



# Blood Brothers Brewing

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## HUMAN RESOURCES

CORE PROTECTIVE DOCUMENTS

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# Introduction

## WELCOME

Welcome to the Blood Brothers Team!

A word about the Brothers;

Blood Brothers has always been centred around brewing outstanding beers that friends and family would like to drink. We are proud to say that over the last 6 years, our innovative approach to brewing and dedication to dialing in the best recipes, has rewarded us with outgrowing our second production facility in 2019.

At Blood Brothers Brewery Inc. ("Blood Brothers") recognized that we couldn't do any of this, without the help of those around us. So, thank you, and welcome to the family!

As the newest member of the Blood Brothers team, our goal is to deliver excellent service, great food & drink, and ensure every guest leaves with an outstanding experience ... and we do this, by working together.

### Location of Work

Blood Brothers operates from two facilities and has storage facilities also. You may be required to work from either facility from time to time and may be required to access the storage facilities also from time to time where it is connected with your duties.

## FORCE OF POLICIES

At Blood Brothers, we strive to create a fair and efficient workplace where employees are safe and can thrive. The policies in this manual apply to all employees at Blood Brothers 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.

### Definitions:

You will see some abbreviated terms used in this handbook:

- BOH: back of house, the brewing area
- ESA: Employment Standards Act, 2000, the employment legislation in place in Ontario
- FOH: front of house, the serving area
- WSIB: The Workplace Safety Insurance Board



## Key Legislated Policies

### ACCESSIBILITY

Blood Brothers 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.

Note: under the *Accessibility for Ontarians with Disabilities Act (AODA)*, certain buildings were legacied into the building requirements of the Act and will need to comply only if substantial changes/renovations are planned for the building. The current workspace of Blood Brothers Brewing existed prior to the changes to the Building Code and as such, it is not currently subject to the accessible building requirements, including barrier free design, etc. All other aspects of the AODA apply.

#### Section 3.8 of the Building Code

Section 3.8 of the Building Code contains the new requirements. They include universal washrooms, barrier-free paths of travel, adaptable seating, and power door operators, to name just a few features. These accessibility requirements are the ones that most landlords and tenants will be required to consider when planning their renovations. They do not have retroactive effect; existing buildings do not have to be fitted with the new accessibility features. However, the new requirements apply to most newly constructed buildings as well as to buildings more than five years old where extensive renovations will take place.

### DEFINITIONS

Definitions taken from the *Accessibility for Ontarians with Disabilities Act, S.O. 2005, C. 11* or *Ontario Human Rights Code*.

"Accessible formats" may include, but are not limited to, large print, recorded audio and electronic formats, braille, and other formats usable by persons with disabilities.

"Barrier" means anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy, or a practice; ("obstacle").

"Disability" is defined broadly by the *Ontario Human Rights Code* as:



1. "any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
2. a condition of mental impairment or a developmental disability,
3. a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
4. a mental disorder, or
5. an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act*, 1997."

## POLICY

Blood Brothers 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

Blood Brothers 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.

### Information and Communication

Blood Brothers will make its information accessible to people with disabilities by creating materials and supports in accessible formats, and it will notify the public of the types of accessible formats provided.

Further, Blood Brothers will deliver alternate formats of information to clients, upon request. If a particular material cannot be converted into an accessible format that meets the needs of the person requesting it, Blood Brothers will provide details of why it cannot be converted and provide a summary of the information or communication in another way that is suitable to the person requesting it.

This extends to any emergency procedures or safety information prepared by Blood Brothers.

### Employment



Blood Brothers 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, Blood Brothers will consult with the applicant and provide suitable accommodation that takes the person's accessibility needs into account.

When making offers of employment, Blood Brothers 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.

Blood Brothers 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**

Blood Brothers 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.

### Assistive Devices, and Service Animals, Service Dogs or Guide Dogs

Persons with disabilities who use an assistive device will be permitted to use their own device to access the goods and services of Blood Brothers.

If a person with a disability is accompanied by a guide dog or other service animal, Blood Brothers shall ensure that the person is permitted to enter the premises with the animal and to keep the animal with him or her, unless the animal is otherwise excluded by law from the premises.

### Support Workers



If a person with a disability is accompanied by a support person, Blood Brothers will ensure that both persons are permitted to enter the premises together and that the person with a disability is not prevented from having access to the support person while on the premises.

Blood Brothers will ensure that notice is given in advance if admission fees will be charged to support workers for accessing the goods or services in their role as support person, including how much the fee will be.

### Service Interruptions

If there is a temporary disruption in any of our services either in whole or in part, Blood Brothers will provide notice of the disruption to the public via as many channels as possible, in accessible formats, where available. We will physically post notices where the disruption is taking place as well as through any other channels that are appropriate such as email, phone, text, social media, or on our website.

Notice of the disruption will include the reason for the disruption, its anticipated duration and a description of alternative facilities or services, if any, that are available.

### Process for Receiving Feedback

Blood Brothers will accept feedback about the way in which it provides goods and services to persons with disabilities in person, by phone or email, or in another way that is suitable to a person with a disability.

When a complaint is received about the way we provide goods, services, or facilities to persons with disabilities, Blood Brothers will let the person who submitted the feedback know about the actions the organization will take to resolve the issue.

### **Transportation**

Blood Brothers does not provide conventional or specialized commercial transportation services to passengers and is not required to adhere to the Transportation Standard.

### **Design of Public Spaces**

If Blood Brothers redesigns or redevelops an outdoor public space such as a parking area, outdoor eating area or play space, exterior path of travel, recreational trail or beach access route, or an indoor or outdoor service counter, waiting area or queuing line, it will do so in accordance the Design of Public Spaces Standard of the AODA. Blood Brothers will also ensure any newly redesigned or redeveloped areas are maintained in accordance with the rules set out by the AODA.

## **ANTI-DISCRIMINATION AND WORKPLACE ACCOMMODATION**





Blood Brothers actively creates and promotes an environment that is inclusive of all people and their unique abilities, strengths, and differences, and promotes diversity.

As we continue to grow, embracing diversity in every aspect of our business—from the way we work together to the way we procure goods and services—is vital to our long-term success. We respect diversity in each other, our customers and suppliers and all others with whom we interact.

It is Blood Brothers' policy to provide equal opportunity for all applicants, employees and contractors. Blood Brothers does not discriminate on the basis of, and prohibits harassment on the basis of: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status, disability, social disadvantage or any legislatively protected classification. Blood Brothers is committed to making reasonable accommodations for disabled employees.

This Anti-Discrimination, Equal Opportunity and Accommodation Policy applies to all areas of employment and contract work including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social programs. It applies to those applying for work at Blood Brothers even prior to their engagement to provide any service.

It is the responsibility of every employee at Blood Brothers to conscientiously follow this Policy. Violation will result in disciplinary action, up to and including termination for cause.

If, in good faith, you believe you or any other employee has been discriminated against by a co-worker or any other employee, manager, or any agent or contractor, you are required to report all of the facts of the incident, and the names of the individuals involved to Brayden or Dustin Jones, head brewer, general manager or office manager.

#### Accommodation

Blood Brothers is committed to providing an environment that is inclusive and that is free of barriers based on age, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex (including pregnancy and gender identity), gender expression, sexual orientation, record of offences, marital status, family status, and disability. Blood Brothers commits to provide medically necessary and reasonable accommodation for needs related to the grounds of the Ontario *Human Rights Code*.

Accommodation will be provided in accordance with the principles of dignity, individualization, and inclusion. Blood Brothers will work cooperatively, and in a spirit of respect, with all employees in the accommodation process.

All new and existing employees will be provided with a copy of this Policy. All job applicants who are selected for an interview will be notified of this Policy. Requests for accommodation should be made to ownership or management.

Accommodation requests should, whenever possible, be made in writing. The accommodation request should indicate:

- The Code ground with respect to which accommodation is being requested;
- The reason why accommodation is required, including enough information to confirm the existence of a need for accommodation; and



- The specific needs related to the Code ground.

All accommodation requests will be taken seriously. No person will be penalized for making an accommodation request. Blood Brothers may require further information related to the accommodation request, in the following circumstances:

- Where the accommodation request does not clearly indicate a need related to a Code ground;
- Where further information related to the worker's limitations or restrictions is required in order to determine an appropriate accommodation;
- Where there is a demonstrable objective reason to question the legitimacy of the person's request for accommodation;
- Where expert assistance is necessary in order to identify accommodation needs or potential solutions, the accommodation seeker is required to cooperate in obtaining that expert advice. Any costs associated with obtaining such expert advice will be borne by the company; and consideration given to the cost or liability to Blood Brothers.

Failure to respond to such requests for information may delay the provision of accommodation.

Blood Brothers will maintain records related to:

- The accommodation request;
- Any documentation provided by the accommodation seeker or by experts;
- Notes from any meetings;
- Any accommodation alternatives explored; and
- Any accommodations provided.

This information will be maintained in a secure location, separate from the accommodation seeker's personnel file, and will be shared only with those persons who need the information. Blood Brothers will maintain the confidentiality of information related to an accommodation request, and will only disclose this information with the consent of the worker.

Accommodation requests will be dealt with promptly. Where necessary, interim accommodation will be provided while long-term solutions are developed. Blood Brothers and the person requesting accommodation related to a Code ground and any necessary experts will work together cooperatively to develop an Accommodation Plan for the individual. The Accommodation Plan, when agreed on, will be put in writing, and signed by the individual requesting accommodation and Blood Brothers and will include:

1. A statement of the accommodation seeker's relevant limitations and needs, including any necessary assessments and information from experts or specialists, bearing in mind the need to maintain the confidentiality of medical reports;
2. Arrangements for necessary assessments by experts or professionals;
3. Identification of the most appropriate accommodation short of undue hardship;
4. A statement of annual goals, and specific steps to be taken to meet them;
5. Clear timelines for the provision of identified accommodations;
6. Criteria for determining the success of the accommodation plan, together with a mechanism for review and re-assessment of the Accommodation Plan as necessary; and
7. An accountability mechanism.



The aim of accommodation is to remove barriers and ensure equality. Accommodations will be developed on an individualized basis. Blood Brothers and the person receiving accommodation shall monitor the success of the Accommodation Plan, and shall promptly address any deficiencies or any relevant changes in the workplace or the employee's needs.

Accommodation will be provided to the point of undue hardship, as defined by the Ontario Human Rights Commission's Policy and Guidelines on Disability and the Duty to Accommodate. A determination regarding undue hardship will be based on an assessment of costs, outside sources of funding, and health and safety.

### Discrimination

Blood Brothers is committed to providing an environment free of discrimination, in which all individuals are treated with respect and dignity, are able to contribute fully, and have equal opportunities.

Under the Ontario *Human Rights Code*, every person has the right to freedom from discrimination. Discrimination will not be tolerated, condoned, or ignored at Blood Brothers. If a claim of discrimination by a Colleague worker is proven, disciplinary measures will be applied, up to and including for cause termination of employment.

It is also unacceptable for workers of Blood Brothers to engage in discrimination when dealing with clients, or with others with whom they have professional dealings, such as suppliers or service providers.

The following behaviour is prohibited by this Policy:

- Discrimination: means any form of unequal treatment based on a Code ground, whether imposing extra burdens or denying benefits. It may be intentional or unintentional. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral, but have the effect of disadvantaging certain groups of people. Discrimination may take obvious forms, or it may occur in very subtle ways. In any case, even if there are many factors affecting a decision or action, if discrimination is one factor, that is a violation of this Policy.

All employees are expected to uphold and abide by this Policy, by refraining from any form of discrimination, and by cooperating fully in any investigation of a discrimination complaint. Managers have the additional responsibility to act immediately on observations or allegations of discrimination. Managers are responsible for creating and maintaining a discrimination-free organization, and should address potential problems before they become serious.

A complaint may be made by speaking with Brayden or Dustin Jones, head brewer, general manager and Kelly Robertson [kelly@hrcovered.com](mailto:kelly@hrcovered.com) 647-249-8351.

Where possible, the complaint should be made in writing, including details of:

- What happened – a description of the events or situation
- When it happened – dates and times of the events or incidents
- Where it happened



- Who saw it happen – the names of any witnesses, if any.

The person receiving the complaint will notify the person(s) complained against (“the respondent(s)”) of the complaint and provide the respondent(s) with a copy of the written complaint. If it is necessary, the complainant or the respondent will be placed on a paid or unpaid leave of absence as deemed appropriate, moved to a different location within the organization, or provided with alternative reporting relationships. The decision will be made on a case-by-case basis having regard to the principle that the complainant will not be penalized for making the complaint. The complaint will be investigated under the same protocol as under the Workplace Harassment Policy.

No person shall be negatively treated for bringing forward a complaint, providing information related to a complaint, or assisting in the resolution of a complaint. It is a violation of Blood Brothers' Policy to discipline or punish a person because they have brought forward a Complaint, provided information related to a complaint, or otherwise been involved in the complaint resolution process. Reprisals may be the subject of a complaint under this Procedure, and persons engaging in reprisal are subject to disciplinary measures, up to and including for cause termination of employment.

## PAY EQUITY

The purpose of this policy is to demonstrate Blood Brothers' dedication to Pay Equity, or providing equal pay for equal work, as legislated under the *Employment Standards Act, 2000* (ESA) and the *Pay Equity Act* (Ontario). Employee pay rates will be based on the following criteria: skill, effort, responsibility, and working conditions.

## DEFINITIONS

As per Ontario.ca or *The Pay Equity Act*:

“Equal work” means the employees perform substantially the same kind of work in the same establishment, the work requires substantially the same skill, effort and responsibility and is performed under similar working conditions. Each of these conditions must be met for equal pay for equal work to be required.

“Substantially the same kind of work” means the work does not have to be exactly the same. What matters is the actual work performed by the employees, not the stated conditions of their job offer or their job description.

“Skill” means the amount of knowledge, physical skill or motor skills needed to perform a job. This includes:

- education, like post-secondary degrees and diplomas
- training, like apprenticeships
- experience, like the number of years required to master a skill or gain expertise
- manual dexterity, like hand-eye coordination



“Effort” is the physical or mental effort regularly needed to perform a job.

## POLICY

Blood Brothers 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.

Blood Brothers 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

Blood Brothers will not lower employees’ rates of pay to create equal pay for equal work.

### Employer’s Responsibilities

Blood Brothers will:

- Establish and maintain compensation practices that provide for pay equity
- Examine evaluate its job positions using fair and equitable standards as outline 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

Blood Brothers will not subject an employee to reprisal for inquiring about pay equity in our organization.



### 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.

## PRIVACY OF PERSONAL INFORMATION

At Blood Brothers, we are committed to maintaining the privacy, security, and accuracy of the personal information we collect, use and disclose in accordance with Canada's Personal Information Protection and Electronic Documents Act ("PIPEDA"). As we value our customers dearly, we will NOT disclose, sell or exchange any personal information to or with any person, company or organization.

Personal Information received from a customer is to remain confidential. No reproductions are to be made by an employee of any information received from a customer for an employee's own records or use.

### Defining personal information

In PIPEDA, "personal information" is defined (with great brevity) as "information about an identifiable individual", but the definition excludes, in the case of an employee of an organization, "the name, title, business address or telephone number of the employee".

### When is information collected?

- Placing an Order
- Opening an Account
- Giving Customer Feedback
- Applying for a Job

### What information do we collect?

Information including (but not limited to): name, company name, address, phone-number, and email. For billing, credit card information including type, expiry date, and number can be requested. When an account exists, an account number is required. When delivery is required, a name, phone number and shipping address are collected. For job applications, education and job history, as well as references may be collected.

### How information is used?

Personal information obtained by Blood Brothers, is used solely for the purpose of conducting day-to-day business (e.g. contacting, invoicing, shipping etc.). In the case of Customer Feedback, any information obtained through the use of surveys and questionnaires is used to gain a better understanding of our customer's needs and opinions in an effort to improve our products and services.

Blood Brothers' Policy regarding the collection, use and disclosure, if any, of personal information can be broken down into the 10 principles covered in PIPEDA:



1. Accountability
  - We have appointed a Privacy Officer who is responsible for our compliance with this Policy and all applicable privacy laws.
  - All personal information held by Blood Brothers is protected.
  - All employees are responsible for and aware of our Privacy Policy and our procedures.
2. Identifying Purposes
  - Blood Brothers will identify the purposes for which personal information is collected at or before the time the information is collected, unless the purpose is self-evident due to the nature of the transaction in question (e.g. name and address of a customer placing an order to ensure proper delivery).
3. Consent
  - Employees must only collect, use or disclose personal information with the disclosing party's knowledge and consent, except where required or permitted by law.
  - Consent will be obtained before or at the time of collection, as well as when a new use for the particular information is identified.
  - Consent may be withdrawn at any time, on reasonable notice, subject to legal or contractual restrictions.
4. Limiting Collection
  - We do not collect information indiscriminately. The collection of personal information by Blood Brothers is limited to what is necessary for the purposes that it identifies.
5. Limiting Use, Disclosure, and Retention
  - Blood Brothers will use or disclose information only for the purposes for which it was collected, except with consent or as required or permitted by law.
  - Personal information will be retained only as long as necessary to satisfy its purposes or as required by law.
  - Personal information that is no longer required for an identified purpose or legal requirement is destroyed in a timely fashion.
6. Accuracy
  - We will keep your personal information as complete and accurate as necessary for the purposes for which it has been identified. All personal information is kept while business is being conducted. Upon request of the client information will be destroyed.
7. Safeguards
  - Blood Brothers protects personal information using several safeguards including: Computer and network security such as passwords, encryption, as well as Anti-Virus software on all of its computers, appropriate disposal of personal information.
8. Openness
  - Information about our policies and practices relating to the management of personal information is available to all customers, clients, and employees of Blood Brothers.
9. Individual Access
  - Upon request, Blood Brothers will inform individuals what personal information has been collected. Access to this information can be obtained through our Privacy Officer.
  - If information is found to be not accurate, the appropriate measures will be taken to correct the information.
10. Contacting Us/ Challenging Compliance



- If you have any questions or comments regarding this privacy statement, or would like to challenge our compliance with this Policy, please feel free to contact us as follows:  
Contact Nicole

All questions and comments received will be responded appropriately. All complaints will be investigated, and if found to be justified, Blood Brothers will take appropriate measures, including, if necessary, amending our policies and practices.

#### Employee Responsibility

All employees are required to adhere to the principles set out above and to comply with them in practice and in spirit in all respects at all times.

## Employment Standards Policies

### HIRING

The purpose of this policy is to outline the processes Blood Brothers 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

Blood Brothers 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. Blood Brothers 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 Blood Brothers 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.





### Offers of Employment

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.

### Personal Information

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

## GROUP BENEFITS

Please note our group benefits plan requires that you work at least 35 hours per week on average, to participate. There is a 50/50 co-pay in respect of employee benefits. Should your hours fall below 35 hours per week on average as a result of your attendance or otherwise, your benefit coverage shall cease.

## HOURS OF WORK AND OVERTIME

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

### DEFINITIONS

Overtime is defined as any hours worked above 44 hrs in a two week pay period. An employer and an employee can agree electronically or in writing to average the employee's hours of work over a specified period of two or more weeks, up to a maximum of four weeks, for the purposes of calculating overtime pay. Under such an agreement, an employee would only qualify for overtime pay if the average hours worked per week during the averaging period exceeds 44 hours.



## POLICY

At Blood Brothers, a work week consists of a minimum of 35 hours for full time hourly employees and 40-44 for salaried employees. Hours of work range from 6:00 a.m. – 1:00 a.m. We run three shifts during that time which are scheduled bi-weekly and rotated. Staff are expected to be on the floor and ready for their shift at their scheduled start time. If you are running behind, or think you might be late, please call your direct manager to let them know.

Blood Brothers 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 88 hours bi-weekly will be paid in straight time. Any hours worked beyond 88 hours bi-weekly 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.

### Breaks

Time in each work day is required to be set aside for a 30 -minute break. Break time is unpaid. Please consider any time outside of the building that is not for work purposes to be breaks (this includes the following: leaving to pick up food or coffee, making personal phone calls, meeting a friend. Break time that may be interrupted will be paid by the employer. Examples of this are working front of house during peak hours and having to stay onsite, working the BOH and having to keep an eye on a process while breaking. If you have forgotten to log out for a break please let your manager know.

### Managers and Supervisors

Note that at Blood Brothers, 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.

### Time Tracking

Hours worked are required to be logged in the ADP time tracking software application. The application can be used through a personal phone for ease of use, or a terminal at the Bar will always be available for this purpose. Employees are required to log in at shift start and log out at the completion of their shift. Employees must also log in and out for breaks when they are taken.

No employee shall be permitted to log in or log out any other employee. If you make an error and forget to log in or out, bring it to the attention of your manager as soon as you realize an error has occurred.



## PROTECTED LEAVES

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

### POLICY

The purpose of this policy is to outline the job-protected leaves employees have a right to take under the ESA so that:

- Employees know their rights; and
- Blood Brothers manages employee leave in a fair and consistent manner.

Blood Brothers 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

### Employee Rights During a 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.



Blood Brothers 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.

### Sharing Leave Time

The total amount of leave taken by one or more employees under the ESA in respect of the same family member, child, or event is the entire amount of the leave; the leave is not doubled. Employees who are sharing the leave can be on leave at the same time, or at different times; the ESA does not provide restrictions for this. The sharing requirement applies whether the employees work for the same employer.

#### **1. 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 Blood Brothers 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 on 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).

Blood Brothers 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 leave ends, provided they provide a written notice at least four weeks in advance of the new date. If an employee does not provide Blood Brothers 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.

## **2. 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 Blood Brothers 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.

Blood Brothers 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 Blood Brothers has eliminated their previous one.

## **3. Sick Leave**

Employees have the right to take up to three days of paid sick leave each calendar year because of personal illness, injury, or medical emergency. This entitlement begins once an employee has worked for Blood Brothers for at least two consecutive weeks. Full time employees (regularly working more than 35 hours per week) are eligible for five (5) paid sick days.



Days may be taken in full or in half day increments. 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. Employees may not take sick leave for cosmetic surgery or medically unnecessary procedures.

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.

*Note: full time employees are entitled to the paid sick leave outlined in the Sick Leave and Medical Appointments Policy.*

#### **4. 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 Blood Brothers 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 Blood Brothers is hired partway through the year.

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

#### **5. 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 Blood Brothers 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 Blood Brothers is hired partway through the year.

Blood Brothers 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.

## **6. Family Caregiver Leave**

Employees of Blood Brothers 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. Blood Brothers 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 Blood Brothers 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.

## **7. Family Medical Leave**

Employees of Blood Brothers 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).

Blood Brothers 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 on 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.

Blood Brothers 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.

## **8. Critical Illness Leave**

Blood Brothers 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 Blood Brothers 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 of time 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.

## **9. Child Death Leave**

An employee of Blood Brothers 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 Blood Brothers. "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 Blood Brothers as soon as possible either prior to beginning the leave or once the leave has started. As necessary, Blood Brothers may require reasonable evidence of the need for the leave.

#### **10. Crime-Related Child Death or Disappearance Leave**

Employees who have been employed with Blood Brothers 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 Blood Brothers 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, Blood Brothers may require reasonable evidence of the need for the leave.

#### **11. Domestic or Sexual Violence Leave**

Employees of Blood Brothers 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 Blood Brothers. 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 Blood Brothers 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.

## **12. 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 July 31, 2022. As of July 31, 2022, this leave entitlement ends. This leave is retroactive for any time taken from work as of January 25, 2020.

Employees of Blood Brothers 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. Blood Brothers 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, Blood Brothers 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.

## **13. Organ Donor Leave**

An employee of Blood Brothers 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. Blood Brothers 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.

#### **14. Reservist Leave**

A reservist Blood Brothers employee who has worked for the company for at least six 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 providing assistance 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 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. In the event that their position has been eliminated, Blood Brothers will reinstate them to a comparable position. As needed, Blood Brothers reserves the right to postpone an employee’s reinstatement for two weeks, or one pay period, as needed.

#### **15. Jury Duty Leave**

Blood Brothers 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.

## **PUBLIC (STATUTORY) HOLIDAYS**

Blood Brothers 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)

## POLICY

Blood Brothers will ensure that qualified employees who are entitled to taking these days off from work will be paid the appropriate public holiday pay.

As needed, Blood Brothers 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 Blood Brothers 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, Blood Brothers will ensure that the employee's public holiday pay entitlement is included in their final wages.

### Calculating Public Holiday Pay

Employees are entitled to public holiday pay in the amount of an average of the employee's regular wages earned during the preceding four weeks leading to the public holiday. In the event that the employee was on vacation entitlement, the vacation pay will also count towards the total. Then, the total is divided by 20. Note: As employees of Blood Brothers are entitled to be paid their vacation pay before they take a vacation or on or before the pay day for the period in which the public holiday is, vacation pay will be included in the calculations.

- As employees of Blood Brothers are paid their vacation pay bi-weekly on every pay cheque, the calculation will be at least four percent (or six percent, depending on the length of service of the employee).

### Qualifying for Public Holiday Pay



Employees of Blood Brothers will qualify for public holiday pay unless they:

- Fail (without reasonable cause), to work all of their last regularly scheduled day of work prior to the public holiday or all of 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.

Blood Brothers 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 in spite of 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.

## TERMINATIONS

The purpose of this policy is to ensure employee terminations are handled in a fair and consistent manner, according to legislated employment practices.

### DEFINITIONS

"Termination" means a situation in which the employment relationship comes to an end due to a variety of reasons such as resignation or the employer ending the employment relationship.

"Involuntary Termination" means the employee's departure at the hands of the employer.

"Voluntary Termination" or resignation means the decision is made by the employee to leave the job.

"Termination for cause" means an employee is terminated without notice when they are "guilty of wilful misconduct, disobedience, or wilful neglect of duty that is not trivial and has not been condoned by the employer".

"Temporary layoff" means an employer cuts back or stops the employee's work without ending his or her employment. According to the ESA, an employee is considered to be temporarily laid off when the employee has earned less than half of what he or she would ordinarily earn (or earns on average) in a week.

### POLICY

Blood Brothers 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, Blood Brothers 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:

<b>Period of Employment</b>	<b>Notice Required</b>
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

Blood Brothers 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.

\*Note: Employer guidelines for temporary layoff have temporarily changed due to COVID-19. Please consult the most up-to-date information for temporary layoff

### Final Pay and ROE

Upon termination, whether voluntary or involuntary, for cause or not-for-cause, 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.

## SICK LEAVE AND MEDICAL APPOINTMENTS

Blood Brothers wishes to support our employees during times when they are unwell, or a family member is unwell. We are committed to adhering to the guidelines established by the Ontario *Employment Standards Act* (ESA), at minimum, with respect to sick leaves.

### POLICY





The purpose of this policy is to outline the organization's sick leave policy and expectations around doctor's appointments.

#### Full Time Employees

At Blood Brothers we offer 5 paid sick days per year to full time employees (those working 35 hours weekly or more) who have successfully completed their probationary period (minimum 90 days of employment).

These days may not be rolled over and have no monetary value upon termination of employment.

Prior to an employee's completion of the probationary period, full time employees are eligible for the three unpaid days under the ESA and, up until July 31, 2022, the three paid days for Covid 19 leave if they are unwell for reasons related to Covid 19.

#### Part Time Employees and Employees Who Have Not Completed the Probationary Period

As per the *Employment Standards Act* (ESA), employees have the right of taking 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 Blood Brothers for at least two consecutive weeks.

These sick leave days may not be carried over into another calendar year if they are not used. In the event that an employee's hire date is partway through the year, they are still entitled to the three days.

Part time em

#### Medical Documentation

Should an employee utilize the full allotment of their sick days (either 3 unpaid days or 5 paid days), or should an injury and/or illness require modified duties and/or accommodation, the following will apply:

- When an employee misses or knows they will miss three (3) consecutive days of work, they may be required to provide medical documentation justifying their absence.
- Blood Brothers reserves the right to request medical documentation to support an absence whenever it deems necessary (e.g., an absence from work on the same day a request for a day off was denied).
- Blood Brothers may ask for medical notes, medical reports, or independent medical evaluations where absenteeism is excessive or where a specific absence so warrants (e.g., return to work program).
- Employees who are required to provide medical documentation, as per the terms of this policy, must visit the doctor and secure said documentation on a day where they were absent from work. If a medical note is requested after the employee returns to work, the employee will secure a medical note ASAP.



- Failure to provide appropriate and required medical documentation when required or requested may result in further disciplinary or counselling measures.

Medical documentation only needs to include the duration of the absence, that date of the employee's medical appointment, and whether the employee was examined in-person.

### III Family Members

Employees are also 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 is called Family Emergency Leave and it applies to Blood Brothers 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, step-parent, foster parent, child, step-child, 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.

Blood Brothers 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.

### COVID-19 Related Leave

Finally, the government has created a temporary leave for employees who need to be absent due to COVID-19, called Infectious Disease Emergency Disease. This leave is in effect until July 31, 2022.

If you need to be away due to COVID-19, please tell your supervisor as soon as possible so they may ensure the provisions of this type of leave are followed. Employees who have run out of paid sick days, may be eligible for government assistance while away on this type of leave.

### Call in Procedure



When an employee anticipates not coming into the office or anticipates being late for their regularly scheduled shift, for whatever reason, that employee shall inform their direct manager or ownership if the direct manager is not available by telephone at one of the following times:

- Prior to 8:30 a.m. on the day in question OR
- As soon as possible OR
- At least 4 hours prior to the time of their shift

If the direct manager or their designate are not available to receive the message, then the message will be left by leaving a voice message on the general mailbox AND by sending an email to your direct manager.

*Early notification of non-attendance or lateness is very important so that another employee can fill in for the absent member, if necessary.*

#### Medical Appointments

Whenever possible, employees are expected to schedule required time off for personal medical appointments on off-work hours. However, Blood Brothers is aware that this cannot always occur. If this is not possible, employees should attempt to schedule their medical appointments at the very beginning or very end of the business day, so as to limit their time away from work.

Note: employees who have paid sick days remaining may use a half day or a full day for their doctor's appointment. Employees are required to notify the direct manager and the office administrator if they will be using their paid sick time for a doctor's appointment. If the appointment is scheduled during office hours, the staff member shall give reasonable notice to the direct manager or their designate and obtain approval (with possible conditions), as required by Blood Brothers.

## VACATIONS

Blood Brothers 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.

### POLICY

Vacation time and vacation pay at Blood Brothers are provided according to the following chart:

	YEARS OF SERVICE	
	Less Than 1 Year	1 or More Years
Vacation Time	Two weeks (10 days)	Three weeks (15 days)



<b>Vacation Pay</b>	4% gross wages	6% gross wages
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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 Blood Brothers, the vacation entitlement year is based on the employee's date of hire. Vacation time may not be carried over into the following year and must be taken within 10 months of it having been accumulated. Blood Brothers 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, Blood Brothers will not schedule any vacation time for less than one week at a time.

#### Maternity or Parental Leave

For the duration of a maternity or parental leave, vacation time only will accrue; vacation pay does not accrue during this time away.

#### Public/Statutory Holidays and Sick Days

Should a public/statutory holiday fall 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.

#### Vacation Pay

Blood Brothers generally pays its employees their vacation pay at the appropriate rate on each pay period (bi-weekly). This is subject to employee approval and to employees signing an agreement for the payments to be made on each pay. Employees who wish an alternate time of payment of their vacation pay may speak with their supervisor.

#### Vacation Requests



Vacation time requests should be submitted four weeks in advance for anything in excess of two days, and two weeks in advance for those shorter in duration. Vacation time is subject to approval. Blood Brothers reserves the right to designate when the employee shall take vacation.

Vacation in excess of the usual number of eligible weeks can be applied for and will be considered.

#### 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.

## Key Health and Safety

### COVID-19 WORKPLACE SAFETY PLAN

Blood Brothers is committed to keeping our employees, visitors, and the public safe during the COVID-19 pandemic. We will monitor and follow the guidelines set forth by provincial, federal, and world health authorities, and update our protocols as recommended or mandated. All employees of Blood Brothers are required to follow all COVID protocols that are in place at all times.

#### POLICY

Blood Brothers will carefully monitor public health recommendations during the current COVID-19 pandemic and implement all recommendations and requirements in real time.

The Organization is responsible for:

- Remaining current about COVID symptoms, screening measures, and necessary precautions
- Implementing safety plans and protocols intended to control the risk of transmission of COVID-19 within our workplace (see below)
- Reviewing COVID plans and protocols on a regular basis with management and the safety committee, accepting employee input on the plan and making adjustments and improvements as necessary
- Suspending or closing any services or the organization as required and communicating this information to staff and the public
- Communicating safety control methods as well as any changes to them to employees and clients so they are aware of the risks and actions being taken to mitigate them using a variety of methods (e.g., posting signs, email, website)
- Providing safety materials and equipment such as sanitizing stations, required PPE, protective barriers, and special cleaning products as needed
- Providing training/instructions to all staff and volunteers on safety procedures and protocols regarding COVID-19 to ensure workers understand how to protect themselves from exposure



- Ensuring staff adhere to the organization's COVID-19 safety plan and protocols
- Encouraging self-monitoring and supporting self-isolation for workers with symptoms and workers who are close contacts of COVID-19 cases
- Reporting any known cases of 2 or more employees to the public health unit.
  - Following the report, Blood Brothers will fully cooperate with the public health unit, including by providing the names of others who may have been in close contact with the person who has COVID-19, disinfecting and sanitizing any surfaces that may have been touched by the employee with COVID-19, and as necessary, requesting that other employees self-isolate.
- Reporting positive cases that have been traced back to exposure within the workplace to:
  - The Ministry of Labour, Training and Skills Development within four days; and to
  - The Joint Health and Safety Committee
- Informing employees who may have been exposed about the positive diagnosis.
- Reporting any illnesses to the WSIB that were acquired at work within three days of receiving notification of the illness.

Employees of Blood Brothers are responsible for:

- Following all safety and COVID-19 prevention training/instructions/protocols provided by Blood Brothers
- Notifying management and staying at home when they are feeling unwell
- Following any additional instructions/protocols or changes to procedures that are implemented in response to the pandemic such as Working at Home Agreements

## **SAFETY PLAN**

At Blood Brothers, the following measures have been put into place to ensure safety during the COVID-19 outbreak.

### Screening

- Employees are to participate in active screening prior to entering the workplace. At Blood Brothers, this takes the form of completing the app and then signing the sign-in sheet.
  - In the event that an employee does not pass the screening, they will be instructed to either stay home or return home and self-isolate, to contact their health-care provider for a Covid-19 test, and that they may not enter the workplace until after their Covid-19 test results are returned or for a period of 24 hours days after their last symptoms for those who are vaccinated or have had Covid 19 in the last 90 days or 5 days for those who have not.
- Signage will be displayed at the entrance to outline the organization's Covid-19 protocols, including information for visitors on not entering if they have symptoms; that all people entering the workplace must be wearing a mask; and that social distancing measures are in place at the organization.

### Masking



- All employees and visitors at Blood Brothers are required to wear masks. The only exception is when an employee works alone in an office with a closed door and floor to ceiling walls (cubicles are not included).

#### Social Distancing

- In all cases, employees and visitors must keep a minimum of two metres between themselves, including in doorways, elevators, stairwells, etc.

#### Sanitizing, Hand Washing, and Other Health Procedures

- Blood Brothers will ensure that hand sanitizer is available upon entry to the building and that surfaces are disinfected following a schedule of in between each seating of a customer as well as morning and nightly check lists and a weekly visit from a cleaning service for the entire area.
- Employees are to refrain from using any telephones, computers, or keyboards that are not designated for their use, barring in the event of an emergency. Where a common tool must be used by multiple persons, it must be disinfected between each use.
- Blood Brothers employees are encouraged to wash their hands at regular intervals, including before and after eating and drinking, anytime they touch their face and mask, etc.
  - Signage will be posted in the washrooms and kitchen reminding employees of proper handwashing techniques.
- If employees need to sneeze, they are encouraged to sneeze into their elbows, or cough into their elbows, avoiding coughing or sneezing in the direction of another person and ensuring to wash their hands afterwards.

#### Additional COVID-19 Protocols

In addition to these measures, Blood Brothers offers PPE for employees as needed. As well, should an employee not feel comfortable coming into work, they are able to take some time away from work; employees should speak with their supervisor if they have concerns about this.

#### Privacy of Information

All personal or medical information acquired by Blood Brothers during the pandemic will be treated with the utmost confidentiality according to mandated governmental privacy standards, such as PIPEDA.

## **DUTY OF PERSONS DIRECTING WORK**

Blood Brothers recognizes its obligation to keep its employees safe from harm. It further understands that people who supervise or direct the work of others have a legal duty to keep those workers safe from harm. Blood Brothers will educate and train all persons directing work to ensure they understand their obligations under the law to protect fellow workers.



## SCOPE

As per the Canadian Centre for Occupational Health and Safety (CCOHS), the provisions of section 217.1 of the *Criminal Code of Canada* affect all organizations and individuals who direct the work of others, anywhere in Canada.

## DEFINITIONS

“Person directing work” means any one who undertakes, or has the authority, to direct how another person does work or performs a task according to section 217.1 of the *Criminal Code of Canada*. It not only applies to persons with a title of supervisor or manager, but anyone acting in that capacity, even temporarily.

## POLICY

Blood Brothers understands that the *Criminal Code of Canada* has been amended and people who direct the work of others have a legal duty to take reasonable steps to ensure the safety of workers and the public. This means they can be held criminally responsible for failing to take reasonable steps to prevent bodily harm to the person whose work they are directing, or any other person, arising from that work or task.

### Employer Responsibilities

Blood Brothers 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, Blood Brothers 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

## EMERGENCY PREPAREDNESS AND RESPONSE

Blood Brothers is committed to ensuring the health and safety of all employees and any visitors to its workplace. As such, Blood Brothers has developed the following policy to guide its employees and managers in the event of emergency situations. Preparing for emergencies is a critical part of our health and safety commitment.

### DEFINITIONS

An “emergency” is a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident, or an act whether intentional or otherwise (*Emergency Management and Civil Protection Act, R.S.O., 1990*).

Some common types of emergencies include:

- Fires or explosions;
- Medical emergencies;
- Severe weather and earthquakes;
- Major power failures;
- Hazardous material spills; and
- Infectious diseases, specifically Covid-19.

### POLICY



In order to ensure that in the event of an emergency, all of Blood Brothers' employees are prepared for their roles and responsibilities, the following plans must be followed. These emergency plans are necessary to:

- Keep employees, visitors, and first responders free from any further injuries;
- Succeed in managing life-threatening situations;
- As much as possible, minimizing any damage to equipment, machinery, tools, and any part of the environment; and
- Ensuring a return to work as safely as possible.

In the event of any workplace injuries of any kind, Blood Brothers will follow the appropriate reporting requirements, as per the Ontario *Occupational Health and Safety Act*.

#### Accessibility Considerations

As per the *Accessibility for Ontarians with Disabilities Act* (AODA), Blood Brothers will ensure that individualized response plans are created for any employees who identify that they will need assistance during an emergency due to a permanent or temporary disability. These responsibilities include:

- Providing individualized emergency response information to the employee;
- With the employee's consent, sharing this information with the person(s) who will be designated to aid them during an emergency;
- Reviewing the information contained in an employee's emergency response plan when:
  - o The employee changes work locations (e.g., to a different floor or office);
  - o The employee's overall accommodation needs are being reviewed; and
  - o When Blood Brothers' general emergency response policies are being reviewed.

Blood Brothers will ensure that regardless of whether the disability is permanent (e.g., vision loss), or temporary (e.g., broken limb), employees are afforded the same level of accommodations required.

The following four major elements have been considered for this Emergency Preparedness and Response Policy:

1. Prevention (use of the policies and procedures to follow to avoid or minimize any emergencies);
2. Preparation (the actions and procedures to take to ensure that Blood Brothers and its employees are ready to effectively respond);
3. Response (the actions to be taken in the event of an emergency); and
4. Recovery (how employees and supervisors can return to normal business operations).

#### Planning Team

At Blood Brothers, a planning team will be established, consisting of Patrick Howell, Mitchell Davison and Marina Maye Gwynne in order that the emergency response planning includes all departments.



Senior management will be involved with the planning and will ensure to support its implementation. The planning team is responsible for:

- Assessing any risks or hazards to the workplace;
- Developing specifics for the emergency response plan;
- Implementing the plan (including communicating and training the plan to employees);
- Testing the plan by holding drills on a quarterly basis; and
- Improving or modifying the plan as additional information becomes available.

The planning team will also ensure that it retains:

- Up-to-date emergency contact information for all employees, including supervisors;
- A schedule which outlines who will be on shift so that they may be checked off in the event of an evacuation; and
- A list of emergency names and contacts (e.g., poison control, etc.) that is kept in the staff lunch room.

#### Fire or Explosion Preparedness

At Blood Brothers, there is a sprinkler system that will be triggered in the event of a fire.

In the event of a fire:

- Employees are to evacuate, following the below evacuation procedures;
- The fire must be reported, and the information must include:
  - o Who is reporting the fire;
  - o What has happened (to the best of the person's knowledge);
  - o Where it has happened "165 Geary ave";
  - o If there are any injuries; and
  - o Whether there are others who may be in the path of the fire.

#### **Evacuation Procedures**

In the event the fire alarm sounds, or there is an emergency situation that requires evacuation, Blood Brothers employees must remain calm and proceed in an orderly fashion.

Employees are to proceed towards the closest door. In the event the door is blocked or unavailable, employees are to proceed to the next closest door. Once employees are out of the building, employees are to proceed to the designated meeting spot (park benches across the street) so that everyone can be counted. Pat Howell will have a copy of the schedule to ensure that all employees are accounted for.

#### Medical Emergency Preparedness



In the event of an emergency, employees are reminded that first aid kit locations are listed on the emergency map of the brewery. In addition, the following employees are first aid trained . Brayden Jones, Tyler Power, Connor Russell and Mitchell Davidson.

If an employee comes across a medical emergency, they are directed to call for help (911) immediately. They also need to survey the area around the injured person to ensure that there aren't any hazards that could affect their own safety before moving towards the injured person.

If the employee is first aid trained, they should follow the instructions provided during their first aid training in assessing the person, the environment, and the need for additional support. If the situation requires it, be prepared to provide aid for life-threatening situations, including bleeding, loss of a pulse, or loss of breathing.

A reminder to employees that all emergency numbers can be accessed in the lunchroom.

Employees are to provide assistance to first responders as they arrive, including by noting anything that could help the injured party, and providing any information requested by the first responders.

After the medical emergency has passed, the employee will be requested to provide a statement outlining what occurred, which may help in preventing any further occurrences. The employee is to provide the statement to (Brewers@bloodbrothersbrewing.com).

### Severe Weather and Earthquake Preparedness

As there may be different levels of preparedness required for severe/inclement weather or earthquakes, the following procedure is for immediate danger due to an earthquake, or storm. In the event of a "weather watch", Blood Brothers will closely monitor the inclement weather situation, and immediately notify employees if emergency procedures need to be started. In the event of a "weather warning", the below procedure should be followed. Blood Brothers will ensure that the following procedure is practiced at minimum every quarter.

In the event of severe weather or an earthquake, employees are to:

- Proceed to the nearest "safe place."
  - This safe place could consist of a desk, or sturdy table, or against an interior wall, provided that there aren't any bookcases, cupboards, windows, or any other kind of furniture that could fall during an earthquake.
- Employees are to protect their eyes by keeping their heads down.
- As after-shocks could follow an earthquake, it is important for employees to wait in their safe place until the shaking stops, and then proceed with a personal inventory, making sure that they are not injured.
- Employees should look carefully for hazards such as fire, including damaged electrical lines, broken gas lines, etc.
- If an evacuation is necessary (and as directed by the emergency captain), employees are directed to always use the stairs, not the elevator.



- Once outside, employees should move away from buildings, trees, streetlights, and any overhead wires, covering their head as they move.

#### Major Power Outage Preparedness

At Blood Brothers, there are emergency lights at all exits in the event of a major power outage. During an outage, the acting manager or lead will phone the utility company to verify whether the outage is widespread. Employees are to safely gather in the tap room.

In the event of a medical emergency during an outage, the acting manager or lead will direct employees as needed in order to provide space for emergency services. 911 is only to be called if an emergency is life-threatening; emergency services will be overwhelmed in the event of a power outage.

Blood Brothers has emergency flashlights with the first aid kits in the cabinet outside of the bathrooms to use in the event of a power outage

As instructed, employees may be required to unplug their computers and other electrical appliances to guard against surges when the power returns. The doors to the refrigerators must be kept closed.

#### Hazardous Material Spill Preparedness

At Blood Brothers, all WHMIS procedures are followed to prevent any leaks, spills, or damage due to hazardous materials. However, as accidents may occur, Blood Brothers will follow the below steps to ensure the safety of all employees and visitors to the workplace.

When a spill occurs,

1. The first step is for employees to communicate that there is a spill to others in the area.
  - a. As required, management may commence evacuation procedures.
2. If evacuation procedures are not required, the next step will be to control the spill by closing the container, or righting what spilled over.
  - a. Note: Blood Brothers has the following PPE available in the event of a spill: chemical resistant gloves, masks and eye protection.
3. The next step is to contain the hazard by ensuring that it does not spill over into any other places (this could include spreading sand, kitty litter, etc.), to prevent any open paths for the liquid.
  - a. If the employee cleaning up the spill must leave the area for any reason, they are instructed to block off the area where the spill occurred with the use of caution tape or caution cones or any other method to prevent access.
4. The next step is to clean the spill and check for damages. If any cleaning materials come into contact with a hazardous substance, they should be disposed of immediately, unless they can be safely disinfected. Blood Brothers will follow all applicable WHMIS procedures and will never instruct employees to perform clean-up work that goes against the stated instructions on the SDS sheet. Employees are to verify which chemicals may be used to clean up spills, prior to their use.



- a. In the event of damage to property, Blood Brothers will ensure that the area continues to be blocked off until the appropriate repairs can be made.

## HAZARD IDENTIFICATION

Blood Brothers is committed to identifying, assessing, and removing or controlling any hazards it can in order to safeguard the health and safety of all of its employees. Blood Brothers will take appropriate action on any recommendations put forward by the health and safety committee to control or eliminate any known hazards. In addition to those recommendations, Blood Brothers will proactively identify hazards whenever possible in order to prevent them from becoming a danger to employees or to visitors to the workplace.

### Workplace Security and Surveillance

We are committed to maintaining a safe environment in which to work. For this reason, surveillance cameras have been installed at our locations in public areas of the facilities. They are visible (not concealed). These cameras operate 24 hours a day, 7 days a week.

## DEFINITIONS

A “hazard” is any practice, behaviour, substance, condition, or combination of these that can cause injury or illness to people, or damage to property. Source: Canadian Centre for Occupational Health and Safety (CCOHS).

“Musculoskeletal disorders” are a group of painful disorders of muscles, tendons, and nerves (CCOHS).  
Hierarchy of controls:

1. Elimination or substitution;
2. Engineering controls (including substitution, isolation, or ventilation);
3. Administrative controls (including changes in job schedules or maintenance practices); and
4. Personal protective equipment (PPE) (Source: Ontario Ministry of Labour).

## POLICY

Blood Brothers will ensure that its workplace is assessed for any of the following hazards. In the event that a hazard is identified that could cause injury to an employee, Blood Brothers will ensure to either eliminate the hazard at its source or identify another way to perform the work that would not result in injury. In the event that the hazard cannot be corrected or removed, the appropriate personal protective equipment (PPE) will be provided by Blood Brothers.

### Possible Hazard Health Effects



If any hazards at Blood Brothers could result in any of the following adverse health effects, they shall be controlled as per the hierarchy of controls. These health effects could include:

- Disease
- Bodily injury
- Change in the way the body functions, grows, or develops
- Effects on a developing fetus
- Inheritable genetic effects
- Decrease in lifespan
- Change in mental condition
- Effects on a person's ability to accommodate additional stress (Source: CCOHS)

#### Workplace Hazards

The following list represents hazards that may exist at Blood Brothers. In the event that one of these hazards is present and poses a risk, Blood Brothers will work towards its elimination as is feasible in the workplace, following the steps of the hierarchy of controls.

Note that this list is not exhaustive of every hazard that could be present; Blood Brothers will reassess the workplace for additional hazards following a schedule of every quarter.

#### Biological Hazards

Biological hazards could involve any of the following:

- Bacteria
- Viruses
- Insects
- Plants
- Birds
- Animals
- Humans
- Mould

As any of these biological hazards may result in negative health effects, including allergies and skin irritation, Blood Brothers will ensure to control any of these biological hazards at the source and provide PPE when it is not possible to completely eliminate the hazard through the hierarchy of controls.

#### Ergonomic Hazards

The assessment of ergonomic hazards relates directly to the employee and the job that they are doing (specifically the manner in which they are completing the duties of their job). Ergonomics refers to matching the job to the employee completing the work. Ergonomic hazards can include simple actions



such as:

- Lifting
- Pushing
- Carrying
- Pulling
- Lighting
- Hearing
- Sitting
- Standing

When these actions are performed in a way that contorts the body in an unnatural way, or in a persistent way which puts strain on muscles or tendons, workplace injuries could result. Blood Brothers will perform periodic ergonomic checks to verify that employees are able to complete the actions required of their position without putting undue physical strain on themselves.

As needed, Blood Brothers will make appropriate modifications to the workplace, including providing tools to help with manual lifting; ensuring that the lighting is adequate for the work being completed; modifying workstations to prevent musculoskeletal disorders, etc., to prevent employee injuries.

#### Physical Hazards

Physical hazards are elements which could affect an employee's physical health and safety if they are outside of tolerable ranges or persistent to the point of being detrimental to health. Some physical hazards could include:

- Temperature (hot or cold)
- Indoor air quality, including scents
- Noise levels (possible damage to hearing)
- Radiation (including through sunlight, UV lamps, etc.)

Blood Brothers will assess the workplace for any of these physical hazards and ensure that all levels are within the acceptable ranges to ensure the health and safety of employees; taking needed action to correct the hazard if it is not.

#### Safety Hazards

Safety hazards in Blood Brothers' workplace could consist of the tools required to perform job duties, as well as the prevention of basic slips, trips, and falls. Tools could refer to machinery, materials, transportation etc. These tools shall be assessed for safety on a regular schedule and repairs will be made to them once the need is known.

For the prevention of slips, trips, and falls, Blood Brothers will ensure that either non-slip mats or carpet are available where rain or snow may be tracked into the building and that all steps are a standard height with any changes in elevation clearly visible.





### Chemical Hazards

Blood Brothers will follow the GHS-WHMIS 2015 regulations concerning any chemicals in the workplace and will ensure that SDS sheets are available for any chemicals present. Further, all regulations concerning the appropriate labelling, transportation, and storage of chemicals will be followed.

### Psychosocial Hazards

Hazards that may be present in the workplace could consist of more than physical hazards and/or danger to the body; hazards may exist that can adversely affect an employee's mental health. Blood Brothers has zero-tolerance for any bullying, violence, or harassment in the workplace. Further details can be found in the Workplace Harassment Policy.

Blood Brothers will also provide support for any employees under undue stress that is affecting their ability to complete their job duties. In some cases, this may involve a reassessment of priorities; in some cases, an elimination of conflicting job demands, etc.

### Employee Responsibilities

Blood Brothers employees have the responsibility of notifying their health and safety committee, or their supervisor, of any known hazards in the workplace and then working together towards a solution.

## HEALTH AND SAFETY COMMITTEE

Blood Brothers is committed to ensuring the health and safety of all its employees. In pursuit of that, Blood Brothers will abide by all provincially outlined legislation for the province of Ontario as established by the Ontario *Occupational Health and Safety Act*. Further, Blood Brothers recognizes that as an employer, it has the greatest level of responsibility to ensure health and safety on its premises.

### POLICY

As Blood Brothers' workforce exceeds 20 or more employees, a joint health and safety committee is required to ensure the health and safety of all individuals on the premises. The committee shall be composed of at least two members when the number of employees is between 20-50 and at least four members when there are more than 50 employees in the workplace.

At least half of the members on the health and safety committee will not exercise any managerial/leadership duties. The members of the committee shall be chosen by the rest of the employees. At Blood Brothers, Patrick Howell is the management representative.



The management representative and the employee representative chosen by the rest of the employees are the co-chairs of the committee. They will be certified and trained as per the Ontario *Occupational Health and Safety Act*. Their time spent in training will be considered work time and they will be compensated at their regular rate of pay. Blood Brothers is responsible for the costs incurred by the training program. In the event that one or both of the co-chairs leave Blood Brothers, they shall be replaced, and their replacement(s) trained as soon as reasonably possible.

The following are the powers of the committee under the *Occupational Health and Safety Act*:

1. Identify situations that may pose danger or a hazard to employees;
2. Provide recommendations to Blood Brothers on ways to improve safety in the workplace for employees;
3. Make recommendations regarding establishing, maintaining, and monitoring any health and safety measures, procedures, or programs to Blood Brothers;
4. Request and be provided information from Blood Brothers about:
  - a. Identifying potential or current hazards involving materials, processes, equipment, and
  - b. Examples of safe work practices and health and safety standards in either similar industries, or businesses that are known to Blood Brothers.
5. Be provided information by Blood Brothers about any tests regarding health and safety in the workplace (could be related to machinery, equipment, chemical or physical agent, material, or biological element, etc.);
6. Be present at and be consulted about any testing in the workplace, as necessary.

#### Co-chair Powers

In the event the committee does not reach a consensus, the co-chair(s) have the power to provide written recommendations to Blood Brothers. These recommendations shall be responded to within 21 days of their receipt. The response will include when the recommendation will be implemented when Blood Brothers agrees with the recommendation and reasons why when the recommendation is disagreed with and/or not accepted.

#### Committee Meetings

The health and safety committee will meet every three months, at minimum. Minutes will be taken at each committee meeting and then retained in the event of an inspection or examination.

Members of the committee are entitled to at least an hour to attend the quarterly meetings as well as paid time in order to complete any work ahead of or following the meeting. Committee members will not be expected to complete this work on their own time and are considered to be working when they are completing health and safety duties.

#### Inspections

One of the members of the committee will be required to complete monthly health and safety inspections. The committee is required to establish a schedule for the completion of these inspections.



When possible, it should be the certified co-chair who completes the inspection, but the co-chair is not required to complete every inspection. Blood Brothers will ensure that the member completing the inspection has sufficient time to complete it. These inspections shall be kept on file. In the event that the member requires information and/or assistance in completing the inspection, they shall be provided with it.

If any hazards or dangers are noted during the inspection, the committee member must inform the committee of their findings and the committee must discuss this information as soon as reasonably possible.

#### In the Event of a Critical Injury or Death

If a critical injury or death occurs, a member will be required to investigate and inspect the place where the accident occurred (including if a machine, device, or thing was involved). Following the inspection, the member is required to present their written findings to [brothers@bloodbrothersbrewing.com](mailto:brothers@bloodbrothersbrewing.com) and to the committee.

#### Posting Committee Members' Names

Blood Brothers will post the name of the members of the committee, as well as their work departments in an accessible location so that all employees are aware of who is on the committee.

## HEALTH AND SAFETY STATEMENT

At Blood Brothers, we place the utmost importance on the health, safety, the environment and the well-being of our workforce who may be affected by our work. It is senior management's responsibility to achieve and maintain a safe and healthy working environment as a right for all workers. All employees receive training as required for their role to promote workplace safety and mitigate unsafe working conditions (including the use of any WHMIS listed substances).

Blood Brothers is responsible for incorporating proven health, safety and environmental principles into all phases of our operations and to emphasize these as integral components of prudent business practice. We understand that the responsibilities for workplace health and safety must extend to all workplace parties (senior management, front line management and workers) on or off the job. We must all recognize that accident prevention and quality of working life must continue to be an essential part of our business operations and accept the concept that the causes of accidents and illnesses can be controlled and the occurrence of personal injuries can be further reduced and is therefore committed to the prevention of occupational illness and injury in the workplace.

We will ensure there is compliance with Ontario's *Occupational Health and Safety Act* and all applicable Regulations, as minimum standards. We will work with the Health and Safety Committee to ensure continued compliance and that any concerns are addressed appropriately.



This is a system of collaboration. It is the responsibility of all employees to report any and all hazards and unsafe acts/ conditions they observe or are aware of to the Health and Safety Committee. All employees are expected to follow all safety rules and practices; cooperate with management that enforces these rules and practices; take necessary steps to protect themselves and others; attend required safety training; and immediately report all accidents, injuries and unsafe practices or conditions to a member of management.

In order to enhance workplace security, you should be familiar with and follow any work safety information and training provided to you.

## RIGHT TO REFUSE UNSAFE WORK

Blood Brothers understands all workers have a right to a safe and healthy working environment. The purpose of this policy is to outline:

- The right to refuse work under the *Occupational Health and Safety Act* (OHSA)
- The workers who have the right to refuse
- The procedure that must be followed in the event of a work refusal

## SCOPE

This policy applies to all workers at Blood Brothers In Ontario, all workers have the right to refuse unsafe work except for workers such as: police officers, firefighters, workers employed in the operation of correctional institutions, and health care workers.

## DEFINITIONS

“Worker representative” within this policy means one of the following: a joint health and safety committee member who represents the workers, a safety representative if there is no health and safety committee, or another worker who has been chosen to represent a person who is refusing work

## POLICY

Blood Brothers respects the legal right of employees to refuse work they believe is unsafe and will take the appropriate actions set out by the *Occupational Health and Safety Act* (OHSA).

Employees of Blood Brothers may refuse any work, workplace condition or equipment they believe might endanger their health and safety, or the health and safety of another person. This right to refuse extends to workers who believe they may be endangered by workplace violence.



When an employee exercises their right to refuse unsafe work, the work refusal process set out by the *Occupational Health and Safety Act* (OHSA) must be followed explicitly. To initiate the work refusal, a worker must only state they feel unsafe and do not wish to proceed with a task or activity.

There will be no negative consequence for employees who exercise their right to refuse in good faith and who adhere to the processes set out by law and in this policy.

Blood Brothers will continue to pay the worker who is refusing to work at the regular rate during the work refusal process until a Ministry of Labour Inspector rules that it is safe to resume work. If the worker continues to refuse work beyond the point the work has been deemed safe, Blood Brothers is no longer required to provide pay and may begin disciplinary action.

## WORK REFUSAL PROCESS

Under the law, the following procedure must be followed in the event of a work refusal.

### Step 1

- The worker reports the refusal to their manager and then stays in a safe place. The worker may also notify the health and safety committee
- The employer or supervisor investigates the issue with the worker and a safety representative or other chosen worker representative present.
  - If an acceptable resolution to the issue is put in place, the worker can go back to work
  - If no resolution is found, move on to Step 2

### Step 2

- If the worker continues to feel unsafe, the worker should continue to refuse and stay in a safe place.
- The worker or employer (or someone representing either of them) should call the Ministry of Labour
- A Ministry of Labour Inspector will investigate the issue in consultation with the worker, safety representative and supervisor or management representative
- Any required/ordered changes to improve safety will be made
- The refusing worker will go back to work

During Step 1, if the supervisor has investigated and found a resolution they believe is safe, but the worker continues to refuse, the supervisor can ask another worker to perform the task while waiting for a resolution under Step 2. However, the supervisor must let the second worker know:

- the task they are being asked to do has been refused by another worker
- why the task was refused, and
- that an investigation with the Ministry of Labour is in process



Blood Brothers understands the second worker may also refuse the work.

## SAFE DRIVING

At Blood Brothers, safety is our number one priority. Driving a motor vehicle, while a common and necessary task, is a dangerous activity that must be undertaken with all possible safety precautions in place. Employers and employees of Blood Brothers must work together to protect the safety of those who drive on behalf of our organization as well as that of fellow motorists and members of the public. This policy will outline procedures and guidelines employees who drive on behalf of Blood Brothers must adhere to at all times.

### POLICY

The safe driving policy of Blood Brothers has been put into place to protect those who drive on behalf of our company, as well as members of the general public. This policy must be followed in its entirety, at all times by anyone driving on behalf of the organization, whether in a company-owned vehicle or a personally owned vehicle being used for business purposes. This cannot be stated clearly enough. Breaches of this policy may result in immediate suspension or termination, or legal action where applicable. Blood Brothers will cooperate fully with the authorities where a breach of the law has occurred or is suspected to have occurred.

Only employees who have been authorized by management to drive on behalf of the company may do so. If you have been provided with permission to drive on behalf of the organization, this privilege may be revoked at management's discretion.

If any employee of Blood Brothers has any concerns whatsoever about the safety of a vehicle or about the ability of any employee to safely operate a vehicle, they have a responsibility to bring this to the attention of management or a safety representative immediately. This includes your own abilities or the abilities of another driver. This includes temporary conditions such as feeling fatigued or unwell, or having taken a prescribed or over the counter medication that is affecting you negatively. If you have any concerns about your ability to drive safely, do not drive and speak to your supervisor.

In addition to driving safely, employees are required to behave in a professional and courteous manner while driving for Blood Brothers. If you are using a company vehicle, our brand and logo are visible to everyone. Whether in a company-owned vehicle or not, remember you are a representative of our organization while on company business. Be polite, follow the rules of the road, and do not participate in road rage activities or any other behaviours that breach policies such as our code of conduct or harassment or violence policies.

### Vehicle Safety

All motor vehicles used for business purposes must be maintained in safe operating condition, and be appropriately insured, whether employer or employee owned. Safety inspections and checks of each



vehicle will be conducted on a regular basis. All vehicles should be equipped with a fully stocked First Aid kit.

#### Driver Credentials

- Drivers MUST possess a valid driver's license for the class of vehicle they are operating, and they must have it on their person while driving
- Drivers must have a thorough understanding of the rules and regulations of the roadways on which they operate and will be required to participate in any specialized driver training specified by the organization
- Drivers must follow the rules of the road, as well as any safe driving techniques the employer outlined, while operating a motor vehicle during working hours
- Drivers are required to provide a copy of their driver's licence to Blood Brothers and update it every year
- Drivers are also required to provide a copy of their insurance information
  - o Any such records will be maintained securely in the employee's personnel file for a period of three years
- Drivers may be required to provide a clean driving record/abstract to the employer
- Drivers are required to report any changes in their driving credentials or record to their supervisor or manager immediately, including:
  - o Violations (such as speeding)
  - o Accidents involving the use of a vehicle
  - o Medical restrictions (such as prescription eyewear)
  - o Convictions
  - o Felonies involving the use of a vehicle

#### Adhere to Driving Laws

Drivers must follow all traffic laws including but not limited to:

- Wearing your seatbelt at all times while driving and do not drive if a passenger is unbuckled
- Adhering to posted speed limits and traffic signs
- Watching for pedestrians, construction, and vehicles that make frequent stops
- Utilizing car headlights or hazard lights properly
- Staying focused, alert and at an appropriate distance from other motorists

#### Dangerous Driving and Illegal Driving Practices

Blood Brothers will not tolerate any type of dangerous or careless driving including but not limited to:

- Driving while impaired. Employees may not drive under the influence of any substance which may hinder their ability to drive safely, whether that substance is legal or not. If you may be impaired in any way, for any reason, do not drive!
- Reckless or aggressive driving



- Purposely breaking laws such as texting while driving, operating cell phones or other hand-held devices such as GPS devices or computers while driving or at a traffic stop. If you need to make a call, send a text, check a message, or look for directions on your map app, you must pull over to a safe location in order to do so

### Distracted Driving

Being distracted while driving is dangerous yet preventable. The smallest distraction can lead to a driving error that could have negative consequences. Drivers are advised to exercise caution when (and avoid where possible):

- Talking with passengers
- Adjusting the music within the car
- Adjusting the temperature or car accessories
- Eating or drinking
- Reaching for something on another seat

In addition, drivers should not take their focus off the road to focus on things such as grooming, dressing or anything of the like. If you could be distracted by a task, you must pull over to complete it.

### Photography

Employees are not permitted to take pictures of themselves driving or the landscape around them when operating a vehicle. This also includes posting pictures or status updates while driving on any form of social media. Any violations will result in corrective action.

### Inclement Weather or Night Driving

Employees who encounter inclement weather while driving such as fog, rain, snow, ice, or extreme wind are asked to adjust their driving immediately and take appropriate precautions, such as slowing down or pulling over to a safe location until the weather passes. Employees are further encouraged to be proactive by staying abreast of weather conditions and warnings prior to departing. In the case of severe weather, please contact your supervisor for direction and/or consult the organization's inclement weather policy.

Employees must be aware that driving at night poses extra risks that must be considered. Some people experience compromised vision and others get fatigued at night. If your vision is compromised at nighttime, speak to your supervisor and arrange to complete your driving during light hours.

When driving at night, it is important to:

- Stay alert and slow down
- Stop to rest if needed
- Keep your windshield clean
- Dim your dashboard and avoid looking directly into oncoming lights





- Wear glasses that have anti-reflective coating

### Accidents or Traffic Incidents

In the event of an accident or incident, safety is the primary concern.

- If you or someone else requires medical attention, call 9-1-1 immediately and follow the directions of the first responders.
- If possible, obtain the contact and insurance information of any other parties involved in the altercation and provide your own.
- As soon as it is safe to do so, report the accident or incident to your supervisor to ensure all appropriate follow up actions can be taken by the appropriate parties such as management or the workplace representative.

Examples of items that may need to be completed are notifying contact persons, incident reports, workplace representative investigations, repairing equipment, organizing time off work, notifying insurance companies, or any number of other items.

Even when an incident is minor or seems inconsequential, employees must report it to their supervisor.

## SMOKE FREE WORKPLACE

Extensive health research has shown that smoking or inhaling second-hand smoke has an adverse effect on health and wellness. Blood Brothers is committed to upholding the law and promoting a safe and healthy workplace for all employees and visitors by prohibiting smoking and vaping in enclosed workspaces.

### DEFINITIONS

The following definitions have been taken from Ontario.ca or the *Smoke-Free Ontario Act*.

“Enclosed workplace” means any part of a building, structure, or vehicle with a roof that an employee works in or visits, even during off-hours. This includes hotel rooms and vehicles used for business purposes.

“Electronic cigarettes” means a vaporizer or inhalant-type device, whether called an electronic cigarette or any other name, that contains a power source and heating element designed to heat a substance and produce a vapour intended to be inhaled by the user of the device directly through the mouth, whether or not the vapour contains nicotine.

“Smoking” means smoking (inhaling and exhaling) or holding lighted tobacco or cannabis (medical or recreational).



“Vaping” means inhaling or exhaling vapour from an electronic cigarette (e-cigarette) or holding an activated e-cigarette, whether or not the vapour contains nicotine.

## POLICY

Blood Brothers 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.

In accordance with the *Smoke Free Ontario Act (SFOA)*, Blood Brothers will:

- Post the required smoke free signage at each entrance and exit of the enclosed workplace, place, or area in appropriate locations and in sufficient numbers to ensure that employees and the public are aware that smoking and the use of electronic cigarettes is prohibited in the enclosed workplace, place, or area
- Ensure that no ashtrays or similar equipment remain in the enclosed workplace or place or area, other than a vehicle in which the manufacturer has installed an ashtray

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.

This policy is intended for the workplace only. While Blood Brothers supports employees in living a healthy lifestyle, it will not penalize employees for smoking or vaping in their personal life.

### Non-Compliance

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.

## WORKPLACE ANTI-VIOLENCE

This policy and program are intended to:

- a) Ensure that Blood Brothers maintains a work environment that is free from workplace violence.
- b) Establish measures and procedures to control the risk of workplace violence.



- c) Communicate the procedure for summoning immediate assistance in the event of an incident of workplace violence or where an incident is imminent.
- d) Establish a procedure for reporting incidents of workplace violence.
- e) Establish how reports of workplace violence will be dealt with and investigated by the organization.

## 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).

## POLICY

Blood Brothers 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, Blood Brothers 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.

### 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.

## WORKPLACE ANTI-VIOLENCE PROGRAM

### **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, or to Dustin or Brayden. If Dustin and/or Brayden are involved in the complaint, an alternative is to make a report to Kelly Robertson [kelly@hrcovered.com](mailto:kelly@hrcovered.com) 647-249-8351.
- 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:
  - o Yell for help.
  - o If in a vehicle, honk the horn repeatedly, turn on hazard lights and lock all vehicle doors.
  - o If possible, use the vehicle’s emergency alarm.
  - o Immediately move to a safe location.
  - o 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.

Once reported, an investigation into the refusal will commence. During the investigation, you must remain in a safe place that is as near to your work location as reasonably possible and must remain available to the investigator for the purpose of the investigation.

### **History of Violent Behaviour**

Under the Ontario Occupational Health and Safety Act, the organization may be required to provide information (including personal information) to its employees about a person with “a history of violent behaviour” if:

- a) The employee can reasonably be expected to encounter that person in the course of their work; and
- b) There is a potential risk of workplace violence because of exposure to the individual with a history of violent behavior.

Pursuant to this obligation, if the organization is of the view that there is a risk of workplace violence such that an employee is likely to be exposed to physical injury, information that is deemed reasonably necessary to protect employees from physical injury, including personal information and any known triggers of the individual’s potentially violent behaviours will be communicated.

When disclosing personal information, the organization will limit as much as possible the amount of personal information provided and will not release any medical information that is deemed protected.

Furthermore, the organization will not disclose any information to individuals who are unlikely to encounter the person with a history of violence or to those who are not at risk of physical injury from that person.



## **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.

## **Violence Risk Assessment**

Blood Brothers will conduct a risk assessment of the work environment to identify any issues related to potential violence that may impact the organization and its employees and will institute measures to control those risks.

When conducting the risk assessment, Blood Brothers will take into consideration specific areas that may contribute to the risk of violence including:

- Working in a community-based setting
- Interaction with the public and/or working with unstable or possibly volatile clients.
- The exchange of money
- Working alone or in small numbers
- Working at night
- Working in a high crime area

As part of its assessment the organization may review records and reports (incident reports, health and safety inspection reports, etc.). The results of the assessment will be provided to the Joint Health and Safety Committee where one exists.

## **Violence Investigation Procedure**

The investigation process will be initiated upon receipt of a formal complaint from an employee or at the discretion of the employer where workplace violence is known or is suspected to be occurring.

The organization will endeavor to complete investigations within 90 calendar days or less once the process has been initiated; unless extenuating circumstances warrant a longer investigation (for example where more than five witnesses must be interviewed or in the event a witness, Complainant or Respondent is unavailable due to illness).

Once initiated, the investigation procedure will generally adhere to the following steps/guidelines:

1. The organization will appoint an internal or external investigator(s) to promptly conduct and document an investigation into the incident in which all facts are examined in a manner that is timely, fair, and impartial.
  - a. No person shall be appointed to the role of investigator where they have been named within a complaint.



- b. Any allegations against the accused party will be investigated by a neutral third-party investigator.
2. The investigator(s) will review this policy, the submitted complaint and supporting documents, and will meet with the Complainant to gather additional details and information regarding the incident(s).
3. Individual(s) named in the complaint (known as Respondents) will be advised via written notification of the complaint that has been filed against them. The notification will inform the Respondent of the alleged offensive action(s)/behaviour(s) made against them.
4. The investigator will then meet with the Respondent to allow the individual to respond to the presented allegations and to gather facts and information.
5. Where warranted, the organization may issue a paid administrative leave to the Respondent, Complainant and any other party deemed necessary until the investigation is completed.
6. Employees on paid administrative leave pending the results of the investigation must remain available to meet with the investigator and to return to work as requested.
7. The investigator may also individually meet with witnesses and any other individual deemed necessary to provide additional evidence or context/information pertinent to the investigation.
8. Once the investigator is satisfied with the amount of information collected from all parties, he or she will make a determination as to whether or not the allegation(s) are substantiated based on a balance of probabilities and where substantiated, make recommendations on any remedial action to be taken.
9. The investigator will provide an investigation report which must include a summary of the steps taken during the investigation, the complaint and allegations of the Complainant, the response from the Respondent(s), the evidence of any witnesses, any additional evidence gathered, findings of fact, the conclusion of the investigation and any recommendations made.
10. If the investigator deems a breach of the policy has occurred, the organization will take necessary corrective action where deemed appropriate to do so.
11. If the results of the investigation do not substantiate that a breach of this policy has occurred, the allegations will be disregarded in any subsequent employment decision affecting the parties involved. This is the case except where there is repetition of the same allegation from the same or different parties, and in that case, further investigation and corrective action may occur. However, if after investigating any complaint the organization determines that the complaint is not genuine or that an employee has deliberately provided false information regarding the complaint, disciplinary action may be taken against the Complainant or the individual who gave the false information.
12. If the Complainant disagrees with the outcome of the investigation, they will have the option to pursue recourse through the applicable legislation (example: The *Human Rights Code* or the *Occupational Health and Safety Act*).
13. Blood Brothers will provide the Complainant and Respondent (where the Respondent is an employee) with a written outcome letter summarizing the investigation findings and any disciplinary action to be taken because of the investigation.
14. All parties involved in the investigation process, including the Complainants, Respondents, and witnesses are responsible for fully cooperating with the investigator(s) throughout the investigation process.

## **Prohibition Against Retaliation/Reprisal**



Blood Brothers 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.

Disciplinary action may range from training, counselling, written warning, suspension, work transfer and termination of employment, depending on individual circumstances. Additionally, the organization may pursue criminal charges where warranted.

### **Confidentiality**

Blood Brothers 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.

All parties involved in a workplace violence complaint, including complainants, respondents, witnesses, managers, and support persons are expected to treat the matter and any information they become aware of as confidential. No party shall discuss the matter or associated details with other employees or witnesses. An employee may face disciplinary action if it is determined that they have failed to adhere to these confidentiality expectations.

All investigation notes and full reports will be retained in a separate file and are not to be saved in employee personnel files. Investigation outcome letters and disciplinary action will be saved in applicable employee files only when the complaint has been verified and is found to be in breach of this policy.

### **Record Keeping**

Blood Brothers will securely retain records of all complaints or incidents of harassment including copies of:

- The complaint or details about the incident
- Records of the investigation including notes
- Witness statements, if taken
- The investigation report, if any
- Results of the investigation that were provided to the Complaint and Respondent





- Any corrective action taken to address the complaint or incident of workplace harassment

### **Reports of Violent Incidents - Workplace Expectations**

#### The Organization Shall:

- Promptly investigate all reported acts and incidents of violence.
- Consult with other parties (i.e., legal counsel, Health and Safety Consultants, Health and Safety Representatives, Employee Assistance Providers, Human Rights, and local Police Services) as deemed necessary to address, resolve and mitigate incidents.
- Take all reasonable measures to identify and eliminate risks and root causes resulting from the incident.
- Comply with WSIB and OHSa violent incident reporting obligations by:
  - o Immediately notifying the Ministry of Labour, and the JHSC (where relevant) of any incident resulting in the death or critical injury of an employee and providing the Director of the Ministry of Labour with a written report detailing the circumstances of the incident within 48 hours of its occurrence.
  - o Providing written notification to the JHSC within four days of any violent incident which leaves an employee disabled from performing their job duties or which requires medical attention.
  - o Providing notification to the WSIB within 24 hours of any violent incident in which an employee sustains a lost-time injury past the day of the incident or an injury that requires health care.

## **WORKPLACE ANTI-HARASSMENT**

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

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, Blood Brothers 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.



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

Note that this Anti-Harassment Policy is administered in conjunction with Blood Brothers' 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.

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.

Harassment can either occur over a period of time, or in a specific instance, depending on the specific situation.

## POLICY

Blood Brothers 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.

In pursuit of a harassment-free environment, Blood Brothers is committed to fully preventing and/or addressing any instances of harassment, including sexual harassment, by:

- Providing education and training in order to ensure that all employees understand their rights and responsibilities regarding harassment;
- Ensuring that supervisors understand how to respond to incidents of harassment, including how to collect information, how to take action, how to deal with confidentiality, how to document, and how to keep records;
- Methodically monitoring or adjusting Blood Brothers' systems for any barriers, including any barriers regarding any protected grounds laid out in the *Ontario Human Rights Code* and Blood Brothers' Human Rights Policy;
- Reviewing their Anti-Harassment program with the Health and Safety Committee or representative, as appropriate;
- Providing a procedure for complaints (outlined below) that is fair, timely, and effective; and
- Ensuring to promote appropriate standards of conduct.



This policy also prohibits any person at Blood Brothers who is in a position to be able to 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 employee. Further, any reprisals for the rejection of these advances are not permitted.

Blood Brothers will also not permit the creation of a poisoned work environment, as created by comments or any forms of conduct that are known to be unwelcome. Blood Brothers will investigate all complaints in order to prevent this poisoned environment.

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

#### Employee and Supervisor Responsibilities

All Blood Brothers 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 Blood Brothers 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.

## COMPLAINT PROCEDURE

At Blood Brothers, complaints regarding harassment, bullying, or discrimination may be brought forward to:

- Your supervisor, Dustin, or Brayden if one of them is not available.
- An alternate report may be made to Kelly Robertson [kelly@hrcovered.com](mailto:kelly@hrcovered.com) 647-249-8351 if Dustin or Brayden 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:
  - A review of the details of the incident;
  - Separate interview(s) with the parties involved and any witnesses;
  - Examination of any relevant documents, emails, notes, photographs, or video;
  - A decision about whether the complaint constitutes workplace harassment; and
  - The preparation of a report which summarizes the incident, the steps of the investigation, the evidence collected, and any findings
- Blood Brothers 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. ORGANIZATION NAME will ensure that these changes do not penalize any employee who brought forward a complaint, or any witness to the complaint.



- Blood Brothers will not disclose any information regarding a complaint of harassment (including any identifying personal information of any of the individuals involved), unless the disclosure, if 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 Blood Brothers), 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.

Any reports resulting from an investigation into complaints of harassment, discrimination, or bullying are not considered to be Occupational Health and Safety reports and will not be shared with the committee or the representative.

Note: This policy will be in written form and posted in a conspicuous place at Blood Brothers. It will be reviewed as often as necessary, but at least annually.

## WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEMS (WHMIS)

Blood Brothers is committed to protecting the health and safety of its employees and will take all measures needed to safeguard its workers from the hazardous products that are found in the workplace. Blood Brothers will uphold its duties and responsibilities under WHMIS 2015 to correctly identify and label hazardous products and educate and train its employees.

### DEFINITIONS

The following definitions were taken from the Canadian Centre for Occupational Health and Safety.

“Globally Harmonized System of Classification and Labelling of Chemicals (GHS)” – an international system that defines and classifies the hazards of chemical products and communicates health and safety information on labels and SDSs in a standardized way.

“Hazardous product” – a product, mixture, material, or substance that meets the criteria to be classified in one or more of the hazard classes of the HPR.

“Safety Data Sheet (SDS)” – a document that contains specified, required information about a hazardous product, including information related to the hazards associated with any use, handling, or storage of the hazardous product in a workplace.

“WHMIS” – WHMIS stands for Workplace Hazardous Materials Information System. WHMIS is Canada’s national hazard communication system for hazardous products in the workplace. It applies to suppliers, importers, and distributors of hazardous products that are sold in or imported into Canada and intended for use, handling, or storage in Canadian workplaces, as well as to the employers and workers who use those products.



## POLICY

Blood Brothers recognizes the importance that identifying hazardous products in the workplace can have on keeping employees safe. As such, Blood Brothers will implement Ontario's WHMIS regulations as outlined in the *Occupational Health and Safety Act (OHSA)* and the *Workplace Hazardous Materials Information System Regulation (R.R.O. 1990, Regulation 860)*.

Blood Brothers will comply with the requirements of WHMIS 2015, the most up-to-date version of WHMIS in Canada, which has been updated to integrate the world-wide labelling standards of the GHS.

### Employer Responsibilities

Blood Brothers recognizes it has certain responsibilities under WHMIS 2015 and will comply with its duties by:

- Providing education and training to all employees who may come into contact with a hazardous product about: WHMIS legislation, how to read labels and safety data sheets, and how different types of hazardous products could affect them negatively.
- Making sure the containers of hazardous products found in the workplace are correctly identified and labeled, using the latest standards
- Ensuring up-to-date Safety Data Sheets (SDSs) are available for workers to find and read

Further, Blood Brothers will ensure:

- It is aware of the hazardous products in the workplace, how they are used and where they are located or stored
- Keep accurate records about the hazardous products located in the workplace
- Develop procedures for:
  - the safe use, handling, storage, and disposal of hazardous products,
  - how to protect workers (such as utilize personal protect equipment or create specific safety plans where necessary), and
  - what to do in an emergency

### Employee Responsibilities

Employees of Blood Brothers also have responsibilities under WHMIS 2015. Specifically, employees must:

- Complete WHMIS training and education if assigned by the employer
- Follow the instructions and safe work procedures as outlined to protect self and others
- Be familiar with the hazardous products they may come into contact with
- Only use products that have a label *and* that they have received training on
- Understand SDS information and know where SDS sheets are located



- Ask for help if needed and report any concerns to the appropriate member of staff immediately

## Key Company Policies

### ABSENTEEISM AND ATTENDANCE

Blood Brothers is committed to ensuring that all its employees are appropriately compensated for their hours of work. This Attendance and Absenteeism policy outlines our expectations for employees with regards to their time and attendance.

#### POLICY

Blood Brothers 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 their direct manager if they will not be present. If employees need to leave their shift early, they must provide as much notice as possible to their supervisor.

#### Emergency Absences

Absences for emergency situations (e.g., serious illness or accident), will be excused and understood. In the event an absence from work is required for a length of time greater than a week, short-term disability leave may be considered.

#### Prolonged Absences

If an employee requires an absence for a prolonged period of time, Blood Brothers may request additional information from an employee's medical provider regarding the projected length of their absence. Blood Brothers 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 Blood Brothers 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 in order to ensure that Blood Brothers 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, Blood Brothers 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, Blood Brothers will institute the corrective action process following these three steps:

1. Verbal warning
2. First written warning
3. Second written warning
4. Termination of the employment relationship

Each of these steps will be documented and copies will be provided to the employee to read and understand during the disciplinary meeting. For further guidelines on the corrective action process, Blood Brothers will refer to the Corrective Action Policy.

## CODE OF CONDUCT

#### Value Statements

Blood Brothers has been centred around brewing interesting beers that our friends and family would want to drink. From the way we source our ingredients to our methodical brewing process, we approach each step with passion and independent spirit. Our goal is to provide



innovative beers to all of our customers. We strive to push back against consolidation and uniformity in today's beer market.

From the beginning, we have recognized that all members of our Family are critical to our continued success. Our reputation for innovative, high quality alcoholic beverages and culinary offerings in conjunction with our amazing customer service is the direct result of our collective efforts. We are all responsible for Blood Brothers' reputation. How we conduct our business and how we treat others—our team members, customers, communities and suppliers will continue to determine how the community views Blood Brothers.

Each of us is personally responsible for supporting our core values, which require compliance with the law as well as ethical conduct. We have issued the Standards of Business Conduct to restate our commitment to uphold that responsibility and to provide guidance to our staff members.

### Mission

- To create a workplace where all members feel like they are as important as the next, in providing innovative, and exciting products. As well, we aim to create a unique and inviting environment to both our team members and supporters. We aim to accomplish these goals by embracing diversity and treating each other with respect.
- Our Brew Pub is a sanctuary for those in need of deliverance from their daily routines and stresses. We will captivate our customers with a positive and uplifting experience that will leave them yearning for their next visit.
- The products we produce will satisfy the creative desires of our staff while fulfilling the curious pallets of our customers.
- Blood Brothers empowers all team members to make decisions that impact our reputation.
- Individual actions at work shape how people view us, which is why it's so important that we each take responsibility for our Mission and act ethically in all situations.

### Diversity and Inclusion

Blood Brothers actively creates and promotes an environment that is inclusive of all people and their unique abilities, strengths, and differences, and promotes diversity.

As we continue to grow, embracing diversity in every aspect of our business—from the way we work together to the way we procure goods and services—is vital to our long-term success. We respect diversity in each other, our customers and suppliers and all others with whom we interact.





It is Blood Brothers' policy to provide equal opportunity for all applicants, employees and contractors. Blood Brothers does not discriminate on the basis of, and prohibits harassment on the basis of: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status, disability, social disadvantage or any legislatively protected classification. Blood Brothers is committed to making reasonable accommodations for disabled employees.

### Ethics

Blood Brothers' core values require compliance with the law, as well as ethical conduct.

If you are unsure of what to do in a situation, you have support. Speak with your manager about your concerns. If you feel at any time that these standards have not been met, need access to policies, or have any questions, please ask for guidance or voice your concerns by contacting your manager, ownership or the third part anonymous HR line we have available for you.

Blood Brothers does not tolerate retaliation against or the victimization of any partner who raises concerns or questions regarding a potential violation of the suitable standards of ethical conduct or violation of any Blood Brothers' policy that they reasonably believe to have occurred.

### Violations of the Code of Conduct

Blood Brothers believes in honesty, integrity, and respect and requires all employees working on behalf of the organization to uphold these values. 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.

## COMPANY VEHICLE USE

You are only permitted to drive a company vehicle if it is a requirement of your role, and you have express permission to do so and according to these requirements:

- You must at all times hold a valid Ontario driver's license;
- You must remain reasonably insurable under Blood Brothers' fleet insurance policy to the satisfaction of Blood Brothers' insurers;
- You must complete the daily checklist within the vehicle before departing and report any issues with the vehicle immediately;



- You must keep the vehicle fueled using the company gas card which shall be returned daily and used for company vehicle fueling only;
- You must use the vehicle for business purposes only and during hours of work only;
- You shall not use a Blood Brothers' vehicle for any personal errands, travel or transportation of the employee or others without express written authorization of Brayden or Dustin Jones;
- You must report to your manager the next working day any activity that would appear on your driving record that would put usage of the vehicle at risk (e.g. license restrictions, revocations, serious moving violations, DUI/DWI). This applies to incidents that occur during normal business hours, as well as on personal time;
- You must consent to the collection of a drivers' abstract from time to time;
- You must comply with all motor vehicle laws at all times, including the Highway Traffic Act and the Criminal Code:
  - o Compliance with the law includes, but is not limited to, the requirement of refraining from driving with blood alcohol levels in excess of legal limits or while under the influence of any prohibited substance. Blood Brothers has a zero tolerance policy when it comes to driving under the influence and any such occurrence will result in the employee's immediate termination of employment for cause. Blood Brothers maintains a strong commitment to substance abuse treatment and counseling.
- Delivery Drivers in the city may be unable to park legally to carry out a delivery properly; however, you are expected to find safe parking and avoid tickets to the best of your ability and use good judgment and diligence. Excessive tickets will result in termination;
- There is to be no use of the 407 or toll roads without Brayden or Dustin Jones' consent;
- You must immediately report an accident to your manager. Repeated at fault conduct may result in termination of employment. Accidents resulting in personal injury must be reported to WSIB; and
- You must never use your cell phone while driving except in a hands-free mode.

## COMPUTER USE

### Software Installation

Unauthorized duplication of copyrighted computer software violates the law and is contrary to our organizations' standards of conduct. We disapprove of such copying and recognize the following principles as a basis for preventing its occurrence:

- We will neither engage in nor tolerate the making or using of unauthorized software copies under any circumstances;
- We will provide legally acquired software to meet legitimate software needs in a timely fashion and in sufficient quantities for all our computers;
- We will comply with all license or purchase terms regulating the use of any software we acquire or use; and,
- We will enforce strong internal controls to prevent the making or using of unauthorized software copies, including effective measures to verify compliance with these standards and appropriate disciplinary measures for violation of these standards.



### E-Mail, Computers, and the Internet

E-mail is a very effective manner of communication. Keep in mind that e-mail messages may not always remain confidential. E-mail messages may be received by the wrong party or monitored at any time. The basic rule of thumb is to view e-mail like a postcard: never send messages through e-mail that you would not want everyone else to read. Keep all messages appropriate and professional. The internet is a tool that we are using to gather information. There are many useful and informative sites that can help us. However, there are also sites that contain inappropriate or unprofessional material.

Inappropriate internet use includes: transmitting obscene, harassing, offensive or unprofessional messages or images; accessing any site that is sexually or racially offensive or discriminatory; displaying, downloading or distributing any sexually explicit material; transmitting any of Blood Brothers' confidential or proprietary information, including customer data, trade secrets, or other materials. Inappropriate use is prohibited conduct. Further, the internet should also not be used for personal surfing of websites; it is intended for use related to your job requirements only. Blood Brothers reserves the right to monitor employee use of the e-mail system or any Blood Brothers' computer at any time. Employees should not consider their computer or internet usage or e-mail communication to be private. Personal passwords are not an assurance of confidentiality, and the Internet itself is not secure. Usage of these tools is subject to the company's policies on harassment and discrimination as contained in this Handbook.

Computers are not to be taken home without express permission of your manager and are only to be used in accordance with the requirements of this policy irrespective of location of use.

#### Requirements:

- Prior to using any software, employees must be familiar with the terms and conditions governing its use. Only employees are authorized to use the computer resources of Blood Brothers. This authorization does not extend to family members or other associates of the employee who are not employees;
- Personal matters or items are not to be stored on Blood Brothers' computers;
- Employees are not permitted to download or install any programs on their computers;
- Employees must not duplicate or modify any software, or permit anyone else to do so, without the express permission of Brayden or Dustin Jones;
- Any software or other material downloaded onto Blood Brothers' computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors, or owners of the material;
- Every employee must exercise adequate control over any software and electronically managed data to which they have access, to ensure that the software is not used, copied, reproduced, or disclosed in any manner to any third party;
- Software must not be installed on any of the Blood Brothers' computers, unless specifically permitted by the Network Administrator. All third-party software must be approved and purchased through the Network Administrator;



- On termination of employment, the employee must return any computer hardware, software, and files in their possession belonging to Blood Brothers;
- Access to the Internet is provided strictly for the sole purpose of conducting business. Personal use of the Internet is strictly forbidden (includes personal e-mails and surfing);
- Blood Brothers' information resources shall not be used for personal profit; and
- Passwords must be kept confidential and should not be shared with other employees; and employees are strictly prohibited from logging on using the password or credentials of another employee.

## CONFIDENTIALITY AND CONFLICTS OF INTEREST

### Confidentiality

While working at Blood Brothers, all employees gain some knowledge and information that is private. This includes, but is not limited to, recipes, suppliers, costs, plans for company growth and development, internal communications and new brew concepts.

With the exception of menus and publicly displayed information, all other materials and information learned of during your employment (including but not limited to supplier information, recipes, business and marketing plans, internal company communications, employee wage information, and existing and future product information) should be considered private, and is not to be shared without the direct consent of Brayden or Dustin Jones.

### Conflict of Interest

A conflict of interest exists when a personal interest or activity interferes or appears to interfere with the duties that you perform at, or owe to, Blood Brothers. Conflicts of interest must be disclosed to the employee's manager.

It would be a conflict of interest to act on behalf of anyone besides Blood Brothers in any transaction with Blood Brothers (for example, helping someone sell products and/or services to Blood Brothers). If you are related to any entity with whom Blood Brothers is at any time doing business, you are required to bring it to the attention of management.

### Working in the Brewing Industry

Because new beers and recipes are often tested at the brew-pub, it would be a conflict of interest for any employee to work for a competitor while employed by Blood Brothers without the consent of Brayden or Dustin Jones.

### Gifts and Entertainment

A gift of money should never be given or accepted unless you are hired as a server and receive the offer in the way of gratuity for regular services.



Trading items of value with other businesses is an accepted practice but all traded items remain the property of Blood Brothers Brewing. An example of this is:

- When other breweries bring in products or gifts we expect staff to find products of similar value to gift back. These are viewed as friendly gestures between competing businesses that help build our local community. The goods made in the trade are the property of Blood Brothers Brewing. In most circumstances you will have an opportunity to partake in the sampling of these products but in no way are you entitled to take these products as your own, as it will be considered theft.

You may not encourage or solicit meals or entertainment from anyone with whom Blood Brothers does business, or from anyone who desires to do business with Blood Brothers. Giving or accepting valuable gifts or entertainment might be construed as an improper attempt to influence the relationship.

#### Personal Communications

Employees are expected to attend to personal business outside of their hours of work. Personal calls, texts or other forms of communication should not be taken during work hours whenever possible. The use of personal cell phones for any reason including texting, calling, or internet use is to be reserved for breaks.

## CORRECTIVE ACTION

Blood Brothers is committed to maintaining a work environment and atmosphere where all employees are afforded the opportunity to learn, grow, and thrive. The Corrective Action Policy outlines the framework for addressing inappropriate behaviours within the workplace and ensuring a fair and consistent approach is in place to address situations quickly.

## DEFINITIONS

“Corrective Action” is the process for dealing with job-related behavior and/or conduct that does not meet expected and communicated performance standards.

## POLICY

This policy outlines a fair and consistent approach to discipline within the workplace in the event Blood Brothers sees conflicting behaviours in the desired workplace atmosphere. Blood Brothers is committed to addressing these situations promptly and appropriately following these guidelines. The policy applies to all employees of Blood Brothers and employees will be made aware of this Policy at the time of hire.

### **Corrective Action Principals**



Blood Brothers 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, Blood Brothers 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

Management, depending on the situation, will determine the most appropriate form of disciplinary action when evaluating the performance or misconduct. Serious offences may result in immediate suspension or dismissal without progressing through the verbal or written warnings.

*Blood Brothers reserves the right to move to any level of discipline as seen fit by management based on the severity of the offence.*

### **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 signoff 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. In severe instances, management may choose to move directly to the termination of employment when warranted.

## **Responsibilities**

### **Employees**

Employees must:

- 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 Blood Brothers' policies and procedures
- Follow all health and safety measures put in place within the workplace

### **Managers**

Managers must:

- 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

## **Appeals**

Where an employee feels they have been unfairly disciplined under the corrective action framework, they may appeal the decision within 30 days of the disciplinary meeting. Employees must provide solid evidence of the unfair disciplinary measures enacted or provide proof that the concern being disciplined for did not occur as described. Management will review all appeals within a timely manner and provide the employee with a written response to the appeal, including the outcome of the appeal.

## **Employee Files**



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.

## DRUG AND ALCOHOL POLICY

### Guidelines

Employees under the influence of drugs or alcohol on the job can pose serious health and safety risks to themselves, their fellow co-workers, and members of the public. To help ensure a safe and healthy workplace, Blood Brothers reserves the right to prohibit certain items and substances from being brought on to, or present on company premises.

There is no tolerance for the consumption of alcohol or any Non-Legally Prescribed Drugs during paid hours unless quality control forms part of that employee's role. Employees with a quality control function may only consume alcohol manufactured by Blood Brothers for the purpose of quality control and must use responsible practices when doing so (intoxication is not permitted).

Blood Brothers has strict standards regarding substance abuse and is committed to maintaining a work environment which is free from Non-Legally Prescribed Drugs, alcohol, marijuana or any other substance which might cause impairment (collectively "Banned Substances").

For purposes of this policy, "Non-Legally-Prescribed Drugs" are controlled substances which are not used or possessed in accordance with a physician's prescription. This also includes all chemical substances or drugs listed in any Controlled Substances Act or regulation applicable under any federal, provincial or local laws.

### Expectations

The following expectations apply to employees and management alike while conducting work on behalf of the company, whether on or off company property:

- Employees are expected to arrive at work fit for duty and able to perform their duties safely and to the standard; employees must remain fit for duty for the duration of their shift;
- Use, possession, distribution, or sale of drugs or alcohol during work hours, including during paid and unpaid breaks, is strictly prohibited;
- Employees are prohibited from reporting to work while under the influence of alcohol and/or recreational Marijuana and any other non-prescribed substances;
- Employees who are prescribed medication must communicate to management any potential risk, limitation or restriction requiring modification of duties or temporary reassignment owing to any impairment caused;
- Employees are expected to abide by all governing legislation pertaining to the possession and use of alcohol, Marijuana and non-prescribed drugs; and
- Tobacco is to be used only during break times and must be used off company property. (Across the street is required to not interfere with patrons who are eating and drinking.)





### Roles and Responsibilities

To help enforce this policy, management and employees are expected to adhere to the following:

Management will:

- Identify any situations that may cause concern regarding an employee's or co-worker's ability to safely perform their job functions;
- Ensure that any employee who asks for help due to a drug or alcohol dependency is provided with the appropriate support (including accommodation as set out in the Accommodation Policy) and is not disciplined for doing so; and
- Maintain confidentiality and Employee privacy.

Employees must:

- Arrive to work fit for duty and remain so throughout their shift;
- Perform work safely in accordance with company-established safe work practice;
- Avoid the consumption, possession, sale or distribution of Marijuana, other drugs or alcohol on company property and during working hours;
- Report limitations and required modifications as a result of medically approved Marijuana or any other prescribed drugs;
- Report unfit co-workers to management;
- Seek advice or appropriate treatment when required; and
- Communicate dependency or emerging dependency.

### Medical Marijuana

A prescription for Marijuana does not in any way permit an employee to be impaired during working hours, these include breaks and lunch.

Blood Brothers reserves the right to request medical documentation to assess whether impairment while on duty poses a safety risk according to our Health and Safety Policy and may reject approval of its use during working hours. Blood Brothers may opt to allow time off while undergoing treatment or reassign the employee to duties that are of a lower risk while undergoing treatment.

Any employee who requires the use of Medical Marijuana during working hours or immediately prior to work must report it to management.

### Possession and/or Distribution of Illegal Drugs, Alcohol, Inhalants, and/or Drug Paraphernalia

Any employee who possesses, sells, manufactures, dispenses, distributes, receives, or transports any illegal drug, alcohol in an opened container, inhalant, or drug paraphernalia while on duty, on the company's premises, on a customer's premises, in a company vehicle, or anywhere an employee is in



the course and scope of their employment with Blood Brothers or representing Blood Brothers will be terminated and, in appropriate situations, reported to law enforcement agencies.

Blood Brothers will legally accommodate any substance abuse/addiction condition. Any employee with such a condition who feels they need assistance or accommodation regarding such a condition should contact their manager or anyone in management.

Violations of this policy will lead to disciplinary action, up to and including immediate termination of employment for cause.

The application of this Policy, and all our policies in this handbook, is subject to the Ontario Human Rights Code as amended from time to time and shall not be interpreted or applied in a manner which will violate the Code.

## EMPLOYEE DISCOUNTS AND COMPS

Employees are encouraged to try all Blood Brothers products. Most of this will be done through tasting and training.

All employees receive a 50% discount on all draft and packaged products, 30 % on merchandise and 30% on food. These discounts are subject to change and are only available to staff; the discount does not extend to friends and family. You are not permitted to make purchases on behalf of friends and/or family with your discount. Staff cannot hold a tab for products they are purchasing from the brewery.

All purchases are to be paid at the time of purchase. If staff are staying after their shifts to consume products, we ask that they respect the employees on shift and do not disrupt them from doing their job. We also ask that staff do not hold table space if there are customers waiting to get a table. Retail Staff are required to ring all employee sales through with the employee's name in the customer field and the appropriate discount code.

## OPEN DOOR POLICY

Blood Brothers is committed to having an open and accessible environment for employee communication, feedback, suggestions, and complaints. This communication may be provided by email, text, or verbally.

Blood Brothers aims to be in a state of continuous improvement and can only accomplish this if it is aware of what must be changed or improved. Changes are for the benefit of the organization, and employees should never feel hesitant to bring forward their thoughts.

\*Please note that in the event that 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.



## POLICY

Blood Brothers believes that employees are its biggest asset and best source for suggestions leading to improvements in the organization. In light of this, Blood Brothers has 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 in the event that 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.

### Points of Contact

At Blood Brothers, 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. In the event that an employee is uncomfortable speaking to their direct supervisor/manager, they may speak to Brayden or Dustin instead.

Blood Brothers also recognizes that at times employees may not feel comfortable speaking with the owners because of their close ties to each other. Because of this, and because Blood Brothers wants all employees to work toward the constant improvement of the workplace, we have also retained a third-party point of contact called HR Covered. Employees may bring forward their concerns to Kelly Robertson, at either [kelly@hrcovered.com](mailto:kelly@hrcovered.com) or call Kelly's direct line at 647-249-8351. Kelly is an HR professional who will be able to speak with employees about their concerns and ensure action is taken for violations of the harassment, violence, and human rights policies, among others.

### 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 people, 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 owners 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 Health and Safety 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 or speak to an employee committee member.

### Speaking Up for Another Employee

While Blood Brothers 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 Blood Brothers 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 corrective action process, up to and including termination of employment.

If it is found that a complaint was brought forward for malicious purposes, the employee would be subject to corrective action, up to and including termination of employment.

## SOCIAL MEDIA

Blood Brothers 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. The purpose of this policy is to outline the expectations we have of our employees when it comes to social media use that is associated with our organization.



## DEFINITIONS

“Social media” means any online websites, communities or social networks that allow users to create and share content, opinions, interests, and other information such as Twitter, Facebook, Instagram.

## POLICY

The organization and its employees must work together to ensure Blood Brothers is represented in a positive manner on social media. As such only designated representatives are permitted to speak on behalf of Blood Brothers on social media.

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

The following guidelines have been established to protect Blood Brothers, and must be adhered to by employees at all times:

- The use of personal social media on company time is not permitted, unless on approved breaks or as function of the employee’s job duties.
- Blood Brothers 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.
- 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 in regards to 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.
- Utilizing company social media to promote personal blogs, websites, or services acts as a conflict of interest and is not permitted.
- Employees need to use common sense when posting. When in doubt about the appropriateness of a post and how it may be viewed by others alongside your position within the organization, do not post and ask for a second opinion.

### Non-Compliance

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

## WORKPLACE ROMANTIC RELATIONSHIPS POLICY



Workplace romantic relationships are complex and are not encouraged. We should all take note that relationships between two people at different reporting levels may easily be construed as sexual harassment. However, we wish to recognize that workplace romantic relationships do occur and will attempt to deal with them in a way to protect the parties involved as much as possible.

As part of our dedication to ensuring a respectful workplace free from favoritism, discrimination, sexual harassment and other undesirable affects, Blood Brothers requires that employees who are involved in a romantic relationship with another employee of Blood Brothers, no matter how new, declare that relationship to their immediate manager or Brayden or Dustin Jones as they may feel most comfortable.

The report of a relationship will be kept confidential to the extent possible.

Blood Brothers will take steps to ensure that those in a romantic relationship will not be involved in any decision making concerning the employment of the other person, and shall not be in a situation where one person reports to the other under any circumstances.