different one, the supervisor will prepare a written warning, which will be delivered to the employee. (Note: where the employee's signature is required to acknowledge receipt of the written warning, the signature does not indicate agreement with its contents.) A copy of the written warning will be retained in the employee's personal file. The employee may also be suspended to consider the situation. Where a suspension is implemented the employee will report to the immediate supervisor at a pre-arranged time prior to returning to work.

In most cases, an employee will be given three warnings prior to their employment with Dunmac General Contractors Ltd. before being terminated. The three warnings may be in any combination of verbal and/or written form. Depending on the seriousness of the incident, the warning process may be by-passed completely (for example, fighting, gross negligence, harassment, horseplay, theft, ect.), and immediate suspension or dismissal implemented.

Appeal Procedure: The purpose of this procedure is to provide a system through which an employee can discuss a problem or concern and is assured that the problem will either be resolved, or an explanation of why changes cannot be made will be given. The system is designed to resolve concerns between levels of supervision; in other words, an employee perceives the supervisor to be the problem. Dunmac General Contractors Ltd.'s management team is committed to assisting employees in removing barriers to performance and effectiveness.

If an employee wishes to have something explained to them, or disagrees with the policy, procedure or condition, the employee should discuss it with their immediate supervisor. The supervisor will listen to the employee's viewpoint, and then explain why things are the way they are or initiate change. If the employee is not satisfied with the explanation or feels the issue is unresolved, he or she is encouraged to speak with the Manager.

# Policy for Occupational Health Committee/Representative

## **DUNMAC GENERAL CONTRACTORS LTD.**

- It is the policy of this company to have an Occupational Health Committee or Representative for each job site.
- For job sites with more than 10 workers a single elected representative may be used in place of a committee or we may have a general combined meeting from many or all sites at the office.
- The committee can have members from subtrades on site as well.
- In both cases the purpose of the committee is to identify and control health and safety hazards and maintain records through regular on site meetings/discussions/actions.
- Minutes of meetings must be posted for workers to review.
- OH&S Act and Regulations are to be followed at all times. Refer to Sections 15-22 of the Act.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

# DUNMAC GENERAL CONTRACTORS LTD.

## Notice of Disciplinary Action

Employee's Signature: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Reason for Reprimand / Comments: \_\_\_\_\_

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Issuer: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Written Notice:

# Record of Disciplinary Action- Verbal Warning

This form is intended to assist in maintaining internal consistency in all cases of disciplinary action. Part 1 should be completed prior to meeting with the employee.

Employee: \_\_\_\_\_

Date of incident: \_\_\_\_\_

## PART 1:

1. Has the regulation or performance standard been consistently enforced in the past?  
Yes [  ]    No [  ]

2. Have other employees violated this regulation or performance standard? If yes, describe the actions taken in other cases. (Do not identify other employees by name, as this form, when completed, will become a part of the employee's personal file.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Has this employee previously violated the same regulation performance standard? If yes, what action was taken?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Has the employee previously been subject to any other disciplinary action?  
  
Yes [  ]                  No [  ]

5. Do you still have all the facts?    Yes [  ]                  No [  ]