

Human Resources
POLICY AND PROCEDURE MANUAL





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Introduction

The Duz Cho Logging LP (DCLLP) Human Resources Policy and Procedure Manual provide the policies and procedures for managing and developing staff. It also provides guidelines Duz Cho Logging LP will use to administer these policies, with the correct procedure to follow.

Duz Cho Logging LP will keep HR policies current and relevant. Therefore, from time to time it will be necessary to modify and amend some sections of the policies and procedures, or to add new procedures.

Any suggestions, recommendations or feedback on the policies and procedures specified in this manual are welcome.

These policies and procedures apply to **all** employees and subcontractors where applicable.



PERSONAL CONDUCT

General policy on personal conduct

Duz Cho Logging LP expects its employees to maintain a high standard of conduct and work performance to make sure the Duz Cho Logging LP maintains its good reputation with licensees, contractors, suppliers and the community. Good personal conduct contributes to a good work environment for all.

This involves all employees:

- working safely at all times
- having a positive attitude
- observing all policies and procedures
- treating co-workers with courtesy and respect
- treating licensees and clients in a professional manner at all times
- being punctual
- using initiative
- maintaining and respecting DCLLP equipment and property

Dress code policy

As a minimum standard, dress should include required personal protective equipment (PPE), long sleeve shirts and long pants. Duz Cho Logging LP reserves the right to request an employee to dress to an appropriate standard as a condition of employment.



Orientation

Policy

Duz Cho Logging LP will make sure all new employees feel welcome and are ready to start work safely and competently. We will provide a comprehensive orientation to ensure all new employees have the appropriate knowledge to begin the job and are well versed in the health and safety program, WorkSafe BC regulations and hazards.

The orientation will ensure that all employees are given the following information and more:

- the name and contact information for the worker's supervisor;
- rights and responsibilities under the *Workers Compensation Act* and this Regulation including the reporting of unsafe conditions and the right to refuse to perform unsafe work;
- workplace health and safety rules;
- hazards which a worker may be exposed,
- working alone or in isolation;
- violence in the workplace;
- personal protective equipment;
- location of first aid facilities and means of summoning first aid and reporting illnesses and injuries;
 - emergency procedures;
- instruction and demonstration of the worker's work task or work process;
- the health and safety program,
- WHMIS information requirements
- contact information for the occupational health and safety committee or the health and safety representative

Procedure

1. One-on-one orientation with the Safety / HR Manager
2. Pre-work sign in and safety meeting with Supervisor
3. Competency review on equipment by Supervisor
4. Review of emergency response plan
5. Provided with Health and Safety Manual to be used as a resource tool



RECRUITMENT

Employee Policy

Duz Cho Logging always aims to employ the best candidates based on merit and competence.

Procedure

1. A job description for the job will be advertised covering key activities, tasks, and skills required, expectations, deliverables and safety considerations.
2. The recruitment process may include some or all of these: an application form, interviews, practical testing and reference checks.
3. The successful candidate will receive a letter of offer and orientation to the company.

Contractor Policy

Duz Cho Logging contracts to work with sub-contractors based on safety records, SAFE certified designation, health and safety program, WorkSafe BC standing, previous experience and references. Contract agreements are subject the approval by the General Manager.

Procedure

1. Select contractor based on contractor review
2. Discuss terms of contract with successful contractor
3. Draft and agree to contract terms
4. Monitor contractor performance



Probation

All persons hired will be subject to a 3 month probationary period. Depending on performance the probationary period may result in employment termination, extension of probationary period a further 3 months or permanent employment status.

1. Employees awarded internal promotions or transfers from the Band or sister corporations may be placed on 3 month probationary period.
2. During the probationary period a performance review will be conducted to assess the fit between Duz Cho Logging and the employee.



EMPLOYMENT

Policy

This policy applies to all staff including contractors and covers all work-related functions and activities including external training courses sponsored by Duz Cho Logging LP.

It also applies for all recruitment, selection and promotion decisions.

The objective of Duz Cho Logging's Employment Policy is to improve business success by:

- attracting and retaining the best possible employees
- providing a safe, respectful and flexible work environment
- delivering our services in a safe, respectful and reasonably flexible way

Hours of Work

Duz Cho Logging operations hours vary depending on each employee's specific duties in relation to the project. Hours of work vary from 8-12 hours per day. Straight time and overtime is paid according to your employment agreement.

Timesheets must be signed by your supervisor in order to be processed by payroll.

Employees are entitled to an unpaid half hour meal break for every 5 hours of work with the exception of logging truck drivers. Employees required to work or be available for work during a meal break will be paid for the meal break.

1. Travel time is always paid at regular time.
2. Duz Cho Logging will not require directly or indirectly an employee to work excessive hours or hours detrimental to the employee's health or safety
3. Employees are required to complete daily timesheets to be submitted to their supervisor and approved by the supervisor.



Holidays

Statutory Holidays recognized by Duz Cho Logging include:

New Year's Day	Canada Day	Remembrance Day
Family Day	BC Day	Thanksgiving
Good Friday	Labour Day	Christmas Day
Victoria Day		

To be eligible for a paid holiday, an employee must be employed for at least 30 calendar days and have worked on at least 15 of the 30 days before a statutory holiday.

If any of the above holidays fall on either a Saturday or Sunday, following Monday shall be observed as a holiday.

When a designated holiday falls within a period of vacation leave with pay, the holiday shall not count as a day of leave.

In the event of McLeod Lake Indian Band election, employees who are entitled to vote will be allowed time off. Employees will be provided 4 hours leave prior to the closure of the voting polls.

Benefits

Employees are entitled to health and dental benefits after three months of continuous employment. Benefits costs are fully covered by Duz Cho Logging with the exception of Long Term Disability. Long term disability is paid by the employee.

Employees will be registered with a pension plan after six months of full-time employment. Duz Cho Logging will contribute \$2500 on a yearly basis and all employees are able to make personal contributions on top of Duz Cho Loggings contribution.

An employee on leave has the option to pay their own benefits while on leave or to terminate benefits while on leave. Once an employee on leave returns to work full-time all benefits and pension entitlements will be reinstated.



Harassment

Discrimination, Sexual Harassment and Bullying

Duz Cho Logging is committed to providing a workplace free from discrimination, sexual harassment and bullying. Behaviour that constitutes discrimination, sexual harassment or bullying will not be tolerated and will lead to action being taken, which may include dismissal.

For the purposes of this policy, the following definitions apply:

Discrimination:

Direct discrimination occurs when someone is treated unfavourably because of a personal characteristic that is protected under Human Rights Code.

Indirect Discrimination occurs when a rule seems neutral, but has a discriminatory impact on certain people. For example a minimum height requirement of 6 foot for a particular job might be applied equally to men and women, but would indirectly discriminate on the basis of sex, as women tend to be shorter than men.

Sexual harassment includes unwelcome conduct of a sexual nature in circumstances in which it could reasonably be expected to make a person feel offended, humiliated or intimidated reasonable person, having regard to all the circumstances, would have anticipated that the person harassed would be offended, humiliated or intimidated.

Workplace bullying may include behaviour that is directed toward an employee, or group of employees, that creates a risk to health and safety e.g. physical and/or verbal abuse, excluding or isolating individuals; or giving impossible tasks.

Duz Cho Logging LP provides equal opportunity in employment to people without discrimination based on a personal characteristic.

Under the Human Rights Code they include:

- Family Status
- Marital Status
- Sexual Orientation
- Sex



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- Age
- Race
- Ethnic Origin
- Colour
- Religion
- Disability
- Pardoned offence

Any employee found to have contravened this policy will be subject to disciplinary action, which may include dismissal.

Employees must report any behaviour that constitutes sexual harassment, bullying or discrimination to Human Resources. Employees will not be victimised or treated unfairly for raising an issue or making a complaint.

Reasonable adjustments

Reasonable adjustments are changes that allow people with a disability to work safely and productively.

Duz Cho Logging will make reasonable adjustments for a person with a disability who:

- is offered employment, or is an employee, and
- requires the adjustments in order to perform the genuine and reasonable requirements of the job.

Examples of reasonable adjustments can include:

- reviewing and, if necessary, adjusting the performance requirements of the job
- arranging flexibility in work hours (see 'Flexible work arrangements')
- approving more regular breaks for people with chronic pain or fatigue

When thinking about reasonable adjustments Duz Cho Logging will weigh up the need for change with the expense or effort involved in making it. If making the adjustment means a very high cost or great disruption to the workplace, it is not likely to be reasonable.

Procedure: To make a complaint

If you believe you are being, or have been, discriminated against, sexually harassed or bullied, you should follow this procedure.



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1. Tell the offender the behaviour is offensive, unwelcome, and against business policy and should stop (only if you feel comfortable enough to approach them directly, otherwise speak to your manager). Keep a written record of the incident(s).
2. If the unwelcome behaviour continues, contact your supervisor or manager for support.
3. If this is inappropriate, you feel uncomfortable, or the behaviour persists, contact another relevant senior manager. Employees may also lodge a complaint with the BC Human Rights Tribunal.

Employees should feel confident that any complaint they make is to be treated as confidential as far as possible.

Possible outcomes

If after investigation management finds the complaint is justified, management will discuss with the complainant the appropriate outcomes which may include:

- disciplinary action to be taken against the perpetrator (counselling, warning or dismissal)
- staff training
- additional training for the perpetrator or all staff, as appropriate
- counselling for the complainant
- an apology (the particulars of such an apology to be agreed between all involved)



Attendance Policy

Regular attendance is essential to the Company's efficient operation and is a necessary condition of employment. When employees are absent, schedules and licensee commitments fall behind, and other employees must assume added workloads.

Employees are expected to report to work as scheduled and on time. If it is impossible to report for work as scheduled, employees must call their supervisor before their starting time. If your supervisor is unavailable, a voice message should be left. If the absence is to continue beyond the first day, the employee must notify their manager on a daily basis unless otherwise arranged. Calling in is the responsibility of every employee who is absent. Absence for three consecutive work days without notifying the manager is considered a voluntary termination.



LEAVE POLICY

General leave policy

Unless otherwise specified, employees referred to in the leave policy mean permanent full-time or part-time employees. All employees are entitled to leave in accordance with BC employment standards.

All planned leave has to be mutually agreed, and take into account workloads and the employee's needs. Leave must be approved in advance, except when the employee can't anticipate the absence. Any documents regarding leave will be kept on the employee's personnel file.

Annual leave policy

Each employee is entitled to a minimum of 10 days paid annual leave a year (pro-rated for part-time). Leave will either be paid out on each pay or accrued as per your employment agreement. Leave entitlements are calculated 5 days from the date an employee started work. Annual leave counts towards continuous service (used when calculating long service leave).

If an employee accrued vacation they are expected to take accrued annual leave for business close down/breakup periods if possible. If insufficient leave is accrued, Duz Cho Logging LP may direct an employee to take unpaid leave.

Leave will be awarded to employees as it is earned at a rate of 4% per pay period or accrued at a rate of 4% as per the employee's agreement with management. Example a 40 hr work week provides an employee with 1.6 hrs of vacation time per week or a payout of 1.6hrs multiplied by payrate. Employees are entitled to 6% vacation pay after 5 consecutive years of employment with Duz Cho Logging.

Personal (sick) leave policy

Sick Days

An employee should notify his/her manager as soon as possible if they are unable to attend work due to illness or injury. Management, at its discretion, may request evidence such as a medical certificate showing that the employee was entitled to take personal leave during the relevant period.



Family Responsibility Days

Family Responsibility days are available to provide short-term relief from work to attend to family issues that arise.

Employees are eligible for 5 unpaid Family Responsibility days per calendar year. Family days may be used at the employee's discretion for religious holidays and personal family matters.

You must inform your supervisor that you require a Family day prior to the day or as soon as possible.

Compassionate Care Leave

Compassionate Care leave is available to an employee for the care or support of an ill family or household member or if an unexpected emergency affects a family or household member.

An employee who requests leave under this section is entitled to up to 8 weeks of unpaid leave to provide care or support to a family member if a medical practitioner issues a certificate stating that the family member has a serious medical condition with a significant risk of death within 26 weeks, or such other period as may be prescribed, after

(a) the date the certificate is issued, or

(b) if the leave began before the date the certificate is issued, the date the leave began.

1. The employee must give DCLLP Human Resources a copy of the certificate as soon as practicable.
2. An employee may begin a leave under this section no earlier than the first day of the week in which the certificate indicates.
3. A leave under this section ends on the last day of the week in which the earlier of the following occurs:
 - the family member dies;
 - the expiration of 26 weeks or other prescribed period from the date the leave began.



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4. A leave taken under this section must be taken in units of one or more weeks.
5. If an employee takes a leave under this section and the family member does not pass away within the period referred to in that subsection, the employee may take a further leave after obtaining a new certificate from the physician.

Bereavement Leave

Employees are provided with 3 days to attend the funeral of a close relative, such as a spouse, children, parents, grandparents, siblings and corresponding in-laws. If additional time off is required, employees should talk to their supervisor.

Time off without pay may be provided so that employees can attend the funeral of individuals other than those listed. Employees may take unused vacation or personal time.

Parental leave policy

Unpaid parental leave

Employees (including a de facto or same sex partner, or single person) who are expecting a child or adopting a child are eligible for 52 weeks of unpaid parental leave if they are:

- permanent full-time or part-time
- casual/seasonal with 12 months regular service who have a reasonable expectation of continuing regular work

After the birth of a child or adoption, the parent with responsibility for the care of the child is entitled to unpaid parental leave. Employees who are pregnant may commence leave up to six weeks before the expected date.

Applying for leave

An employee wishing to take unpaid parental leave must provide written notice at least 10 weeks before starting the leave (or as soon as is practicable) including the intended leave start and end dates.

Leave dates or any changes of dates must be confirmed at least four weeks before the leave starts. Human Resources will confirm the leave and any affected entitlements such as continuous service or benefits in writing.



The employee's position may be filled on a temporary basis while they are on leave. Duz Cho Logging LP will notify the replacement employee that their employment in this role is temporary and that the pregnant employee has the right to return to the position.

Time in lieu policy

Duz Cho Logging LP will grant time in lieu to an employee. Time worked towards time in lieu must be approved in advance unless exceptional circumstances exist; in which management will consider granting approval after the time is worked.

Time in lieu will be added to the employee's annual leave at a rate of standard time or time and a half if earned as overtime. Duz Cho Logging LP will record time-in-lieu credits and debits. Generally, employee should take time in lieu within 6 months of the accrual. A manager must approve time-in-lieu leave. An employee cannot accrue more than 180 hours of time in lieu.

Leave without pay policy

Management has the discretion to approve leave without pay that an employee is not otherwise entitled to.

Jury duty policy

An employee is entitled to unpaid leave for jury duty in accordance with employment standards. An employee on jury service should supply the official request to attend and the details of attendance.



PREGNANCY AT WORK

Advising of pregnancy

Duz Cho Logging encourages employees to inform their manager of their pregnancy as soon as possible. However, we respect that an employee may not wish to advise us of her pregnancy earlier than the minimum notice period.

We also respect an employee's wishes regarding when it is appropriate to tell colleagues about the pregnancy.



PERFORMANCE MANAGEMENT

Policy

The purpose of performance management is to improve performance. It is an ongoing process. It should include informal and formal review. We encourage a two-way process, that is, employees can also give management feedback on performance.

All employees will undergo a formal performance review with their immediate supervisor at least once per year.

Procedure

1. The supervisor and the employee agree on the date for a performance appraisal meeting to allow time to prepare.
2. The supervisor and employee will meet and openly and constructively discuss performance over the period.
3. The supervisor and the employee will agree upon any objectives and outcomes for the next appraisal period.
4. Training and development will be considered as part of the process.
5. Notes should be taken at the meeting and copies kept in the employees file.
6. Outside of this formal process, employees are encouraged to raise any issues they have when they arise.



PERFORMANCE IMPROVEMENT

Policy

Where warranted Duz Cho Logging LP will use improvement processes to improve performance. Should such improvement processes be unsuccessful in improving an employee's performance, Duz Cho Logging LP may decide to end an employee's employment. Depending on the circumstances, performance improvement action may include verbal or written warnings, suspension or retraining.

Duz Cho Logging LP requires a minimum standard of conduct and performance which will be made clear to employees in management appraisals. If an employee does not meet this standard, Duz Cho Logging LP will take appropriate corrective action. Formal performance improvement procedures will generally only start when other corrective action fails.

If an employee deliberately breaches business policy or procedure, or engages in misconduct, Duz Cho Logging LP may start improvement procedures, or, in cases of serious misconduct or breach of policy, may dismiss an employee.

Each employee must understand their responsibilities, be coached and given the opportunity to reach the standards expected of them. Duz Cho Logging LP will give an employee the opportunity to defend themselves before management takes further action.

Procedure

1. Duz Cho Logging LP will advise the employee of any shortfall in their performance, and give them an opportunity to respond.
2. Once they respond, the supervisor will consider their response and decide if performance improvement action should be taken. Duz Cho Logging LP will provide support such as training where appropriate.
3. If the employee is given a verbal warning, the supervisor should make a note of it, date it and sign it.
4. The supervisor will advise the employee in clear terms what they see as the performance problem or the unacceptable conduct. To highlight the deficiency they should use specific examples, and refer to the correct policy or procedure.



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5. The supervisor will allow the employee to respond before making a decision and consider the employee's responses. The employee may have a support person present at such meetings.
6. The supervisor will decide if more action is needed.
7. If a written warning is to follow, the supervisor is to:
 - document it and give the employee a copy
 - give the employee the opportunity (and their support person the opportunity) to sign the warning
 - keep a copy on file
8. The warning must clearly define:
 - the deficiency
 - a clear explanation of the expected standard
 - by when the employee needs to achieve it
 - how the business will help the employee achieve the improvement required
 - consequences of failing to improve
9. Human Resources will keep a record of all meetings, training and/or coaching given and a summary of discussions, and put a copy on the employee's personnel file. This should include date, location and time of discussion.
10. Supervisors and Human Resources will continue to support the employee and note the support they give, for example, training or coaching.
11. If the employee's performance or conduct doesn't improve, the supervisor will give the employee a final written warning and follow steps 4–10 above. Duz Cho Logging LP will terminate employment of an employee if there is not enough improvement, and a sustained improvement in their performance.

Note: some circumstances justify going straight to final warning or termination.

Gross or serious misconduct policy

Procedure

1. The supervisor is to investigate the alleged offence thoroughly, including talking to witnesses, if any.
2. The supervisor should ask the employee for their response to the allegation (taking notes of this discussion) and allow them to have representation. The supervisor should also have a witness present. The supervisor shall give genuine consideration to the employee's response and circumstances.



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3. If still appropriate, following a thorough investigation, the supervisor can terminate/dismiss the employee.
4. The supervisor should keep a file of all evidence collected and action taken in these circumstances.
5. Duz Cho Logging LP will send the employee a letter of termination noting the details.



Disciplinary Process

The Discipline Process is a corrective process that has been designed to be applied to performance problems consistently and fairly throughout Duz Cho Logging operations. The focus of the procedure is to help employees achieve acceptable performance through a series of progressive levels.

The violation of any rule, regulation, policy, notice or standard that is published, posted, communicated, or is common sense, will result in a supervisor or manager dealing with the specific violation. The supervisor's actions may include the application of discipline if the violation is found to be wilful.

Duz Cho Logging recognizes the need to effectively, fairly and consistently manage all aspects of employee performance in order to sustain employee contribution and enthusiasm.

Responsibilities

Management

All levels of management will be held accountable for managing the performance of all the employees they supervise. This includes providing the appropriate support to employees to assist them in correcting a performance problem. All supervisory staff is expected to know and to follow the procedures outlined.

Employees

The onus is placed on the employee to maintain a level of performance acceptable to Duz Cho Logging.

Human Resources

Human Resources is responsible for providing administrative support for the discipline procedure. This includes maintaining an official record of all performance related data for each employee as well as providing consultative services to management on discipline issues.

All employees must know the consequences of not meeting performance expectations. Supervisory actions to improve performance may be progressive in



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nature, based on the seriousness of the problem, the employee's past record, with an emphasis on the last two years of service.

The level at which the disciplinary action taken is dependent on the seriousness of the violation. Examples of entry levels into the process are provided in the example section of these procedures. The decision to respond to level one and level two offences with more serious discipline is a matter for individual supervisors to determine, based on the nature of the operation, and the impact of the violations on the workplace and potential for injury or damage.

This list is for reference only and does not limit the application of disciplinary action to those examples noted.

Level 1 - Verbal Warning Examples

1. Failure to commence work at the beginning of the work period.
2. Where the operations are continuous, an employee shall not leave their post at the end of their scheduled shift until they notify their supervisor.
3. Wilful failure to complete required timecards/sheets or activity reports immediately to supervisor.
4. Failure to report any occupational injury or equipment damage immediately to supervisor.
5. Creating or contributing to unsanitary or unsafe conditions or poor housekeeping (i.e. throwing refuse or objects on the floor or out of windows; or failing to remove hazardous objects from assigned work areas).
6. Use or possession of another employee's working equipment without the employee's consent.
7. Distracting the attention of others, or causing confusion by unnecessary shouting or demonstration on the job.
8. Disregarding job duties by neglect of work.

This list is for reference only and does not limit the application of disciplinary action to those examples noted.

Level 2 - 1st Written Warning Examples

1. Subsequent violations of a level one infraction or involved in a number of different level one infractions.
2. Neglect or carelessness in observance of official safety or departmental rules, or disregard of common safety practices.
3. Sleeping, appearing to be asleep, or otherwise neglecting duties, during working hours (except where a rest period is permissible).



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4. The making or publishing of false or malicious statements concerning any employee, supervisor, Duz Cho Logging or its operation.
5. Failure to report an accident in which the employee was involved.
6. Refusing to provide information when accidents are being investigated.

One Day Suspension Examples

1. Subsequent violations of a level two infraction or involved in number of different level two infractions.
2. Being absent without leave or unexcused absence.
3. Failure to report for overtime work without good reason after being scheduled to work according to overtime arrangements.
4. Refusing to follow the directions of a supervisor (insubordination).
5. Threatening, intimidating, coercing, or interfering with employees or supervisors at any time.
6. Wilful neglect in the performance of assigned duties or in the care, use or custody of any Duz Cho Logging property.
7. Unauthorized use of Duz Cho Logging property for private work or performing private work.
8. Leaving a Duz Cho Logging vehicle unattended without due care and attention.

Level 3 -Three Day Suspension Examples

Any subsequent violation of a level three infraction or involved in a number of different level three infractions.

Level – 3/4 Termination Examples

DO NOT EXERCISE THIS ACTION UNTIL YOU HAVE RECEIVED ADVICE FROM THE GENERAL MANAGER OR HUMAN RESOURCES, THE CTIY MANAGER OR LEGAL SERVICES.

This list is for reference only and does not limit the application of disciplinary action to those examples noted.

1. Subsequent violations of a level five infraction or a culminating incident accumulation of different infractions).
2. Punching/altering another employee's timecard/sheet, punching/altering more than one timecard/sheet, or altering of own timecard/sheet. falsifying or assist in falsifying personnel or other records, including activity or work performance reports; or giving false information or withholding pertinent information called for in making application for employment.
4. Making false claims or misrepresentations in an attempt to obtain sickness, accident or workers' compensation benefits.



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5. Bookmaking or gambling of a similar serious nature.
6. Stealing or similar conduct, including the damaging, concealing, or destruction of any property of the Region or of other employees.
7. The sale of narcotics.
8. Fighting or attempting to injure another employee.
9. Carrying or possession of firearms, explosives or weapons on work sites at any time (unless authorized by nature of position).
10. Misuse or removal of information such as confidential information without prior authority from the Manager.
11. An employee guilty of dishonesty or any dishonest action. Some examples of what is meant by dishonesty or dishonest action are: theft, pilfering, or other property of Duz Cho Logging or of other employees; making false statements to secure employment or to secure an excused absence or to justify an absence or tardiness; making or causing to be made, inaccurate or false reports concerning any absence from work; making or joining in a false statement to influence any official action by Duz Cho Logging. The aforementioned are examples only and do not limit the term "dishonesty" or "dishonest action".
12. An employee shall not engage in unlawful or improper conduct at work premises or during nonworking hours which affect or which tends to affect the company's activities, property, reputation or goodwill in the community.
13. The use of, or being under the influence of, alcohol or illicit drugs on the job.
14. The intentional abuse of any prescribed or non-prescribed drugs.
15. The possession of illicit drugs or alcohol on Duz Cho Logging property or in Duz Cho Logging vehicles.



GRIEVANCES

Policy

Duz Cho Logging LP supports the right of every employee to lodge a grievance with their supervisor if they believe a decision, behaviour or action affecting their employment is unfair. An employee may raise a grievance about any performance improvement action taken against them.

We aim to resolve problems and grievances promptly and as close to the source as possible. When necessary, Duz Cho Logging LP will escalate a grievance to the next higher level of authority for more discussion and resolution, and continue escalating it to the level above until it is resolved.

Supervisors will do their utmost to action grievances objectively, discreetly and promptly. Be aware that grievances that are misconceived, vexatious, and lacking substance may result in disciplinary action being taken against the employee lodging the grievance.

Procedure

1. The employee should try to resolve the grievance as close to the source as possible. This can be informal and verbal. At this stage, every possible effort should be made to settle a grievance before the formal grievance process starts. If the matter still can't be resolved, the process continues and becomes formal.
2. To start the formal grievance the complainants must fully describe their grievance in writing, with dates and locations wherever possible and how they have already tried to settle the grievance.
3. The person(s) against whom the grievance/complaint is made should be given the full details of the allegation(s) against them. They should have the opportunity and a reasonable time to respond before the process continues.
4. If the grievance still can't be resolved, refer the matter to the most senior manager for consideration and a final decision. A grievance taken to this level must be in writing from the employee.



TRAINING

Policy

Duz Cho Logging LP will give employees adequate training to do their job safely and competently. We believe training is a two-way process. We encourage employees to participate and to highlight any gaps in their own skills or knowledge they believe they have.

Training includes internal on-the-job training and competency review, written instructions such as standard working procedures, coaching, external training and courses. Safety training takes precedence.

Procedure

- Duz Cho Logging Supervisors will perform a competency review with all new employees to evaluate their skill level and identify gaps
- Duz Cho Logging will announce training opportunities open to all employees via the Monthly Safety Bulletin
- Employees who feel they need additional training can complete a training application form
- If you have questions about training please speak to your Supervisor



Communication Policy

It is expected private phone calls will be kept to reasonable levels.

Email policy

1. Email facilities are provided for formal business correspondence.
2. Take care to maintain the confidentiality of sensitive information. If emails need to be preserved, they should be backed up and stored offsite.
3. Limited private use of email is allowed if it doesn't interfere with or distract from an employee's work. However, management has the right to access incoming and outgoing email messages to check if an employee's usage or involvement is excessive or inappropriate.
4. Non-essential email, including personal messages, should be deleted regularly from the 'Sent Items', 'Inbox' and 'Deleted Items' folders to avoid congestion.
5. All emails sent must include the approved business disclaimer.

To protect Duz Cho Logging LP from the potential effects of the misuse and abuse of email, the following instructions are for all users.

1. No material is to be sent as email that is defamatory, in breach of copyright or business confidentiality, or prejudicial to the good standing of Duz Cho Logging LP in the community or to its relationship with staff, customers, suppliers and any other person or business with whom it has a relationship.
2. Email must not contain material that amounts to gossip about colleagues or that could be offensive, demeaning, persistently irritating, threatening, and discriminatory, involves the harassment of others or concerns personal relationships.
3. The email records of other persons are not to be accessed except by management (or persons authorised by management) ensuring compliance with this policy, or by authorised staff who have been requested to attend to a fault, upgrade or similar situation. Access in each case will be limited to the minimum needed for the task.
4. When using email a person must not pretend to be another person or use another person's computer without permission.
5. Excessive private use, including mass mailing, "reply to all" etc. that are not part of the person's duties, is not permitted.
6. Failure to comply with these instructions is a performance improvement offence and will be investigated. In serious cases, the penalty for breach of



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policy, or repetition of an offence, may include dismissal.

Internet use policy

The internet is provided by Duz Cho Logging LP for business use. Limited private use is permitted if the private use does not interfere with a person's work and that inappropriate sites are not accessed e.g. pornographic, gambling. Management has the right to access the system to check if private use is excessive or inappropriate.

Failure to comply with these instructions is an offence and will be subject to appropriate investigation. In serious cases, the penalty for an offence, or repetition of an offence, may include dismissal. Employees need to be aware that some forms of internet conduct may lead to criminal prosecution.



Social Media Policy

Duz Cho Logging LP expects its employees to maintain a certain standard of behaviour when using Social Media for work or personal purposes.

This policy applies to all employees, contractors and sub-contractors of Duz Cho Logging LP who contribute to or perform duties such as:

- maintaining a profile page for Duz Cho Logging LP on any social or business networking site (including, but not limited to LinkedIn, Facebook, MySpace, Bebo, Friendster or Twitter);
- making comments on such networking sites for and on behalf of Duz Cho Logging LP;
- writing or contributing to a blog and/or commenting on other people's or business' blog posts for and on behalf of Duz Cho Logging LP; and/or
- posting comments for and on behalf of Duz Cho Logging LP on any public and/or private web-based forums or message boards or other internet sites.

This policy also applies to all employees, contractors and sub-contractors of Duz Cho Logging LP who:

- have an active profile on a social or business networking site such as LinkedIn, Facebook, MySpace, Bebo, Friendster or Twitter;
- write or maintain a personal or business' blog; and/or
- post comments on public and/or private web-based forums or message boards or any other internet sites.

This policy does not form part of an employee's contract of employment. Nor does it form part of any contractor or sub-contractor's contract for service.

PROFESSIONAL USE OF SOCIAL MEDIA

Procedure

No employee, contractor or sub-contractor of Duz Cho Logging LP is to engage in Social Media as a representative or on behalf of Duz Cho Logging LP unless they first obtain Duz Cho Logging LP's written approval.

If any employee, contractor or sub-contractor of Duz Cho Logging LP is directed to contribute to or participate in any form of Social Media related work, they are to act in a professional manner at all times and in the best interests of Duz Cho Logging LP.



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All employees, contractors and sub-contractors of Duz Cho Logging LP must ensure they do not communicate any:

- Confidential Information relating to Duz Cho Logging LP or its clients, business partners or suppliers;
- material that violates the privacy of another party; and/or
- information, (regardless of whether it is confidential or public knowledge), about clients, business partners or suppliers of Duz Cho Logging LP without their prior authorisation or approval to do so; on any social or business networking sites, web-based forums or message boards, or other internet sites.

Confidential Information includes any information in any form relating to Duz Cho Logging LP and related bodies, clients or businesses, which is not in the public domain. This includes, but is not limited to information relating to employment, contracts or business activity.

PRIVATE/PERSONAL USE OF SOCIAL MEDIA

Procedure

Duz Cho Logging LP acknowledges its employees, contractors and sub-contractors have the right to contribute content to public communications on websites, blogs and business or social networking sites not operated by Duz Cho Logging LP. However, inappropriate behaviour on such sites has the potential to cause damage to Duz Cho Logging LP, as well as its employees, clients, business partners and/or suppliers.

For this reason, all employees, contractors and sub-contractors of Duz Cho Logging LP must agree to not publish any material, in any form, which identifies themselves as being associated with Duz Cho Logging LP or its clients, business partners or suppliers.

All employees, contractors and sub-contractors of Duz Cho Logging LP must also refrain from posting, sending, forwarding or using, in any way, any inappropriate material including but not limited to material which:

- is intended to (or could possibly) cause insult, offence, intimidation or humiliation to Duz Cho Logging LP or its clients, business partners or suppliers;
- is defamatory or could adversely affect the image, reputation, viability or profitability of Duz Cho Logging LP, or its clients, business partners or suppliers; and/or



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- contains any form of Confidential Information relating to Duz Cho Logging LP, or its clients, business partners or suppliers.

All employees, contractors and sub-contractors of Duz Cho Logging LP must comply with this policy. Any breach of this policy will be treated as a serious matter and may result in disciplinary action including termination of employment or (for contractors and sub-contractors) the termination or non-renewal of contractual arrangements.

Other disciplinary action that may be taken includes, but is not limited to, issuing a formal warning, directing people to attend mandatory training, suspension from the workplace and/or permanently or temporarily denying access to all or part of Duz Cho Logging LP's computer network.

For the purposes of this policy, the following definitions apply:

Social Media includes all internet-based publishing technologies. Most forms of Social Media are interactive, allowing authors, readers and publishers to connect and interact with one another. The published material can often be accessed by anyone. Forms of Social Media include, but are not limited to, social or business networking sites (i.e. Facebook, LinkedIn), video and/or photo sharing websites (ie. YouTube, Flickr), business/corporate and personal blogs, micro-blogs (i.e. Twitter), chat rooms and forums and/or Social Media:



Vehicle Policy

Duz Cho Logging company vehicles are for business use only and not personal use unless specified in the employee's terms of employment. All drivers of company vehicles must have an appropriate valid driver's license for the vehicle they are operating in accordance with the Motor Vehicle Act.

Eligibility

Employees eligible for assignment of a company vehicle are selected at the discretion of the General Manager. Prior to vehicle assignment, an eligible employee must prove that he or she has a valid driver's license which is not suspended or revoked.

Withdrawal of Privileges

The privilege of driving a company vehicle may be withdrawn for any of the following reasons:

1. Abuse or misuse of the vehicle or failure to comply with the rules and procedures stipulated in the company policy
2. A driving record which becomes deficient during the course of operating a company vehicle which, under certain circumstances may be grounds for dismissal
3. A conviction, guilty plea or evidence of driving a company vehicle under the influence of alcohol or an illegal substance
4. If an eligible driver has a long-term disability, his/her assigned vehicle could be reassigned to another driver. Upon recovery from the disability and return to work, the driver may be assigned another vehicle

Driver Responsibilities

Eligible drivers are responsible for driving their vehicle in a safe and reliable manner. Employees must know and abide by all driving laws. Additionally, employees must maintain a valid driver's license. If for any reason, an employee's driver's license is revoked, suspended or restricted, it is mandatory that the Human Resources Manager be notified.



Personal Use

Duz Cho Logging vehicles are to be used primarily for business purposes however, limited personal use is allowed.

Duz Cho Logging prohibits the transport of hitchhikers. Insurance policies have been established for business purposes and must be observed for the protection of the company and its employees.

Vehicle Maintenance

Every driver of a Duz Cho Logging vehicle is expected to maintain his or her assigned vehicle in a safe operating condition. Weekly inspections of the vehicle should be logged in your vehicle inspection book.

The driver is responsible for ensuring all necessary precautions are taken to prevent damage and theft of the vehicle and/or its contents at all times. Whenever you leave a company vehicle, follow these precautions:

- Roll up all windows
- Lock all doors
- Do not leave merchandise and equipment in open view inside the vehicle which may tempt a break-in.

DO NOT affix any type of sticker to your vehicle without the authorization of the General Manager including bumper stickers or team logos.

What to do in case of an ACCIDENT

Report ALL accidents, no matter how minor MUST be reported to your supervisor

1. Secure the scene and make sure it is safe for you to exit your vehicle
2. If there are people injured as a result of the accident call the police and an ambulance
3. If others are involved get their personal and vehicle information
Note all the details of the scene on the accident report form.



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4. Get the names and contact information of all witnesses
5. Express no opinion of fault
6. Do not sign any statements
7. If the collision involves an unattended vehicle you must attempt to notify the owner of the vehicle. If personal notification is not possible attach a note to the vehicle asking the owner to contact you.

There are **no exceptions** to the above requirements. Failure to comply with this procedure could have serious consequences for Duz Cho Logging and the employees association with Duz Cho Logging.



Safety Guidelines

It is mandatory that seat belts be used by all occupants of a company vehicle, at all times, without exception. It is the driver's responsibility to ensure that all occupants fasten their seat belts prior to operating the vehicle. Any malfunctioning seat belt should be brought to the attention of the maintenance department to be repaired or replaced immediately. Duz Cho Logging reserves the right to revoke the driving privileges of any driver not complying with the policy.

In addition, Duz Cho Logging expects all employees to drive defensively during business and personal travel, to obey all traffic laws and prohibits employees from driving under the influence of drugs, alcohol, fatigue and prescription drugs.

All vehicles must be equipped with the following safety equipment:

- Spill Kit
- First Aid Kit
- Shovel
- Polaski
- Two-way radio
- Duz Cho Logging Health & Safety Manual
- Fire Extinguisher

Traffic Violations

Excessive speeding violations or accident history may make an employee ineligible to receive a company-provided vehicle.

Should you, for any reason, receive a traffic violation or parking ticket, you must pay it as soon as possible. All traffic and parking violations should be reported to your supervisor. Under no circumstances is traffic or parking violations to be charged to Duz Cho Logging.

A driver with 3 moving violations or any combination of three accidents and/or moving violations within a three year period will be prohibited from driving a company vehicle. Any driver with a violation associated with alcohol or drugs will be prohibited from driving a company vehicle. This type of violation may also be grounds for immediate termination at the discretion of management.



CONFLICT OF INTEREST

Policy

Conflict of interest arises whenever the personal, professional or business interests of an employee are potentially at odds with the best interests of Duz Cho Logging LP.

All employees are required to act in good faith towards Duz Cho Logging LP. Employees need to be aware of the potential for a conflict of interest to arise and should always act in the best interests of Duz Cho Logging LP.

As individuals, employees may have private interests that from time to time conflict, or appear to conflict, with their employment with Duz Cho Logging LP. Employees should aim to avoid being put in a situation where there may be a conflict between the interests of Duz Cho Logging LP and their own personal or professional interests, or those of relatives or friends. Where such a conflict occurs (or is perceived to occur), the interests of Duz Cho Logging LP will be balanced against the interests of the staff member and, unless exceptional circumstances exist, resolved in favour of Duz Cho Logging LP.

It is impossible to define all potential areas of conflict of interest. If an employee is in doubt if a conflict exists, they should raise the matter with their manager.

Procedure

Employees must:

- declare any potential, actual or perceived conflicts of interest that exist on becoming employed by Duz Cho Logging LP to management
- declare any potential, actual or perceived conflicts of interest that arise or are likely to arise during employment by Duz Cho Logging LP to management
- avoid being placed in a situation where there is potential, actual or perceived conflict of interest if at all possible

If an employee declares such an interest, Duz Cho Logging LP will review the potential areas of conflict with the employee and mutually agree on practical arrangements to resolve the situation.

Employees must disclose any other employment that might cause a conflict of interest with Duz Cho Logging LP to their supervisor. Where there are external involvements that do not represent a conflict of interest, these must not affect



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performance or attendance whilst working at Duz Cho Logging LP. If such involvement does affect performance or attendance it will be considered a conflict of interest.

Employees must not set up or engage in private business or undertake other employment in direct or indirect competition with Duz Cho Logging LP using knowledge and/or materials gained during the course of employment with Duz Cho Logging LP.

Failure to declare a potential, actual or perceived conflict of interest or to take remedial action agreed with Duz Cho Logging LP, in a timely manner, may result in performance improvement proceedings including dismissal.



Personal Information

Duz Cho Logging collects employee personal information for the purposes of employment and the health and safety of employees at work. In accordance with the Personal Information Protection Act, Duz Cho Logging will not release, share or disclose employee personal information to anyone outside of the company or anyone within the organization that is not required access to the employee's personal information for the purposes of doing business or in the interest of the employee's health and safety.

All personnel files are kept confidential and held in a secure area. All employees are allowed access to their personnel file but may not remove the file from the premises.



OCCUPATIONAL HEALTH AND SAFETY (OH&S)

Policy

Duz Cho Logging LP will provide a safe work environment for the health, safety and welfare of our employees, contractors, visitors and members of the public who may be affected by our work.

To do this, Duz Cho Logging LP will:

- develop and maintain a health and safety program, and a safe working environment
- consult with employees and health and safety representatives on safety
- provide protective clothing and equipment, and enforce its use
- provide information and training for employees
- assess all risks before work starts on new areas of operation, for example, starting a new project and setting up new work methods, and regularly review these risks
- remove unacceptable risks to safety
- provide employees and contractors with adequate facilities (such as clean toilets, cool and clean drinking water, clean air and hygienic eating areas)



Ultimately, everyone at the workplace is responsible for ensuring health and safety at that workplace.

All persons responsible for the work activities of other employees are accountable for:

- identifying practices and conditions that could injure employees, clients, members of the public or the environment
- controlling such situations or removing the risk to safety. If unable to control such practices and conditions, report these to their supervisor
- making sure workers use personal protective equipment (PPE), training workers to use PPE correctly
- making sure PPE is maintained and working properly

Duz Cho Logging LP demands a positive, proactive attitude and performance with respect to protecting health, safety and the environment by all employees, irrespective of their position.

Joint Occupational Health & Safety Committee

The purpose of the committee is to bring worker and employer representatives together to cooperatively identify and resolve safety and health issues in support of the established Duz Cho Logging Health and Safety Program.

1. Duties and Functions of the Committee

- a. Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations.
- b. Consider and expeditiously deal with complaints relating to the occupational health and safety of workers.
- c. Consult with workers and the employer on issues related to occupational health and safety and occupational environment.
- d. Make recommendations to the employer and the workers for the improvement of occupational health and safety of workers and compliance with the regulations, and monitor their effectiveness. This includes a periodic review of Safe Work Practices and Procedures to ensure they meet legislative standards.
- e. Make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the Regulation, and monitor their effectiveness.
- f. Advise the employer on programs and policies required under the Regulation for the workplace and monitor their effectiveness.
- g. Advise the employer on proposed changes to the workplace or the work processes that may affect the health or safety of workers.



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- h. Ensure that incident investigations and regular inspections are carried out as required by the Regulation.
- i. Participate in inspections, investigations and inquiries as provided by the Regulation.
- j. When necessary, request information from the employer about:
 - i. Known or reasonably foreseeable health or safety hazards to which workers at the workplace are likely to be exposed.
 - ii. Health and safety experience and work practices and standards in similar or other industries of which the employer has knowledge.
- k. Carry out any other duties and functions prescribed by the Regulation.

2. Meetings

- a. The committee will meet monthly on the last Friday of each month at 3pm (whenever possible).
- b. Special meetings, if required, will be held at the call of the co-chairs.
- c. A quorum shall consist of a majority of members (minimum 3).
- d. The committee will add procedures if considers necessary for the meetings.

Manual handling policy

It is Duz Cho Logging LP's policy to provide all employees with a safe and healthy workplace by identifying, assessing and controlling manual handling risks.

While management is responsible for the health, safety and welfare of all staff, all employees must report potential and actual manual handling hazards.

Never lift or manually handle items larger or heavier than you can easily support. If you are in any doubt, do not hesitate to ask for help.

Workers' compensation policy

All employees may be eligible for workers' compensation benefits if injured while at work.

If you have a work injury that you have reported to your doctor you **MUST** tell human resources to ensure that they can complete all the proper paperwork on your behalf.



Injury procedure

If there is an injury:

1. The first priority is medical attention. The injured worker or nearest colleague should contact one of Duz Cho Logging LP's first aiders. Please follow the emergency response plan.
2. Any employee who is injured on the job, experiences a safety incident or a near miss, must report the incident to their supervisor immediately. Incidents not reported within 48 hours of occurrence will not be supported by Duz Cho Logging.
3. The supervisor must write a report in the Incident Investigation (Gray Book). This standard report must include:
 - employee's name and job details
 - time and date of injury
 - exact location the injury/incident occurred
 - how the injury/incident happened
 - details of the injury/illness and the part/s of the body injured
 - names of any witnesses
 - witness report
 - name of the person completing incident report
 - date the employer was notified

The supervisor must report serious injuries to WorkSafe BC immediately.

Smoking policy

Duz Cho Logging LP has a no-smoking policy. Smoking is not permitted in Duz Cho Logging LP facilities or in offices at any time.

Smoking is allowed in designated smoking areas and all cigarettes must be discarded in an appropriate receptacle.

Alcohol & drugs policy

Duz Cho Logging is committed to protecting the health and safety of all individuals affected by our activities, as well as the communities in which we live and operate. We recognize that the use of alcohol and drugs can adversely affect job performance, the work environment and the safety of our employees, contractors and the general public.

This policy and its related practices apply to all employees when they are engaged in company business, working on or off company premises, and when driving



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company vehicles. Duz Cho Logging's contractors are expected to develop and enforce alcohol and drug policies and practices that are consistent with this policy and its related practices.

To minimize the risk of unsafe and unsatisfactory performance due to alcohol or drugs, employees are expected to report fit for work and remain fit for work throughout their workday or shift and when on scheduled call.

The following are expressly prohibited while on company business or premises:

- The use, possession, distribution and offering for sale of drugs or drug paraphernalia
- The unauthorized use, possession, distribution, offering for sale of alcohol beverages
- Possession of prescribed medications not authorized for personal use
- Reporting for duty with the presence of alcohol or drugs in the body

Duz Cho Logging provides support and resources for employees who suspect they have a substance dependency or an emerging drug or alcohol problem. Employees concerned about or experiencing alcohol and drug dependency problems are encouraged to seek assistance from Duz Cho Logging's Employee and Family Assistance Program, a personal physician or an appropriate community service group before job performance is affected or violations occur. An employee involved in an accident may be sent for drug and alcohol testing as per the safety sensitive nature of logging. Drug and alcohol testing will be required for site specific worksites that require testing such as mine sites. Disciplinary action up to and including termination will be taken for violations of this policy.



INTELLECTUAL PROPERTY AND SECURITY

All intellectual property developed by employees during their employment with Duz Cho Logging LP, including reports or inventions made in the performance of their duties related in any way to the business of Duz Cho Logging LP, will remain the property of Duz Cho Logging LP.

Employees may be given access to confidential information, data, business property, keys to premises or any other business related property/information in the performance of their duties. This must be protected and used only in the interests of Duz Cho Logging LP.

Employees must not:

- disclose or use any part of any confidential information outside of the performance of their duties and in the interests of Duz Cho Logging LP; or
- authorise or be involved in the improper use or disclosure of confidential information;

during or after employment without Duz Cho Logging's written consent, other than as required by law.

'Confidential information' includes any information in any form relating to Duz Cho Logging LP and related bodies, clients or businesses, which is not in the public domain.

Employees must act in good faith towards Duz Cho Logging LP and must prevent the unauthorised disclosure of any confidential information. Failure to comply with this policy may result in performance improvement proceedings including dismissal, and Duz Cho Logging LP may also pursue monetary damages or other remedies.