



NAME: _____

GENERAL COMPANY POLICIES & GUIDELINES

INTRODUCTION

Welcome to the Nightingale Electrical Ltd. (NEL) team! Please read through the following policies and guidelines thoroughly and ask questions if anything is unclear. Policies and guidelines are always being updated and revised and may not all be listed on this document.

PROFESSIONAL CONDUCT

As a NEL employee, we expect you to abide by our policies and procedures, and to conduct yourself in a way that represents NEL in a positive manner, adhering to our values. Please be mindful when wearing NEL clothing or when representing NEL at functions at or outside of work as you are representing the organization and we expect you to be professional, courteous and respectful.

If you are part of a third-party organization or assembly, please first check with human resources before wearing any NEL branded clothing or advertising yourself on social media or other public platforms as a NEL employee while participating in these third-party events. This is to ensure that you are not misleading the public to believe that your personal views are shared with those of NEL.

TIMESHEETS

Each employee is responsible for filling out his/her own timesheet which is provided by the foreman each pay period. You must fill out your timesheet **DAILY** to ensure accuracy.

MEDICAL PLAN

Group extended health and dental benefits are available for all full-time employees who have successfully completed three months of employment.

All monthly fees are 100% covered by the company for individuals and their dependents.

You will be temporarily removed from the extended health and dental plan for holidays spanning longer than four weeks, when you go to school for apprenticeship training, or if you take an extended leave of absence (more than 4 weeks).

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HOLIDAYS & VACATION PAY

All vacation time must be requested to your foreman with 1 month’s notice. The company reserves the right to grant you vacation time according to our work schedules.

All employees are entitled to two (2) weeks of holidays per calendar year. After 5 consecutive years of working with NEL, you are entitled to three (3) weeks of vacation time. Most of the time we are flexible if you choose to take more vacation time, however, it must be approved by your foreman or project manager.

Vacation pay is accrued (4%, or 6% after 5 consecutive years) and paid out upon your request. You must fill out the “Vacation Request Form” stating how much money or for how many days you want your vacation pay. This form must be submitted to your foreman with your timesheet prior to payroll cut off.

TIME OFF / LOA (for personal matters – not vacation related)

If you need to take time off for a non-workplace related injury or personal or family issue, you must notify your foreman, and obtain approval from Human Resources. Depending on how much time you need off, we may temporarily remove you from the extended health and dental plan until you return to full time work.

If you are injured in a non-work-related incident, you will not be permitted on site until you provide us with a doctor’s note clearing you for full duties, or with a detailed list of your abilities and limitations so that we may attempt to accommodate you.

WAGES

Wages shall be paid twice monthly, on the 15th (or nearest working day) and on the last day of the month (or nearest working day). Wages shall be paid based on hours worked up to 8 days before the payday.

The wages shall be paid based upon the hourly rate agreed to between the employee and management. We follow a general apprentice wage schedule whereby apprentices are paid based on hours worked and levels of school completed (see graph on nelsocial.com). We calculate apprentice hours once a month and do our best to update wages to the nearest month, however there may be delays in receiving a wage adjustment depending on when hours were accrued.

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HOURS OF WORK

The standard workday shall consist of 8 hours. Starting time will be confirmed with the foreman. Employees shall have one half-hour unpaid lunch break as agreed with the foreman.

If you are unable to appear at work on time, or at all, you must phone or text your foreman by 6 AM (or one hour prior to start time if start time is not 7 AM). Employees are expected to be ready to work, with their tools and PPE on at the start time. We recommend arriving at least 15 minutes early to ensure you are ready for work at start time.

OVERTIME

Overtime work shall not be performed unless agreed to by the Project Managers. Overtime work shall be paid according to the British Columbia Employment Standards Act.

APPRENTICE HOURS

While we calculate apprentice hours every month for pay purposes, we log hours to the Industry Training Authority (ITA) every three months. You may check your online account for updates on your hours, or if you would like an update sooner, you may email payroll@nightelect.com for current hours.

BOOKING SCHOOL (FOR APPRENTICES)

Ready to book your next block of school? Here are a few things you'll need to know:

- Course dates need to be approved by the office before you sign up- this is to ensure that we don't have too many people off at school at the same time and to ensure that you are not getting ahead of yourself in technical training in accordance with your work-based hours
- Most classes are fully booked for 1 year, so you need to plan 1 year in advance!! Check the graph below to see if you are on track with your hours and schooling
- NEL reimburses half the cost of your tuition after returning to work for us
 - You'll need to email your tuition receipt to Poonam at payroll@nightelect.com for reimbursement 3 months after returning to NEL
 - We will mail a cheque to your address on file within 30 days
 - You must be an active employee at the time we mail your cheque
- Don't forget to apply for government funding before your classes start

For more detailed instructions on how to apply to specific schools, including links and forms, please go to www.nelsocial.com under the "Apprentice" tab.

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TOOLS

Employees are expected to provide their own hand tools as well as a tool pouch, i.e.: pliers, screwdrivers, hammer, tape measure, etc. See the "Tool List" for a complete list. Tool pouches are mandatory and must be worn to ensure efficiency on the worksite.

TRANSPORTATION

Employees must provide their own transportation to and from job sites.

While we try to place you as close to home as possible, you may be sent from site to site according to construction schedules. Expect to commute an hour to work, give or take half an hour, especially if using transit. Check with your fellow employees for carpooling options.

LAY-OFFS

Lay offs are common in the construction industry as projects are beginning and ending at different times and labour needs vary. Fortunately, for the most part, NEL can provide steady employment for employees, and we do our best to take care of our workers, especially high performers. We are a non-unionized company and do not follow seniority rules, rather we make lay off decisions based on performance (merit-based system). When lay offs do occur, there is usually very little notice due to the pace of the industry. Employment Insurance (EI) is available for all laid off employees, given that you qualify per Service Canada rules.

SMOKING

Smoking is not permitted on NEL jobsites. If you are a smoker, you may not take extra breaks- all smoking must be done before or after work, or on your 30-minute break, in a designated smoking area.

CELL PHONES + HEADPHONES

Unless it is for emergency purposes or work purposes, cell phones shall not be used during work hours. Headphones shall not be used at any time, as this is a safety hazard.

MATERIALS

Any materials or tools on the job sites are Company property and cannot be removed unless authorized by a Company supervisor. Employees are responsible to ensure that tools and equipment are kept clean, organized and secured at end of every work day.

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MOONLIGHTING

It is a condition of employment that no employee shall work or solicit work from any of our past or present customers. Any violation of this shall be dealt with not only by dismissal but also through the courts.

It is expected that all employees are full time workers in the electrical trade and therefore any work performed during off hours will not affect their performance during normal working hours. If you

SAFETY

All employees must adhere to all WorkSafe BC Regulations and the Company Occupational Safety and Health Program. No unsafe practices will be tolerated.

At your discretion, please advise the NEL office and your Foreman of any pre-existing medical condition that you feel we should be aware of.

HARDHATS

Hardhats are compulsory on all projects and must always be worn on site.

FOOTWEAR

Safety footwear suitable to the task being performed must always be worn on site. Rubber boots must be of the safety type or have puncture proof insoles. All footwear must have a steel toe and should cover the ankle.

HAND PROTECTION

Gloves must be worn when work being performed presents the hazards of cuts, puncture wounds, abrasions, or other injury to the hands. The only tasks in which gloves are not mandatory are finishing and fire alarm. All other tasks require hand protection.

We require that you wear gloves with a minimum cut rating of 4 out of 5 on the ANSI rating scale. You may purchase gloves that meet this criteria from the office using the Glove Order Form (on nelsocial.com) at a discounted rate, or you can purchase gloves on your own, given that they meet this requirement.

EYE PROTECTION

Eye protection (Safety Glasses, Goggles or face shields) must be worn 100% of the time you are working on site, or on work hours. No exceptions.

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RESPIRATORY PROTECTION

A respiratory face mask must be used in the presence of harmful dusts (i.e. while drilling). You will be provided with a fit test and a respiratory mask upon the start of your employment. You must be clean shaven to be fit-tested as the mask must be able to make skin-to-rubber contact per OHS regulation.

Company-provided masks do not protect against fumes, vapours and/or gases. You should not be working in those environments. Always leave the room in the presence of fumes, vapours, and/or gases.

WORKING ON LIVE EQUIPMENT

No employee shall work on live equipment over 250 volts. Shut downs and proper lockout procedure must always be followed.

LOCKOUT SCISSORS AND ONE LOCK (MINIMUM)

Workers must comply with NEL's lock out procedures. (See lockout procedure in your new employee booklet provided at orientation). Failure to properly lock out will result in discipline, including suspension, and possibly termination.

If you do not own your own lock-out kit, you may purchase one from the company during orientation.

LIVE ELECTRICAL ROOMS NOT TO BE USED FOR STORAGE

No material shall be stored in live electrical rooms (including ladders, spools of wire, etc.) at any time. Access to electrical rooms and panels must be kept clear at all times, and only those with explicit authority from the foreman may enter live electrical rooms.

CLOTHING

Suitable clothing, which will afford protection from the elements of physical hazards, must be worn by all workers on the site. No shorts are permitted, nor are sleeveless shirts. T-shirts are permissible. No clothing with vulgar or offensive content allowed. Please refrain from wearing clothing with a competitor's logo.

A hi-visibility vest or t-shirt with approved hi-visibility markings must always be worn. NEL will provide you with a safety vest at orientation.

POWER EQUIPMENT

No worker shall operate any powered equipment unless authorized to do so and is properly trained with valid certification (i.e. scissor lift, boom lift). We generally provide scissor, boom and fall protection training throughout the year, usually on a weekend for those interested in getting certified.

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**GENERAL**

Every worker, **AT ALL TIMES**, will have due regard for the safety of himself and his fellow workers. Blatant disregard or failure to act/speak up when observing another employee in an obviously dangerous situation will result in discipline.

HORSE PLAY

Horseplay will not be tolerated on the job site.

ALCOHOL AND DRUGS

Alcohol and drugs will not be allowed on the job site and any worker suspected of being under the influence will be immediately removed from the site. This includes being hungover to the point of being a safety hazard, and also includes prescription drugs that may influence your judgement or motor functions.

MARIJUANA – MEDICINAL OR RECREATIONAL

The use of marijuana, whether medical or for recreational use follows the same rules as alcohol and other drugs- it is not permitted given the safety sensitive environment. Showing up to work high will result in discipline, and likely termination. If you have an authorization to use medical marijuana, speak to human resources before starting work to see if there are other roles suitable for you that don't include working in a safety sensitive environment.

FIRST AID

All workers will seek site **FIRST AID** treatment for any injury. You must not leave site to seek your own medical attention without first checking in with the site first aid attendant and reporting to your foreman.

ACCIDENT REPORTING

All accidents must be reported immediately whether or not they result in injury or damage. This means reporting it to the site safety officer, and also calling your foreman to meet you at site first aid to fill out all necessary documentation.

Failure to abide by any of these policies will result in disciplinary action, up to and including termination.

WHMIS CERTIFICATION

All employees must have the latest version of WHMIS training prior to starting work. You can take the course online for a nominal fee at http://www.ccohs.ca/products/courses/whmis_workers/

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