

Kanata Gymnosphere

EMPLOYEE HANDBOOK



Kanata
GymnoSphere™

C O R P O R A T I O N

Issues and Updates

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PART 1: WELCOME TO OUR ORGANIZATION

Kanata Gymnosphere would like to wish you every success during your employment whether you recently joined us or whether you are an existing employee. We hope that your experience of working here will be positive and rewarding.

This manual contains a summary of our workplace policies and procedures. Please review this handbook in its entirety and ensure that you are familiar with its contents. Having a working knowledge of this document will greatly assist you in carrying out your day-to-day duties and responsibilities. As such, at the commencement of your employment, you will receive training and instruction with respect to both your specific job duties and the contents of this handbook. Should you have any questions about the information contained in this handbook, please do not hesitate to Madalina Gozu, or any member of our management team.

Bear in mind that over time, and as the needs of our business may change, our policies and procedures will have to be updated and revised. While we reserve the right make changes to this handbook without notice to you, we will try our best to communicate any such amendments to you as soon as possible. Also, it may be necessary for us to modify this handbook from time to time as a result of changes in the law.

After you have read this handbook in its entirety and have familiarized yourself with its contents, please sign the Employee Acknowledgement Form found at Schedule "A" of this document and submit it to Madalina Gozu.

A. OUR PHILOSOPHY

Kanata Gymnosphere strives to maintain a workplace that fosters personal and professional growth for all of its employees. We also aim to ensure that all staff members are treated fairly and with dignity. Thus, it is our responsibility and all of its employees to:

1. Cooperate and communicate.
2. Encourage and consider opinions of other employees and invite their participation in decisions that affect their work and their careers.
3. Encourage the growth and development of fellow workers by helping them achieve both their personal goals and those of our organization.
4. Strive to avoid workplace conflict, and if it occurs, respond fairly and quickly to resolve it.
5. Administer all policies and procedures equitably and fairly. And to,
6. Recognize that each employee has a right to be treated fairly and with dignity.

Furthermore, this policy shall be interpreted and applied in accordance with the Ontario *Employment Standards Act, 2000*, and the regulations as amended from time to time (collectively referred to as the “ESA”) and the Ontario *Pay Equity Act*, and the regulations as amended from time to time.

For further clarity, should any provision of this handbook conflict with the provisions of the ESA, or any other applicable legislation, then the provisions of the ESA, or other applicable legislation shall prevail.

Similarly, should the ESA, or any other applicable legislation, impose any requirement not included in this policy, or in the event that the ESA, and any other applicable legislation, is amended so as to provide greater benefits or impose greater obligations than those set out in this Policy, then the provisions of the ESA, and all other applicable legislation shall prevail.

B. AN EQUAL OPPORTUNITY EMPLOYER

Kanata Gymnosphere is an equal opportunity employer and employs personnel without regard to race, creed, colour, religion, sex, ethnic origin, ancestry, age, place of origin, physical or mental disability, citizenship, sexual orientation, marital or family status.

It is our policy to select the best qualified person for each position within our organization on the basis of demonstrated ability, experience, training and potential. This policy applies to all of our employment and personnel practices, including decisions regarding hiring, transfer, promotion, demotion and dismissal.

Kanata Gymnosphere pays compensation based on comparable value and does not discriminate in employment on the basis of gender.

Furthermore, this policy shall be construed and applied in accordance with the Ontario *Employment Standards Act, 2000*, S.O. 2000, and the regulations as amended from time to time (hereinafter collectively referred to as the “ESA” and the Ontario *Pay Equity Act*, R.S.O. 1990, c. P.7, and the regulations as amended from time to time.

Should any provision of this policy manual conflict with the provisions of the ESA, or any other applicable legislation, then the provisions of the ESA, or other applicable legislation shall prevail.

Similarly, should the ESA impose any requirement not included in this policy, then the provisions of the ESA shall prevail.

C. BACKGROUND CHECKS

Kanata Gymnosphere reserves the right to require applicants and existing employees to consent to background checks so that it can ensure that its staff members possess the requisite skills, credentials and qualifications.

Backgrounds checks may include, but are not limited to:

- Criminal background, police checks and vulnerable sector checks.
- Credit checks.
- Academic and professional reference checks and verification. And,
- Any other inquiries required by law.

Existing employees may be asked to consent to background checks in the event of changes to the terms of their employment, such as transfers, promotions and modifications to their duties and responsibilities.

It is important that the information you provide to us is complete and accurate. Any misrepresentation, falsification or material omission of information that you provide to us may result in the rescission of a conditional offer of employment or discipline up to and including dismissal.

D. DRESS CODE POLICY

1. OVERVIEW

This policy sets out our expectations regarding employee attire in the workplace.

Kanata Gymnosphere considers the way employees dress and their appearance to be of significant importance in portraying a positive corporate and professional image to all users of our services and to members of the general public.

At the same time, we recognise the diversity of cultures, religions and disabilities of its employees and will make reasonable efforts to accommodate requests for an exception to this policy having regard for our business needs.

This policy is designed to guide managers and employees on the application of our standards of dress and appearance. It is not exhaustive in defining acceptable and unacceptable standards of dress and appearance and staff should use common sense in adhering to the overall intention of this policy, as explained above.

2. APPLICATION

All employees and volunteers are required to comply with this policy. Failure to adhere to our standards of dress and appearance may result in discipline. The management team is responsible for ensuring that this policy is adhered to at all times.

3. DRESS CODE

a. *Examples of Acceptable Attire*

Employees are expected to wear appropriate black pants and the designated Kanata Gymnosphere t-shirt.

All Kanata GymnoSphere staff must be mindful of their role when selecting their attire for work. Under no circumstances is staff to wear clothing that is inappropriate, offensive or hazardous to themselves or others. Should an individual's direct supervisor deem any piece of their clothing inappropriate with reason, that staff person must change their clothing immediately. Failure to do so and/or repeated offenses will result in disciplinary action.

c. *Grooming Standard*

In addition to the dress code standard employees should consider their grooming and appearance carefully. Employees must report to work clean and having taken the proper precautions to ensure body odor will be kept at a minimum, while also taking care to use only reduced scent items to limit and prevent allergic reactions of employees and clients. Hair should be combed and neat.

E. CONFLICT OF INTEREST POLICY

All employees must ensure that they are, at all times, free of any conflict of interest, either real or perceived, in relation to their work with and for the company.

A conflict of interest arises where an employee's personal or business circumstances, actions or activities, or those of the employee's family members, have the potential to or

do place the employee at odds with the interests of Kanata Gymnosphere, or with the employee's job duties and responsibilities.

A conflict of interest can include working in competition with or against Kanata Gymnosphere or using the information or name of Kanata Gymnosphere for a personal purpose.

An employee must report any potential conflict of interest to a member of management as soon as possible so that appropriate action can be taken to protect the company and the employee.

An unresolved conflict of interest could result in immediate dismissal.

F. PERSONAL ELECTRONIC DEVICE POLICY

1. Introduction

This policy applies to all employees during working hours while at the company offices including visiting or travelling to and from any company location or customer place of business.

NOTE: The list of Personal Electronic Devices (PED), includes cell phones, smart phones, CD/MP3 players, Bluetooth devices, tablets as well as other devices such as digital voice recorders, video cameras, miniature TV's or any other form of technology that has the capability of image taking, recording, listening or communications capabilities.

The purpose of this policy is to govern the acceptable use of PED's during work time.

2. Procedure

Kanata Gymnosphere recognizes that employees may use electronic communication devices for personal use such as simple communications with family, friends, or to obtain information on non-company matters. However, these devices can interfere with employee productivity and be a distraction in the workplace, as well as pose a privacy and confidentiality concern for our clients. It is company policy that personal use be strictly limited to non-company time only. Therefore, employees must keep any PED with their personal belongings, with the ringer turned off, at all times during work hours. Employees are only permitted to use these devices during their breaks or as otherwise authorized by Kanata Gymnosphere management. You are advised to inform your family and friends of this company policy.

Kanata Gymnosphere shall not be held responsible for any loss or damage to employees personal PED's brought into the workplace.

Failure to comply with these requirements may result in disciplinary actions up to and

including dismissal in accordance with established policy.

3. Headphones

An extension of the cell phone either connected via cord or wireless Bluetooth technology that allows the user to engage in voice communication or listen to media without holding the device, is also not permitted during work time.

G. SMOKE FREE POLICY

1. Purpose

This policy has been developed to protect all employees, customers and visitors from exposure to second-hand smoke and to assist compliance with the *Smoke Free Ontario Act* (1994).

Exposure to second-hand smoke increases the risk of lung cancer, heart disease, and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure. For the purpose of clarity this policy extends to include e-cigarettes or vapes.

2. Policy

It is the policy of Kanata Gymnosphere that all workplaces are smoke free, and all employees have a right to work in a smoke free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all employees, volunteers, contractors, customers or members of the public.

Employees are only permitted to smoke in designated areas, away from the main entrance.

3. Implementation

Overall responsibility for the policy implementation and review rests with the Manager. However, all staff are obliged to adhere to, and support the implementation policy. The Manager shall inform all existing employees and contractors of the policy and their role in the implementation and monitoring of the policy. All new personnel will be given a copy of the policy during orientation. Local public health units carry out inspections and respond to complaints to enforce the act.

Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all smoke free vehicles. You cannot smoke in an outdoor smoking shelter that has more than 2 walls and a roof.

4. Non-compliance

Company disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke free law may also be liable for a fixed term penalty fine and possible criminal prosecution.

5. Help to stop smoking

The Government of Ontario offers a range of free services to help smokers quit.

H. CODE OF CONDUCT

Kanata Gymnosphere strives to provide a welcoming, professional and secure environment for its employees, customers and visitors. This policy sets out the employee responsibilities for ensuring that employees and customers of Kanata Gymnosphere have a positive, engaging and high-quality experience.

1. Employees should always treat customers with respect and professionalism.
2. Employees should avoid the use of vulgar or profane language at all times, as well as avoid shouting or excessive loudness.
3. Clients are respected regardless of age, gender, race, national origin, sexual orientation, religion, socioeconomic status, body type, and political affiliation, state of health or personal habits.
4. All timesheets are required to be submitted no later than Sunday evening every two weeks. All timesheets submitted late are subject to payroll delay. Full time employees that have administration hours are required to detail the tasks, times and dates for the administration tasks. The purpose of this tracking process is to ensure that time is used as efficiently as possible and for the employee to maintain record of weekly hours.
5. Process for covering classes:
 - Whenever possible, all salaried staffs that will miss classes and/or training are expected to ensure that other salaried staff covers their classes.
 - Covering a class with an hourly employee must be pre-approved by the Management Team.
 - Please ensure you find an equivalent in level sub and submit for pre-approval to the Recreational Director
 - You are required to submit a leave request through BrightHR
 - It is your responsibility at all times to ensure your classes are covered.
6. No food or drink is allowed in the gym, and no food is allowed at the front desk.

I. TRAVEL POLICY

1. Airline Transportation

Airline transportation shall be arranged based on the lowest available airfare, but subject to the following:

- Travel shall be arranged at a time convenient to the traveler, flight availability, cost of travel, and airline;

- Seat sale fares shall be booked if possible;
- In order for a traveller to claim the cost of checked luggage, he or she must be travelling for minimum of 3 nights. This expense must be pre-approved by the Kanata GymnoSphere

2. Airline Transportation - Parking

- Every effort should be made to travel to the local airport using the most economical method possible (i.e. be dropped off, taxi). Should an employee need to use Park & Fly, the cost must be pre-approved by the Management Team.
- All airport parking receipts must be submitted with the claim in order to be reimbursed. Employees driving themselves to the airport may not claim the cost of mileage to and/or from the airport.

3. Ground Transportation (Own Vehicle)

- Kanata GymnoSphere will pay for travel in a privately owned vehicle at the rate of \$0.35 per kilometer. The total transportation claim including mileage, accommodations and meals for the traveling portion of the trip must not exceed the equivalent of the lowest available airfare/car rental/train at the time of travel (based on pre-booking).
- Persons traveling to the same destination should carpool their transportation resources where possible. In the case that there is more than one person traveling in the same private motor vehicle, only one person may claim for transportation.
- All travel arrangements must be pre-approved by the Kanata GymnoSphere Owner.

4. Ground Transportation (Rental Vehicle)

- Vehicles may be rented as necessary and as pre-approved by the Kanata GymnoSphere.
- The total claim for the vehicle, accommodations and meals for the traveling portion of the trip must not exceed the equivalent of the lowest available airfare at the time of travel (based on pre-booking).
- In the case of an automobile accident in a rental vehicle, the driver is responsible for ensuring that all appropriate measures are taken with regards to vehicle insurance, including but not limited to: obtaining a police report, obtaining insurance information of the other driver, etc.
- It is also the responsibility of the driver to ensure that any insurance claim is promptly submitted.

5. Other Transportation

- Rail or bus travel must not exceed the equivalent of the lowest available airfare at the time of travel (based on pre-booking).

- In order to claim the cost of a taxi ride, receipts must be submitted.

6. Hotel Accommodation

- All accommodations will be booked by or receive prior approval from the Kanata GymnoSphere.
- Accommodations will be invoiced to Kanata GymnoSphere, charged to the corporate card, or paid directly to the hotel by the guest.
- Every effort should be made to book accommodations where a continental breakfast is included.
- Anyone making a decision to extend their stay or trip before or after a stay will be required to pay the additional accommodation costs.

7. Meals

- All GymnoSphere staff will be entitled to a per diem allowance of up to \$50.00 per day based on the following guidelines:
 - Breakfast - \$10.00
 - Lunch - \$15.00
 - Dinner - \$25.00
 - Receipts are not required for meals. Where meals are being provided (i.e. continental breakfast included, lunch provided in meetings, etc.) travellers may not claim the cost of that meal.
- In order for any traveller to claim per diem for travel days, the following guidelines apply:

In order to claim:	traveller must...
Breakfast	travel before 10am
Lunch	travel after 10am, before 4pm
Dinner	travel after 4pm

8. Compensation

Hourly paid employees participating at competitions are to record in the timesheet the greater between their regular shift hours and the competition hours. (for example, if on a Sunday the regular shift had 5 hours but the competition flight only included 2.5 hours, the employee is to record 5 hours). The competition hours are considered from the beginning of the warm up to the end of the awards for each flight.

J. PROFESSIONAL DEVELOPMENT

1. NCCP Coaching Courses

- When an employee registers for an NCCP coaching course as part of their employment certification, the coach must pay the cost in full at the time of

registration.

- Once the employee has worked as a coach at the Kanata GymnoSphere for a full year, the cost will be reimbursed. Other circumstances may warrant additional coverage, at the discretion of the Management Team.
- The time during training is not considered as billable hours.

2. Other Training

- From time to time, a percentage of other certification courses, such as CPR, Standard First Aid, etc. may be covered by Kanata GymnoSphere. Each case will vary and must be approved in advance by the Management Team.

3. Development & Training Organized by the Kanata Gymnosphere

- Should the management team organize professional development opportunities for staff and indicate that this session is mandatory, it is then a requirement of each individual's employment terms to attend this session. Coaches' continuing education and training activities organized by Kanata GymnoSphere are mandatory unless otherwise indicated.
- Where training is required by Kanata Gymnosphere, the course costs and time will be paid.

PART 2: HOURS OF WORK, VACATION & OVERTIME

A. HOURS OF WORK

Our regular business hours are from 9:00am to 9:00pm Monday to Friday, 9:00am to 7:00pm Saturday, 9:00am to 7:30pm Sunday (except for holidays).

All employees are expected to work their scheduled shifts, including a half-hour lunch break where applicable. Employees may also be expected to work other hours as may be requested or required from time to time.

Kanata Gymnosphere reserves the right to alter the regular work week and regular work hours at any time, although we will attempt to provide as much advance notice as possible.

Where applicable under the ESA, an employee may be entitled to a 30-minute unpaid eating period after five (5) consecutive hours of work. The precise scheduling of eating periods will be determined by management.

B. STATUTORY HOLIDAYS

Kanata Gymnosphere adheres to the public holiday provisions of the ESA, as amended from time to time, and will administer this policy in accordance with the requirements of the Act.

Eligible employees are entitled to the following 10 statutory holidays with pay:

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

Employees who qualify for statutory holiday pay under the ESA will receive holiday pay calculated in accordance with the Act.

In the event that an employee agrees to work on a holiday in accordance with the Act, he or she shall be compensated in accordance with the Act.

In any event, this policy shall at all times be applied in accordance with the ESA and under no circumstances will an employee receive less than his or her full entitlements under the ESA, as amended from time to time.

C. VACATIONS

1. VACATION TIME

All employees are encouraged to take their vacation time, and therefore, employees are expected to take vacations in the employment year in which the vacation time is earned.

Your own vacation entitlement, and the method for determining that entitlement, will be specifically set out in your individual contract of employment. If not, it will be determined in accordance with the ESA.

Vacation time must be taken within 10 months of the calendar year in which it is earned. After that time, you will not be permitted to carry vacation time over to a subsequent year unless you obtain approval in writing from management.

2. SCHEDULING VACATIONS

All vacation requests must be made via BrightHR and submitted to Kanata Gymnosphere management. All requests for vacation must be submitted for approval at least 30 days before the start of the proposed vacation period.

All vacations must be approved by your line manager or management. While we will make every effort to accommodate employee vacation requests, the timing of an employee's vacation is ultimately subject to management's discretion and the needs of the business.

Furthermore, we reserve the right to withdraw approval for a vacation should business circumstances require it. However, we will make reasonable efforts to minimize any inconvenience or hardship to the employee.

D. OVERTIME

1. GENERAL

Unless ineligible under the ESA, employees may be entitled to receive overtime pay. Furthermore, unless an employee's contract of employment states otherwise, overtime pay will be paid at one and a half (1.5) times an employee's regular rate of pay.

For most employees, and unless an employee's contract of employment states otherwise, overtime pay is earned after an employee has worked 44 hours in a work week. Each hour worked after 44 hours will be paid at the overtime rate.

Overtime must, in every case, be approved in advance and in writing by an employee's supervisor. Employees who elect to work more than 44 hours per week, without the approval of management, will not be entitled to overtime pay.

Abuse of the overtime policy is considered a serious misconduct and will result in discipline up to and including dismissal.

2. MANAGERS & SUPERVISORS

Managers and supervisors do not qualify for overtime if the work they do is managerial or supervisory. Even if they perform other kinds of tasks that are not managerial or supervisory, they do not get overtime pay if these tasks are performed only on an irregular or exceptional basis.

3. TRAVEL

a. Business travel

Business travel for conferences, meetings, etc., which requires an employee to depart from or arrive at home on a non-work day does not constitute overtime.

If travel is part of the employee's job, or could be reasonably expected to occur in the course of performing one's duties, it is merely an inconvenience. Some travel, which may be exceptional to the employee's normal duties, may qualify as overtime at the discretion of management.

If you are uncertain about the application of this policy consult your supervisor immediately.

b. Travel to and from work

Travelling to and from work does not qualify as overtime.

4. USE OF IT RESOURCES OUTSIDE WORK HOURS

The use of workplace technology and workplace information technology resources or systems outside of your regular work hours does not qualify as overtime unless you have obtained prior approval, in writing, from your supervisor. For example, responding to work-related emails outside of work hours will not qualify as overtime if the employee has not obtained prior approval.

As set out in Part 11 below, information technology resources refer to the following non-exhaustive list:

- Personal computers and workstations;
- Laptop computers;

- Data storage devices;
- Mini and mainframe computers;
- Computer hardware, such as disk drives and tape drives;
- Peripheral equipment, such as printers, modems, fax machines and copiers;
- Computer software applications and associated files and data, including software that grants access to external services such as the Internet;
- Electronic mail (email);
- Cellular telephones and pagers;
- Personal digital assistants, including iPhones and smartphones; and
- Voicemail systems.

5. “BANKING” OVERTIME

If both an employee and Kanata Gymnosphere agree, in writing, an employee may receive paid time off instead of overtime pay. This is called “banked” time or “time off in lieu”.

If an employee elects to receive time off in lieu of overtime and if Kanata Gymnosphere agrees, then the employee must be given one and a half (1.5) hours of paid time off work for each hour of overtime worked.

Paid time off must be taken within three (3) months of the week in which it was earned or, if the employee agrees in writing, within 12 months. However, any banked time must be taken on a date mutually agreed upon in advance by management and the employee.

However, any banked time must be taken on a date mutually agreed upon in advance by Kanata Gymnosphere and the employee.

PART 3: LEAVES OF ABSENCE

A. PERSONAL EMERGENCY LEAVE

Kanata Gymnosphere will provide personal emergency leave to eligible employees in accordance with the provisions of the ESA.

Employees are entitled to 10 personal emergency leave days per year, including two (2) paid days if an employee has been employed by Kanata Gymnosphere for one (1) week (7 days) or longer.

1. WHAT IS PERSONAL EMERGENCY LEAVE

Personal emergency leave is available to an employee in cases of personal illness, injury and certain other emergencies and urgent matters, including the death, illness, injury, medical emergency of:

- A spouse; or common-law partner;
- Parent, step-parent, foster parent, child, step-child, foster child, grandparent, step-grandchild of the employee or the employee's spouse;
- The spouse of an employee's child;
- An employee's brother or sister; and
- A relative of the employee who is dependent on the employee for care or assistance.

Please note that all references to a "spouse" include a same-sex spouse or partner.

2. TAKING PERSONAL EMERGENCY LEAVE

You must inform management before taking a personal emergency leave. However, if, due to your circumstances, you have to commence a personal emergency leave before notifying management, you must inform Madalina Gozu, or another member of management, as soon as possible after starting the leave.

Also, we may require that you provide evidence reasonable in the circumstances that you were entitled to the leave.

B. FAMILY MEDICAL LEAVE

1. WHAT IS FAMILY MEDICAL LEAVE?

Family medical leave is an unpaid leave of absence of up to 28 weeks. It may be taken to provide care and support to a specified family member if a qualified health practitioner issues a certificate stating that the individual has a serious medical condition with a significant risk of death occurring within a period of 52 weeks.

All employees, whether full-time, part-time, permanent, or contract, who are covered by the ESA are entitled to family medical leave.

For the purposes of this policy a “specified family member” means:

- An employee’s spouse; or common-law partner;
- A parent, step-parent or foster parent of an employee or an employee’s spouse;
- A child, step-child or foster child of an employee or an employee’s spouse;
- A brother, step-brother, sister, or step-sister of an employee;
- A grandparent or step-grandparent of an employee or of an employee’s spouse;
- A grandchild or step-grandchild of an employee or of an employee’s spouse;
- A brother-in-law, step-brother-in-law, sister-in-law or step-sister-in-law of an employee;
- A son-in-law or daughter-in-law of an employee or of an employee’s spouse;
- An uncle or aunt of an employee or of an employee’s spouse;
- A nephew or niece of an employee or of an employee’s spouse; and
- The spouse of an employee’s grandchild, uncle, aunt, nephew or niece.

Please note that all references to a “spouse” include a same-sex spouse or partner.

A “qualified health practitioner” is a person who is qualified to practice medicine under the laws of the jurisdiction in which care or treatment of the family member is being provided. In Ontario, only medical doctors can issue a certificate.

2. TAKING FAMILY MEDICAL LEAVE

A family medical leave will be scheduled in accordance with the ESA and shall continue for as long as required, but not for longer than the maximum period permitted under the Act. For further clarity, the timing and duration of any leave shall be governed by the provisions of the Act.

C. PREGNANCY AND PARENTAL LEAVE

In accordance with the terms of this policy, Kanata Gymnosphere will provide pregnancy and parental leave for eligible employees in accordance with the provisions of the ESA.

Also, it is extremely important that employees obtain information about their rights to EI benefits if they are considering taking a pregnancy or parental leave. For information

about maternity and parental benefits, contact Service Canada's Employment Insurance Automated Telephone Information Service at 1-800-206-7218.

1. WHAT IS PREGNANCY LEAVE?

Pregnancy leave is a right that pregnant employees have to take up to 17 weeks of unpaid time off work.

2. WHAT IS PARENTAL LEAVE?

Parental leave is a right that parents (as defined below) have to take unpaid time off work when a baby or child is born or first comes into their care. Parental leave is not part of pregnancy leave and so an employee may take both pregnancy and parental leave.

For the purposes of this policy, a "parent" includes:

- a birth parent;
- an adoptive parent (whether or not the adoption has been legally finalized);
or
- a person who is in a relationship of some permanence with a parent of a child and who plans on treating the child as his or her own. This includes same-sex couples.

3. HOW LONG IS A PREGNANCY LEAVE?

Birth mothers are entitled to 17 weeks of unpaid pregnancy leave. However, if an employee has taken a full 17 weeks of leave but is still pregnant, she may continue on the pregnancy leave until the birth of the child.

An employee may choose to take a shorter pregnancy leave. However, once an employee has started her pregnancy leave, she must take it all at once. An employee cannot use up part of the 17 weeks, return to work and then go back on pregnancy leave for the unused portion. If the employee returns to work, then she gives up the right to take the rest of her leave.

4. HOW LONG IS A PARENTAL LEAVE?

Birth mothers who do not take pregnancy leave, and all other new parents, are entitled to a maximum of 63 weeks' parental leave.

Those who take pregnancy leave are also entitled to a maximum of 61 weeks' parental leave.

5. WHO CAN TAKE A PREGNANCY OR PARENTAL LEAVE?

A pregnant employee is entitled to pregnancy leave whether she is a full-time, part-time, permanent or contract employee, provided that she was hired at least 13 weeks before the baby's expected birth date ("due date").

A parent is entitled to parental leave whether he or she is a full time, part-time, permanent or contract employee, provided that he or she was hired at least 13 weeks before the date the leave is going to start.

6. TAKING PREGNANCY OR PARENTAL LEAVE?

Pregnancy and parental leaves will be scheduled in accordance with the ESA and shall continue for as long as required, but not for longer than the maximum period permitted under the Act. For further clarity, the timing and duration of any leave shall be governed by the provisions of the Act.

Please read the ESA for a detailed explanation of your leave entitlements.

D. DOMESTIC OR SEXUAL VIOLENCE LEAVE

Kanata Gymnosphere will provide domestic or sexual violence leave to employees in accordance with the provisions of the ESA.

1. WHAT IS DOMESTIC OR SEXUAL VIOLENCE LEAVE?

An employee who has been employed for at least 13 consecutive weeks is entitled to a leave of absence where that employee or the employee's child experiences domestic or sexual violence, or the threat of sexual or domestic violence. The leave must be taken for one of the following purposes:

- To seek medical attention for a physical or psychological injury or disability caused by the domestic or sexual violence;
- To obtain services from a victim services organization;
- To obtain psychological or other professional counselling;
- To relocate temporarily or permanently;
- To seek legal or law enforcement assistance; or
- Such other purposes as may be prescribed by the Act from time to time.

An employee will be entitled to up to 10 individual days of leave and up to 15 weeks of leave if the employee or his or her child or children experience(s) domestic or sexual violence, or the threat of domestic or sexual violence. The first five (5) days of leave in each year will be paid. The remaining days will be unpaid.

2. TAKING DOMESTIC OR SEXUAL VIOLENCE LEAVE

A domestic or sexual violence leave will be scheduled in accordance with the ESA and shall continue for as long as required, but not for longer than the maximum period permitted under the Act. For further clarity, the timing and duration of any leave shall be governed by the provisions of the Act.

Please read the ESA for a detailed explanation of your leave entitlements.

E. CRITICAL ILLNESS LEAVE

Kanata Gymnosphere will provide critical illness leave to employees in accordance with the provisions of the ESA.

1. WHAT IS CRITICAL ILLNESS LEAVE?

Critical illness leave is an unpaid job-protected leave of absence of up to 37 weeks in relation to a critically ill minor child, or 17 weeks in relation to a critically ill adult within a 52-week period.

All employees who have been employed for at least six (6) consecutive months are eligible for critical illness leave, whether they are full-time, part-time or permanent employees of Kanata Gymnosphere, and are covered by the ESA.

Critical illness leave may be taken to provide care or support to a critically ill minor child or adult who is a family member of the employee for whom a qualified health practitioner has issued a certificate stating:

1. That the minor child is a critically ill minor child, or the adult is a critically ill adult who requires the care or support of one or more family members; and
2. Sets out the period during which the minor child or adult requires the care or support.

A “minor child” means a child, step-child, foster child or child who is under legal guardianship, and who is under 18 years of age.

An “adult” means a person who is 18 years of age or older.

“Critically ill” means that a person’s baseline state of health has significantly changed and their life is at risk as a result of an illness or injury. It does not include chronic conditions.

A “family member” means:

- The employee’s spouse (including same-sex spouse);
- A parent, step-parent or foster parent of the employee or the employee’s spouse;
- A child, step-child or foster child of the employee or the employee’s spouse;
- A brother, step-brother, sister, or step-sister 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; or
- The spouse of the employee's grandchild, uncle, aunt, nephew or niece.

Critical illness leave may also be taken for a person who considers the employee to be like a family member.

A "qualified health practitioner" is a person who is qualified to practice as a physician, registered nurse, or psychologist under the laws of the jurisdiction in which care or treatment is being provided. In Ontario, this includes psychiatrists and nurse practitioners. Different types of health practitioners may be able to issue certificates in different jurisdictions; it will depend on the laws of that jurisdiction.

Family members do not have to live in Ontario in order for an employee to be eligible for critical illness leave.

An employee can take critical illness leave to care for a minor child who is their own child, or a minor child who is a family member from the list above (for example, a nephew, niece or grandchild).

2. TAKING CRITICAL ILLNESS LEAVE

A critical illness leave will be scheduled in accordance with the ESA and shall continue for as long as required, but not for longer than the maximum period permitted under the Act. For further clarity, the timing and duration of any leave shall be governed by the provisions of the Act.

Please read the ESA for a detailed explanation of your leave entitlements.

F. CRIME-RELATED CHILD DEATH OR DISAPPEARANCE LEAVE

Kanata Gymnosphere will provide crime-related child death or disappearance leave to employees in accordance with the provisions of the ESA.

1. WHAT IS CRIME-RELATED CHILD DEATH OR DISAPPEARANCE LEAVE?

Crime-related child death or disappearance leave is an unpaid job-protected leave of absence. It may last for up to 104 weeks in the event of the crime-related death of a child and up to 52 weeks with respect to the crime-related disappearance of a child.

Employees who have been employed by Kanata Gymnosphere for at least six (6) consecutive months and who are covered by the ESA are entitled to crime-related child death or disappearance leave if it is probable, considering the circumstances, that a child of the employee died or disappeared as a result of a crime.

An employee is not entitled to this leave if the employee is charged with the crime or if it is probable, considering the circumstances, that the child was a party to the crime.

“Child” means a child, step-child or foster child who is under 18 years of age.

Generally speaking, crime means an offence under the Criminal Code of Canada.

2. TAKING CRIME-RELATED CHILD DEATH OR DISAPPEARANCE LEAVE

Crime-related or child death or disappearance leave will be scheduled in accordance with the ESA and shall continue for as long as required, but not for longer than the maximum period(s) permitted under the Act. For further clarity, the timing and duration of any leave shall be governed by the provisions of the Act.

Please read the ESA for a detailed explanation of your leave entitlements.

G. FAMILY CAREGIVER LEAVE

Kanata Gymnosphere will provide family caregiver leave to employees in accordance with the provisions of the ESA.

1. WHAT IS FAMILY CAREGIVER LEAVE?

Family caregiver leave is unpaid, job-protected leave of up to eight (8) weeks per calendar year per specified family member. Family medical leave is another job-protected leave available under the ESA for employees with certain relatives who have a serious medical condition.

Family caregiver leave may be taken to provide care or support to certain family members for whom a qualified health practitioner has issued a certificate stating that he or she has a serious medical condition.

Family caregiver leave differs from family medical leave (see Section B above) in that 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.

All employees, whether full-time, part-time, permanent, or term contract, who are covered by the ESA, may be entitled to family caregiver leave.

The phrase “care or support” includes, but is not limited to: providing psychological or emotional support; arranging for care by a third-party provider; or directly providing or participating in the care of the family member.

A “family member” means:

- The employee’s spouse (including same-sex spouse);
- A parent, step-parent or foster parent of the employee or the employee’s spouse;
- A child, step-child 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.

A “qualified health practitioner” is a person who is qualified to practice as a physician, registered nurse, or psychologist under the laws of the jurisdiction in which care or treatment is being provided. In Ontario, this includes psychiatrists and nurse practitioners. Different types of health practitioners may be able to issue certificates in different jurisdictions; it will depend on the laws of that jurisdiction.

Family members do not have to live in Ontario in order for an employee to be eligible for critical illness leave.

2. TAKING FAMILY CAREGIVER LEAVE

Family caregiver leave will be scheduled in accordance with the ESA and shall continue for as long as required, but not for longer than the maximum period(s) permitted under the Act. For further clarity, the timing and duration of any leave shall be governed by the provisions of the Act.

Please read the ESA for a detailed explanation of your leave entitlements.

H. EMERGENCY LEAVE FOR DECLARED EMERGENCIES

Kanata Gymnosphere will provide emergency leave (for declared emergencies) to employees in accordance with the provisions of the ESA.

1. WHAT IS DECLARED EMERGENCY LEAVE?

An employee is entitled to a leave of absence without pay if the employee will not be performing the duties of his or her position because of an emergency declared under section 7.0.1 of the Ontario *Emergency Management and Civil Protection Act* and:

- Because of an order that applies to him or her made under section 7.0.2 of the Ontario *Emergency Management and Civil Protection Act*;
- Because of an order that applies to him or her made under the Ontario *Health Protection and Promotion Act*;
- Because he or she is needed to provide care or assistance to: a spouse; a parent, step-parent or foster parent of the employee or the employee's spouse; a child, step-child or foster child of the employee or the employee's spouse; a grandparent, step-grandparent, grandchild or step-grandchild of the employee or of the employee's spouse; the spouse of a child of the employee; the employee's brother or sister; or a relative of the employee who is dependent on the employee for care or assistance; or
- Because of such other reasons as may be prescribed by the Act or at law.

2. TAKING DECLARED EMERGENCY LEAVE

Declared emergency leave will be scheduled in accordance with the ESA and shall continue for as long as required, but not for longer than the maximum period(s) permitted under the Act. For further clarity, the timing and duration of any leave shall be governed by the provisions of the Act.

Please read the ESA for a detailed explanation of your leave entitlements.

I. ORGAN DONOR LEAVE

Kanata Gymnosphere will provide organ donor leave to employees in accordance with the provisions of the ESA.

1. WHAT IS ORGAN DONOR LEAVE?

Organ donor leave is unpaid, job-protected leave of up to 13 weeks, for the purpose of undergoing surgery to donate all or part of certain organs to a person. In some cases, organ donor leave can be extended for up to an additional 13 weeks.

An employee is entitled to organ donor leave whether he or she is a full-time, part-time, permanent, or term contract employee, and is covered by the ESA.

To qualify for organ donor leave, the employee must:

- Have been employed for at least 13 weeks; and

- Undergo surgery to donate all or part of one of the following organs to another person:
 - Kidney
 - Liver
 - Lung
 - Pancreas
 - Small bowel

Kanata Gymnosphere may request than an employee provide a medical certificate for the following reasons:

- Confirming that the employee has undergone or will undergo surgery to donate an organ;
- To determine when the employee is to begin the leave if it is before the day of the organ donation surgery; and/or
- To extend a leave for a period of time because the employee is not yet able to perform the duties of his or her position.

The employee must provide the certificate to Kanata Gymnosphere as soon as possible after it has been requested.

2. TAKING ORGAN DONOR LEAVE

Organ donor leave will be scheduled in accordance with the ESA and shall continue for as long as required, but not for longer than the maximum period(s) permitted under the Act. For further clarity, the timing and duration of any leave shall be governed by the provisions of the Act.

Please read the ESA for a detailed explanation of your leave entitlements.

J. RESERVIST LEAVE

Kanata Gymnosphere will provide reservist leave to employees in accordance with the provisions of the ESA.

1. WHAT IS RESERVIST LEAVE?

Employees who are reservists and who are deployed to an international operation or to an operation within Canada that is or will be 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) are entitled to unpaid leave for the time necessary to engage in that operation. In the case of an operation outside Canada, the leave would include pre-deployment and post-deployment activities that are required by the Canadian Forces in connection with that operation.

In order to be eligible for reservist leave, an employee must be employed for at least six (6) consecutive months.

2. TAKING RESERVIST LEAVE

Reservist leave will be scheduled in accordance with the ESA and shall continue for as long as required, but not for longer than the maximum period(s) permitted under the Act. For further clarity, the timing and duration of any leave shall be governed by the provisions of the Act.

Please read the ESA for a detailed explanation of your leave entitlements.

K. EFFECT OF A LEAVE

The purposes of the foregoing leaves, their length, the individuals with respect to whom they can be taken, and eligibility criteria vary. An employee may be entitled to more than one leave for the same event. Each leave is separate and the right to each leave is independent of any right an employee may have to the other leave(s).

Please read the ESA for a detailed explanation of your leave entitlements.

Unless otherwise required by law, while an employee is on a leave, his or her terms of employment will remain the same and Kanata Gymnosphere will continue to pay its share of the premiums required to maintain benefits, if any, which were available to the employee prior to the leave.

L. VOTING, JURY AND WITNESS DUTY

1. VOTING ON ELECTION DAY

If your schedule interferes with your ability to vote in a federal, provincial or municipal election, then appropriate time off without loss of pay in accordance with applicable legislation will be provided.

2. JURY AND WITNESS DUTY

If required by law Kanata Gymnosphere will allow you to take unpaid time off to serve on jury duty in a court of record or if you are subpoenaed as a witness in a legal proceeding.

An employee must notify Kanata Gymnosphere as soon as possible after receiving a notice to serve, and must also show evidence.

M. COMPASSIONATE LEAVE AND OTHER LEAVES OF ABSENCE

Kanata Gymnosphere recognizes that there may be times when employees need to take a leave of absence from work for reasons other than those identified above. While

it is impossible to define all of the circumstances in which an employee will require time away from work, this policy is intended to provide some general guidelines.

Kanata Gymnosphere will consider requests for a leave of absence having regard for, among other things:

- Previous requests for a leave of absence;
- The availability of suitable replacement staff;
- The time of year at which the request is made; and
- The purposes of the leave.

All requests for a leave of absence will be considered on an unpaid basis and without a continuation of benefits, unless otherwise stated and expressly indicated in writing by Kanata Gymnosphere or required by law.

If an employee wishes to make a request, he or she must do so in writing to Kanata Gymnosphere at least 30 days prior to the desired start date for the leave.

PART 4: ATTENDANCE POLICY AND SCHEDULING

Employees are required to report to work in accordance with their approved schedules. This includes maintaining regular attendance and arriving to work for their scheduled start time ready to commence work.

A. CALL IN PROCEDURES

In the event of absence, employees are required to call in or report the absence to their supervisor at least two (2) hours before their scheduled start time. If an absence can be scheduled in advance, an employee is required to do so in writing to their supervisor.

Where it is impossible for an employee to report an absence as a result of hospitalization or for other emergency related reasons, the employee may have a family member or friend report the absence at the first available opportunity.

In the event of a late arrival, employees are required to call in or report their late arrival to their supervisor as soon as possible.

If an employee must leave work early, he or she must notify their supervisor as soon as possible. The employee will be expected to make up the lost time during the work week in which the early departure occurs.

If late arrivals or early departures can be scheduled in advance, an employee is required to do so in writing to their supervisor.

B. MEDICAL DOCUMENTATION

Employees are required to provide medical documentation (at the employee's expense) to the 1st shift after the employee's annual PEL entitlement of ten (10) days has been exhausted.

C. CULPABLE ABSENTEEISM

An employee may be disciplined up to and including dismissal for culpable absenteeism. Culpable absenteeism refers to absences that are "blameworthy" in the sense that they involve the unjustified withdrawal of services by an employee – for example, failing to show up for work on time or failing to request and/or report an absence in accordance with this policy.

D. ABSENCES FOR APPOINTMENTS

Any appointment such as doctors or dentists should be scheduled outside of normal working time. Time off for appointments that can only be scheduled during working hours must be approved by an employee's supervisor.

It is expected that employees will make up the time taken for personal appointments. For example, if an employee is away from the office for two (2) hours to attend an appointment, it is expected that the time will be made up during the same week in which the absence occurs, or deducted at management's sole discretion.

E. BREAKS

The ESA requires that qualified employees take a half (0.5) hour break every five (5) hours. This requirement must be taken into consideration if the employee wishes to make up some or all of the time through his or her lunch period.

F. SCHEDULING RULES

1. "THREE HOUR RULE"

If an employee who regularly works more than three (3) hours per day attends for and is ready to work, but works less than three (3) hours despite being able to work longer, then Kanata Gymnosphere shall pay the employee wages for three (3) hours equal to the greater of:

- a) The sum of,
 - (i) The amount the employee earned for the time worked; and
 - (ii) Wages equal to the employee's regular rate for the remainder of the time.
- b) Wages equal to the employee's regular rate of pay for three (3) hours of work.

However, Kanata Gymnosphere will not be required to pay the foregoing amounts if Kanata Gymnosphere it is unable to provide work for the employee because of fire, lightning, power failure, storms or similar causes beyond Kanata Gymnosphere's control that result in a work stoppage.

PART 5: DISCIPLINE POLICY

Kanata Gymnosphere promotes fair and constructive treatment of unacceptable work performance. The following progressive discipline process will, where appropriate, be carried out with the intent of improving employee behaviour and performance.

A. IDENTIFICATION OF PERFORMANCE ISSUES

An employee's supervisor is responsible for promptly identifying and responding to any unsatisfactory conduct or performance by the employee. Before initiating our progressive discipline process, the supervisor shall first communicate our expectations to the employee both verbally and in writing so that the employee is fully aware of the standards expected of him or her and that failure to comply with those standards will result in discipline.

B. PROGRESSIVE DISCIPLINE

If an employee's performance continues to fall short of acceptable standards and/or if an employee engages in misconduct, such as violating the rules set out in this policy, the employee's supervisor shall initiate the progressive discipline policy, as explained in detail below.

1. STEP ONE: VERBAL WARNING

The employee's supervisor shall meet privately with the employee to discuss his or her performance issues and warn the employee that failure to correct his or her conduct could lead to further discipline up to and including dismissal. The supervisor shall discuss with the employee ways to bring about improvements in the employee's performance and schedule a follow-up interview date.

If Kanata Gymnosphere determines that it is appropriate, the employee will be placed on a performance improvement plan with the aim of helping the employee correct his or her behaviour and improve his or her work performance.

2. STEP TWO: WRITTEN WARNING

Where an employee's performance does not improve following Step 1, then the employee shall receive a written warning that his or her continued misconduct could lead to further disciplinary action up to and including dismissal. The employee's supervisor will again discuss with the employee ways to bring about improvements in the employee's performance and schedule a follow-up interview date.

If Kanata Gymnosphere determines that it is appropriate, the employee will be placed on a new or updated performance improvement plan with the aim of helping the employee correct his or her behaviour and improve his or her work performance.

3. STEP THREE: DISMISSAL

If the employee's misconduct continues after Step 2, then the employee will be dismissed for cause.

C. EXCEPTION FOR SERIOUS MISCONDUCT

Kanata Gymnosphere reserves the right to dismiss an employee prior to carrying out any or all of the steps set out in Section B above where, in its sole discretion, we determine that the employee has engaged in serious misconduct – for example, theft, breach of confidentiality, workplace violence, discrimination and/or harassment.

PART 6: ANTI-DISCRIMINATION POLICY

A. ORGANIZATIONAL COMMITMENT

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

Under the Ontario *Human Rights Code*, every person has the right to freedom from harassment and discrimination in employment.

Harassment and discrimination will not be tolerated, condoned, or ignored. If a claim of harassment or discrimination is proven, disciplinary measures will be applied against the offending employee(s), up to and including dismissal.

B. OBJECTIVES

The objectives of this policy are to:

- Ensure that all staff and clients are aware that harassment and discrimination are unacceptable practices and are incompatible with our standards, as well as being a violation of the law; and
- Set out the types of behaviour that may be considered offensive and are prohibited by this policy.

This policy is intended to promote appropriate standards of conduct at all times.

C. APPLICATION

The right to freedom from discrimination and harassment extends to all employees, including full-time, part-time, temporary and contract staff, as well as volunteers, co-op students, interns and apprentices.

It is also unacceptable for members of staff or contractors working on our behalf to engage in harassment or discrimination when dealing with clients, or with others with whom they have professional dealings, such as suppliers, service providers and potential clients.

This policy applies to every level of our organization and to every aspect of the workplace environment and employment relationship, including recruitment, selection, promotion, transfers, training, salaries, benefits and termination. It also covers rates of pay, overtime, hours of work, holidays, discipline and performance evaluations.

Furthermore, this policy applies to events that occur outside of the physical workplace, such as during business trips and company parties.

D. PROTECTED GROUNDS

This policy prohibits discrimination or harassment on the basis of the following grounds, and any combination of these grounds:

- Age;
- Creed;
- Religion;
- Sex (including pregnancy and breastfeeding);
- Gender identity;
- Family status (such as being in a parent-child relationship);
- Marital status (including the status of being married, single, widowed, divorced, separated, or living in a conjugal relationship outside of marriage, whether in a same sex or opposite sex relationship);
- Disability (including mental, physical, developmental or learning disabilities);
- Race;
- Ancestry;
- Place of origin;
- Ethnic origin;
- Citizenship;
- Colour;
- Record of offences (criminal conviction for a provincial offence, or for an offence for which a pardon has been received); and
- Association or relationship with a person identified by one of the above grounds.

E. DEFINITIONS OF PROHIBITED BEHAVIOUR

For the purposes of this policy:

“Discrimination” means any form of unequal treatment based on a protected 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.

“Harassment” means a course of comments or actions that are known, or ought to reasonably to be known, to be unwelcome. It can involve words or actions that

are known or should be known to be offensive, embarrassing, humiliating, demeaning, or unwelcome.

1. EXAMPLES OF PROHIBITED BEHAVIOUR

Examples of the type of behaviour prohibited by this policy include:

- Any form of sexual harassment, including touching, petting, pinching, kissing, unwelcome sexual flirtations, advances, requests, or invitations and leering or other suggestive gestures;
- The display of visual sexual material that is offensive, or which one ought to know, is offensive;
- Bullying;
- Demeaning and/or belittling comments;
- Nicknames, remarks, jokes or innuendos related to an individual's race, sex, disability, sexual orientation, creed, age, or any other ground;
- Obscene remarks or gestures;
- Display or circulation of offensive pictures, graffiti or materials, whether in print form or via e-mail or other electronic means;
- Singling out an individual for humiliating or demeaning teasing or jokes because they are a member of a protected group;
- Comments ridiculing an individual because of characteristics that are related to grounds of discrimination; and
- Creating a poisoned work environment thorough comments or conduct (including comments or conduct that are condoned or allowed to continue when brought to the attention of management). The comments or conduct may not be directed at a specific individual, and may be from any individual, regardless of position or status. A single comment or action, if sufficiently serious may create a poisoned environment.

2. WHAT ISN'T WORKPLACE HARASSMENT OR DISCRIMINATION?

Reasonable action or conduct by a manager, supervisor or employee that is part of his/her normal work function will not normally be considered harassing or discriminatory. This is the case even if there are sometimes unpleasant consequences for an employee. Examples include:

- Changes in work assignments;
- Scheduling;
- Job assessment and evaluation;
- Workplace inspections;

- Implementation and enforcement of dress codes; and
- Counselling/disciplinary action.

Differences of opinion or minor disagreements between co-workers will also not generally be considered to be workplace harassment.

F. ROLES AND RESPONSIBILITIES

All employees are expected to uphold and abide by this policy, by refraining from any form of harassment or discrimination, and by cooperating fully in any investigation of a harassment or discrimination complaint.

Managers and supervisors have the additional responsibility to act immediately on observations or allegations of harassment or discrimination. Managers and supervisors are responsible for creating and maintaining a harassment and discrimination-free organization, and should address potential problems before they become serious.

G. COMPLAINTS PROCEDURE

1. STEP ONE: REPORTING

Any employee who believes they have been subjected to workplace discrimination or harassment should report the matter to any supervisor or to the complaints officer Madalina Gozu, for investigation in accordance with the procedures set out below.

No retaliation or reprisals will be undertaken or tolerated against any employee who, in good faith, complains of, reports or participates in the investigation of any allegations of workplace discrimination or harassment.

A report should include details about the alleged incident(s), including the date(s), time(s) and location(s), what happened, who was involved and the names of any witnesses.

A supervisor in receipt of any report or complaint by an employee of workplace discrimination or harassment, or who otherwise becomes aware of any allegation of workplace discrimination or harassment, shall immediately notify the complaints officer.

2. STEP TWO: WORKPLACE INVESTIGATION

The complaints officer, upon receipt of a complaint or allegation of workplace discrimination or harassment, shall conduct a prompt, thorough and confidential investigation into the allegation or complaint.

Kanata Gymnosphere will also conduct an investigation if it indirectly becomes aware of an incident of workplace harassment or discriminatory conduct, such as where an

employee witnesses an incident of workplace harassment or discrimination or learns about it from a third party.

Kanata Gymnosphere may, at its discretion, or where required, utilize the services of a third-party investigator.

Under no circumstances will a complaint or allegation be investigated by the individual who is the alleged harasser or by the individual who is alleged to have engaged in discriminatory conduct. Furthermore, under no circumstances will a complaint be investigated by an individual who is under the direct control of the alleged harasser or by an individual who is alleged to have engaged in discriminatory conduct.

Furthermore, if Kanata Gymnosphere is the alleged harasser, or is alleged to have engaged in discriminatory conduct, then Kanata Gymnosphere must designate a person who is not under the direct control of Kanata Gymnosphere to investigate the complaint.

We may, at our discretion, utilize the services of outside legal counsel or such other external expertise as necessary in the circumstances.

The investigation procedure is as follows:

1. Interview with the complainant: The complaints officer or investigator shall interview the complainant concerning the facts underlying his or her allegation(s).
2. Interview with the respondent: The complaints officer or investigator will interview the employee accused of committing the workplace discrimination or harassment. The employee will be asked for his or her response to the allegation(s) being made and for his or her side of the story.
3. Interviews with witnesses and other individuals: The complaints officer or investigator will then interview any other employees or individuals who may have witnessed the incidents of alleged workplace discrimination or harassment, or who may otherwise be able to provide information relevant to the investigation.
4. Records: The investigation will be documented and the record will consist of, among other things, detailed notes of all interviews with employees and witnesses and all other information relevant to the investigation.
5. Report: The results of the investigation will be reported, in writing, to management. The results will include an assessment of the validity of the complaint.

3. STEP THREE: ACTION

The results of an investigation must be communicated in writing within ten (10) calendar days of the investigation being concluded to the worker(s) who has/have claimed the alleged harassment or discrimination. Where an investigation results in disciplinary

action, the complainant(s) and the respondent(s) will be informed in writing. If the investigation does not corroborate the complaint(s), then the complainant(s) and the respondent(s) will be advised in writing and the matter will be closed. It is important to note that the results of the investigation are not the same as the investigation report. The results of the investigation are a summary of the findings of the investigation.

If the investigation corroborates the complaint(s), to the satisfaction of Kanata Gymnosphere, then Kanata Gymnosphere will, among other things, take appropriate disciplinary action against the offending employee(s), and any other measures it deems necessary to properly address the incident and prevent future incidences of workplace discrimination and harassment. The nature and extent of any disciplinary or remedial action shall be determined by Kanata Gymnosphere in its sole discretion and may include dismissal of the offending employee(s).

Any corrective action must be communicated to the complainant(s) and the respondent(s) in writing within ten (10) calendar days of the investigation being concluded. The amount of information provided about the corrective action will depend on the circumstances but must indicate what steps the employer has taken or will take to prevent a similar incident of workplace harassment if workplace harassment was found.

H. EMPLOYEE COOPERATION

If it is necessary for the purposes of completing, carrying out or protecting the integrity of an investigation, or if it is necessary to maintain work environment that is safe and free of harassment and discrimination, Kanata Gymnosphere may require an employee to remain out of the workplace while an investigation is being conducted.

The participation and cooperation of all employees is critical to the development and implementation of this policy. The refusal or failure of any employee to cooperate with Kanata Gymnosphere is a serious form of misconduct for which an employee may be disciplined up to and including dismissal.

I. CONFIDENTIALITY

Kanata Gymnosphere recognizes the difficulty of coming forward with a complaint of workplace discrimination or harassment and a complainant's interest in keeping the matter confidential. To protect the interests of the complainant, the respondent, persons who may report incidents of workplace harassment and the integrity of the process, confidentiality will be maintained throughout the process and information relating to the complaint will be disclosed only to the extent necessary to carry out this policy and where disclosure is required by law.

All individuals involved in a workplace investigation are expected to keep the substance of the investigation strictly confidential. Unless otherwise set out in this policy, all records of complaints, including records of meetings, interviews, results of investigations and other relevant material, will be maintained in a confidential file and

will be disclosed only to the extent necessary to carry out these procedures and where disclosure is required by law.

All such records will be retained in accordance with our privacy policy and procedures.

J. POLICY REVIEW

This policy shall be monitored on an ongoing basis and shall be reviewed annually.

PART 7: ACCESSIBILITY POLICY

A. INTRODUCTION

The Accessibility for Ontarians with Disabilities Act (AODA) is a law that sets out a process for developing and enforcing accessibility standards for people with disabilities.

Accessibility standards are laws that govern businesses, non-profits and public sector organizations to become more accessible.

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

B. APPLICABILITY

The right to freedom from discrimination and harassment extends to all employees including full time, part time, temporary or contract staff.

This policy applies at every level of organisation and to every aspect of the workplace environment and employment relationship.

C. RESPONSIBILITY

Employees shall, at the earliest opportunity, advise Kanata Gymnosphere of any change in their circumstances that may require Kanata Gymnosphere to consider or take account of an employee's needs connected to or related to their disability.

Kanata Gymnosphere may, where it considers it necessary or appropriate, seek professional guidance, including medical advice, in undertaking and fulfilling its obligations under this policy.

D. HIRING, RECRUITMENT AND PROMOTION

Kanata Gymnosphere shall notify its employees and job applicants about the availability of accommodation for applicants with disabilities in its recruitment processes.

If a selected applicant or employee requests an accommodation, Kanata Gymnosphere shall consult with the applicant and arrange for the provision of suitable accommodation in a manner that takes into account the applicant's accessibility needs due to their disability.

E. SUPPORT FOR EMPLOYEES

Where an employee with a disability requests it, Kanata Gymnosphere will consult with the employee about the provision of accessible formats and communication supports that may be needed in order for the employee to perform their job.

Kanata Gymnosphere shall develop and have in place a written process for the development of documented individual accommodation plan for employees with disabilities.

F. PERFORMANCE MANAGEMENT

Kanata Gymnosphere uses performance management in respect of its Employees and shall take into account the accessibility needs of Employees with disabilities, when using its performance management process in respect of employees with disabilities.

G. RETURN TO WORK

Where an employee has been absent from work due to ill health or sickness that is related to or connected with their disability, Kanata Gymnosphere shall develop and have in place a return to work process.

Such a process shall be documented and shall identify the steps that Kanata Gymnosphere shall take to facilitate the return to work of Employees who were absent because of their disability.

Such a process shall include a documented individual accommodation plan and a Return to Work Interview.

H. REVIEW

Kanata Gymnosphere will periodically review this policy; carrying out any necessary amendments in the light of changes in legislation or improving good practice and supervising its implementation.

PART 8: ACCESSIBLE CUSTOMER SERVICE POLICY

A. PURPOSE

To provide Kanata Gymnosphere employees with information and training on how to provide accessible customer service for people with disabilities.

To provide our guests and vendors (upon request) information about Kanata Gymnosphere policies regarding accessible customer service.

B. BACKGROUND

Kanata Gymnosphere is committed to excellence in serving all guests, including people with disabilities.

In accordance with the Accessibility Standards for Customer Service, Ontario Regulation 165/16, this policy sets out the standards by which Kanata Gymnosphere will provide goods and services to individuals with disabilities.

Kanata Gymnosphere shall, upon request, supply a copy of the policies, practices and procedures to any person.

C. DEFINITIONS

- Assistive Devices – any auxiliary aid such as communication aids, cognition aids, personal mobility aids and medical aids (i.e. canes, crutches, wheelchairs, or hearing aids).
- Disabilities – a broad range and degree of conditions, some visible and others not. A disability may have been present from birth, caused by an accident, or developed over time. It includes physical, mental, and learning disabilities, mental disorders, hearing or vision disabilities, epilepsy, drug and alcohol dependencies, environmental sensitivities, as well as other conditions. (the same as definition of disability found in the Ontario Human Rights Code)
- Employees – any person who deals with members of the public or other third parties on behalf of Kanata Gymnosphere, whether the person does so as an employee, agent, volunteer or otherwise.
- Persons with disabilities – individuals that are afflicted with a disability as defined under the Ontario Human Rights Code.
- Service Animals – any animal individually trained to do work or perform tasks for the benefit of a person with a disability.
- Support persons – any person whether a paid professional, volunteer, family member or friend that accompanies a person with a disability in order to help with communications, personal care or medical needs, or with access to goods or services.

D. POLICY

Training for Staff

Kanata Gymnosphere will provide training to employees, volunteers and others who deal with the public or other third parties on their behalf. Individuals in the following positions will be trained:

Position Title

Position Title

Other – any other individuals identified as dealing with the public

This training will be provided to new staff within 30 days of their start date, and to existing staff prior to January 1st, 2012. Staff will also be trained when changes are made to the plan.

Training will include:

- An overview of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the customer service standard
- Kanata Gymnosphere's plan related to the customer service standard
- How to interact and communicate with people with various types of disabilities
- How to interact with people with disabilities who use an assistive device, or require the assistance of a service animal, or a support person
- How to use the assistive devices available on-site that may help with providing goods or services to people with disabilities
- What to do if a person with a disability is having difficulty accessing Kanata Gymnosphere's goods and services

Assistive Devices

We will ensure that our staff are trained and familiar with various assistive devices that may be used by guests with disabilities while accessing our goods or services.

[Insert information about each office and what specialist equipment. Example: Our Ottawa office is equipped with a power assisted entrance, one elevator and all washroom facilities are handicap accessible.]

Communication

We will communicate with people with disabilities in ways that take into account their disability.

Service Animals

We welcome people with disabilities and their service animals. People with disabilities may bring their service animals on the parts of our premises that are open to the public or other third parties.

Service animals are not permitted to access the kitchen area for sanitary and hygiene purposes. In these instances, managers will suggest appropriate alternatives and provide assistance.

Support Persons

A person with a disability who is accompanied by a support person will be allowed to have that person accompany them on our premises.

Notice of Temporary Disruptions

In the event of a planned or unexpected disruption to services or facilities for guests with disabilities, Kanata Gymnosphere will notify guests promptly. This clearly posted notice will include information about the reason for the disruption, its anticipated length of time, and a description of alternative facilities or services, if available.

Feedback Process

Guests who wish to provide feedback on the way Kanata Gymnosphere provides goods and services to people with disabilities can provide feedback through several methods:

Verbally, in person or over the phone: to reception, or to [department/person] at [phone number]

E-mail, to: [department/person] [email]; subject 'Accessibility Feedback'

Feedback form, available at reception or from [department/person] by request.

All feedback will be directed to the [department/management].

Where requested, guests can expect to hear back within 5 business days. Where possible, complaints will be addressed within the specified time period. However, some complaints may require more effort to address, and may be reviewed at a higher level. In such cases, guests will receive acknowledgement in the requested method within 5 business days, and feedback within 15 business days.

Alternative Formats

Guests that require documents provided in alternative formats should notify the staff member they are dealing with, or can contact the [department/person] using any of the contact information listed below.

Kanata Gymnosphere will make a reasonable attempt to provide the document in the requested format. If the requested format is not available, staff will work with the customer to determine an appropriate solution.

E. MODIFICATIONS TO THIS OR OTHER POLICIES

Any policy of Kanata Gymnosphere that does not respect and promote the dignity and independence of people with disabilities will be modified or removed.

F. QUESTIONS ABOUT THIS POLICY

Questions about this policy may be addressed to the [department/person]:

In person:

By Mail:

By phone:

By fax:

By e-mail:

PART 9: WORKPLACE VIOLENCE PREVENTION POLICY

A. ORGANIZATIONAL COMMITMENT

Kanata Gymnosphere are committed to providing a working environment that is safe, secure, and free from threats, intimidation and violence. We maintain a zero-tolerance approach to workplace violence. As such, we will not tolerate violent behaviour and will take all reasonable and practical measures to prevent violence and to protect workers from acts of violence.

B. OBJECTIVES

The objectives of this policy are to:

- Ensure that no employee is exposed to violence in the workplace; and
- Ensure that appropriate disciplinary measures are taken against any employee found to have committed violence against another employee up to and including dismissal.

C. APPLICATION

This policy applies to all employees, including full-time, temporary and contract staff, as well as volunteers, students, interns and apprentices. This policy is applicable at all workplace settings and at work-related business and social events that take place off-site.

All members of staff are responsible for preventing violence and reporting acts of violence that threaten, or are perceived to threaten, a safe working environment.

All members of staff are responsible for promptly reporting any incidents that they believe to constitute violence. All reported incidents will be taken seriously and dealt with appropriately.

D. DEFINITIONS

For the purposes of this policy:

“Workplace Violence” occurs when a person is abused, threatened, intimidated or assaulted in the course of employment. Workplace violence includes threatening behaviour, verbal or written threats, verbal abuse and physical attacks. Examples of workplace violence include, but are not limited to:

- Expressions of intent to inflict harm;
- Threatening activity, such as waving a fist;
- Shoving;

- Pushing;
- Hitting;
- Verbal abuse

“Domestic violence” is a pattern of behaviour used by one person to gain power and control over another person with whom he or she has, or has had, an intimate relationship with. This pattern of behaviour may include physical violence, sexual, emotional, and psychological intimidation, verbal abuse, stalking, and using electronic devices to harass and control.

E. ROLES AND RESPONSIBILITIES

1. REPORTING PROCEDURES FOR EMPLOYEES

Anyone who believes they are the victim of workplace violence should immediately report the incident to management.

Anyone who has good reason to believe that workplace violence is occurring or has occurred should immediately report the matter to management.

Employees should also notify management if a restraining order is in effect or if a potentially violent non-work-related situation, such as domestic violence exists that could result in violence in the workplace.

A report of workplace violence should include details about the alleged incident(s), including the date(s), time(s) and location(s), what happened, who was involved and the names of any witnesses.

2. DUTIES OF MANAGEMENT

Managers and supervisors have the additional responsibility to act immediately on observations or allegations of a potentially dangerous situation, including domestic violence. Managers and supervisors are responsible for addressing potential problems before they become serious.

F. INVESTIGATION

All reports of workplace violence, harassment or domestic violence will be taken seriously and will be investigated promptly and thoroughly in accordance with the investigation procedures set out in Part 6 of this policy.

Potentially dangerous situations and precautionary measures will be communicated to individuals who are potentially affected.

Furthermore, the applicable investigation protocol may be altered if it is determined that it is necessary to do so, such as where there is a reasonable and imminent threat to an employee's safety.

G. REPORTING TO POLICE

All physical assaults will be reported to the police, as will any behaviour or threat of violence or harassment that requires police intervention or follow-up.

H. INTERVENTION

We will intervene as appropriate at any indication of a potentially violent or harassing situation.

In the event that an employee is considered to be at risk of violence or harassment either from within or outside of the workplace, a plan will be developed to minimize the risk and respond to any potential emergency situation.

Should we become aware of a potential incident of domestic violence, every reasonable precaution will be taken in the circumstances to protect the affected employee.

I. CORRECTIVE ACTION AND DISCIPLINE

If we determine that an employee has engaged in workplace violence or harassment, appropriate corrective action will be taken, up to and including dismissal.

In addition, we may require that an employee participate in an anger management program or other form of counselling, either voluntarily or as a condition of continued employment. If the violent or harassing behaviour is that of a non-employee, we will take appropriate action in an effort to ensure that such behaviour is not repeated. However, not every complaint will warrant corrective action. Rather, corrective action will be determined on a case-by-case basis.

J. RISK REDUCTION MEASURES

The following measures are in place to minimize the potential of workplace violence or harassment:

1. VISITORS

Visitors (other than clients, program attendees and visiting professionals) are required to register while on the premises. Any person with a history of violence or harassing behaviour may be restricted from accessing our premises.

2. EXTERIOR ENTRANCES

All exterior entrances are to be locked to the outside at all times except for the front door. No exterior doors are to be propped open. The front door will be open during

normal business hours 9:00am to 9:00pm Monday to Friday, 9:00am to 7:00pm Saturday, 9:00am to 7:30pm Sunday.

In the event that a member of staff believes an individual in the reception/waiting area may be violent or exhibiting harassing behaviour, he or she will notify Kanata Gymnosphere's management immediately.

3. SCREENING

The screening process for new employees, students and volunteers will include a police record check to reduce the risk of hiring individuals with a history of violent or harassing behaviour.

4. ORIENTATION

New staff members will be oriented on the Workplace Violence prevention policy, including any risks of violence or harassment relating to their employment and procedures for managing potentially violent or harassing situations.

5. TRAINING

From time to time, we will provide training on violence and harassment prevention as appropriate to the different needs and levels of personnel – for example, stress management, teamwork, conflict resolution, nonviolent crisis intervention, bullying and violence in the workplace including domestic violence, and other related topics.

6. SAFETY INSPECTIONS

The Joint Occupational Health and Safety Committee (see Part 8 of this policy) conducts regular inspections of the premises to assess hazards related to safety matters, including vulnerabilities to workplace violence – for example, lighting and building security.

Kanata Gymnosphere will ensure that appropriate corrective action is taken to reduce risks.

K. INCIDENT MANAGEMENT

In the event of a significant workplace violence or harassment incident, we will assess the situation and arrange for the following interventions as appropriate:

- Facilitation of medical attention;
- Individual debriefing;
- Counseling for employees affected; and
- Reporting to the police.

L. RISK ASSESSMENTS

At least annually and minimally after each and every incidence of workplace violence or harassment, Kanata Gymnosphere shall complete an evaluation to determine whether a

risk of violence or harassment exists due to the nature of the work and/or work environment.

Where workplace violence or harassment risks are identified, evaluation and implementation of appropriate corrective measures are required to reduce or eliminate the identified risks.

M. POLICY REVIEW

This policy shall be monitored on an ongoing basis and shall be reviewed regularly.

PART 10: OCCUPATIONAL HEALTH AND SAFETY

A. POLICY

Kanata Gymnosphere will take every reasonable precaution to prevent personal injury or illness by identifying and controlling workplace hazards, considering health and safety in all organizational activities and complying with all applicable health and safety legislation including the Ontario *Occupational Health and Safety Act* (“OHSA”).

Every member of staff must protect his or her own safety by working in compliance with the law and with the health and safety policies and procedures, including the Workplace Violence Prevention Policy (see Part 7 of this policy).

Failure to abide by this policy or the requirements, regulations, policies or procedures contemplated herein will result in appropriate sanctions, including disciplinary action up to and including dismissal.

Furthermore, any person who contravenes or fails to comply with the health and safety laws of Ontario is guilty of an offence, and upon conviction may be liable to a fine or imprisonment.

This policy applies to all employees, including full-time, temporary and contract staff, as well as volunteers, students, interns and apprentices.

B. JOINT HEALTH AND SAFETY COMMITTEE

Kanata Gymnosphere has one Joint Health and Safety Committee (“JHSC”) established to meet the Ministry of Labour requirements of OHSA. The functions of the committee, as mandated by the OHSA, are to identify and evaluate potential hazards, recommend corrective action to management and follow-up on recommendations.

PART 11: CONFIDENTIALITY

A. CONFIDENTIAL INFORMATION

In the course of your employment, you may receive confidential information about Kanata Gymnosphere and its clients (including client names and contact information) and employees (collectively, “confidential information”). Disclosure of any confidential information would be highly detrimental to its best interests. As such, all employees, volunteers and other agents shall:

- Take precautions to protect and maintain all confidential information;
- Only release confidential information to those authorized to receive it, and then only on a need-to-know basis;
- Not disclose, publish or disseminate (including by way of social media) confidential information to any unauthorized persons, including the media, at any time;
- Not remove confidential information from its premises or your workplace without its express permission;
- Not make improper use of confidential information, either directly or indirectly; and
- Safeguard against unintentionally disclosing confidential information – that is, by not discussing confidential information in public or on a cell phone and by not working with confidential information on a laptop in public, or transmitting such information by unsecured means.

When your employment ends, you must immediately return all materials or property belonging to Kanata Gymnosphere. You agree not to retain, reproduce or use any confidential information or proprietary information or property belonging to Kanata Gymnosphere, including lists of its clients and/or employees and client charts.

B. PROCEDURES FOR HANDLING CONFIDENTIAL INFORMATION

The following rules govern how all employees, volunteers and other agents shall handle and store confidential information:

1. Confidential information shall be circulated in sealed envelopes or storage cases.
2. Address and mark confidential envelopes with the words “PERSONAL AND CONFIDENTIAL”. These envelopes are to be opened only by the persons to whom they are addressed or by persons designated by management as being responsible for handling confidential material.
3. When faxing confidential material, the sender should inform the intended recipient and confirm that the fax machine is intended to receive confidential information.

Where possible, fax numbers should be programmed into the speed dialling feature of fax machines to avoid the risks of misdialing.

4. At the end of the working day, individuals must lock doors, desks, filing cabinets and any other storage cabinets containing confidential information. Such cabinets and storage facilities must be closed and secure at all times.

C. PROTECTION OF ELECTRONIC DATA

The following rules govern the handling of electronic data:

1. Individuals must log off of their computer at the end of every shift or work day or when they are to be away from their desks for an extended period of time.
2. Computer passwords are to be changed semi-annually.
3. Individuals must safeguard and must not disclose their computer access codes or any other access mechanisms they have. In that regard, each person is responsible for all activities undertaken using their access codes or other mechanisms, except where this information was obtained by fraudulent means and the individual in question could not have prevented such unauthorized use through diligent precautionary measures.
4. Where possible, computer monitors should be positioned so that they cannot be seen easily by anyone other than the user.

D. BREACHES OF CONFIDENTIALITY

Anyone who becomes aware of a breach of confidentiality, or who suspects that a breach has occurred, must report the incident to their supervisor or to a member of management immediately. An investigation will then be conducted as expeditiously as possible to determine how the breach occurred and if possible, who was responsible for the breach.

Anyone who becomes aware of an unauthorized or fraudulent use of their access codes or access mechanisms must immediately notify their supervisor or alternatively, a member of management.

E. ACCESS TO PERSONNEL FILES

All personnel files are private and confidential. Unless specifically provided for in this policy, or as may be required by law, no person shall be permitted to access to these files.

Access is limited to the following staff members in order to fulfil their designated job functions:

- Madalina Gozu;
- Lauren Mooney
- Debbie Ramsay
- Amanda Mullan; and
- Laura Mullan

Employees may be permitted reasonable and timely access to their personnel file upon submitting a request to your direct report. Personnel files are the property of Kanata Gymnosphere. At no time shall such files be removed, copied or destroyed without appropriate authorization.

PART 12: SECURITY CAMERA POLICY

A. INTRODUCTION

Kanata Gymnosphere is committed to the ongoing protection of the health and safety of our employees, customers and visitors as well as the protection of properties, both physical and intellectual. In pursuit of this commitment, we have adopted this policy to ensure that appropriate surveillance of Kanata Gymnosphere premises is performed, which will assist us in the achievement of our goals for a secure and safe workplace.

Please be advised that Kanata Gymnosphere will employ security cameras on our premises.

1. DEFINITIONS

Camera Surveillance - Surveillance performed using a video camera designed to monitor and/or record activity.

2. GUIDELINES

Security Cameras

- Kanata Gymnosphere will employ the use of security cameras, as they offer a reasonably effective deterrent for criminal activity, and will assist us in the maintenance of a safe and secure workplace.
- When installing security cameras, Kanata Gymnosphere will ensure that they are located in areas that create minimal intrusion to personal privacy, while monitoring entrances/exits at all times.
- Kanata Gymnosphere will not use security cameras to monitor or measure productivity.
- Kanata Gymnosphere will provide notice that the area is under surveillance by posting visible signs.
- To ensure the ongoing privacy of our staff and the public at large, Kanata Gymnosphere shall ensure that only authorized personnel shall be allowed to operate video surveillance equipment, and review recordings.
- Kanata Gymnosphere shall retain all video surveillance footage for a 30 day period (footage in the corridor area is retained for a period of 6 months). Footage will be retained in excess of the 30 day period where the footage is required as part of an investigation, or for the purposes of evidence.
- All recordings shall be labelled and documented appropriately.
- All activities regarding surveillance activities, access to recordings, and the storage or disposal of recordings shall be documented. Only authorized personnel shall have access to the surveillance activities documentation.
- All recordings shall be stored securely in an access-controlled area.

- With the exception of requests by law enforcement agencies, individuals must submit a formal request to view recordings, and will be subject to approval by Madalina Gozu.
- Requests for access to recordings shall be bound by and subject to the Freedom of Information and Protection of Privacy Act (FIPPA), PIPEDA (Ont.), and applicable legislation depending on geographical location.
- In the event that any law enforcement agency requests access to Kanata Gymnosphere surveillance recordings, Kanata Gymnosphere will act in accordance with the law, and provide the materials as necessary.
- All recordings created by means of security surveillance cameras shall be the sole property of Kanata Gymnosphere and may not be taken, reproduced or destroyed for any reason without prior express written permission. Authorized personnel shall be the only parties eligible to delete recordings, and then only in accordance with this policy, and following the expiration of the 30 day holding period, notwithstanding the requirements for retention in the event of an investigation or for the purposes of evidence.
- Where recordings are disposed of, they must be deleted or destroyed in such a manner as to ensure that they cannot be viewed or accessed by anyone.

Unauthorized Access and/or Disclosure (Privacy Breach)

Any Kanata Gymnosphere employee that witnesses the unauthorized disclosure of any surveillance recordings that are in violation of this Policy, and/or a potential privacy breach must report the incident to Kanata Gymnosphere management immediately.

Kanata Gymnosphere will investigate all reported breaches of privacy, unauthorized viewings or disclosures. Any breaches of this may be subject to disciplinary action.

PART 13: DRUG AND ALCOHOL POLICY

A. GENERAL

Employees are strictly prohibited from reporting to work and engaging in work while impaired by drugs, alcohol or other substances which may cause impairment.

The use, possession, transfer, or sale of any illegal substance on our premises or in any parking lot or work site is strictly prohibited.

B. DEFINITIONS

“Impairment” or “being impaired” means that an employee’s normal physical or mental abilities, or faculties, while at work have been detrimentally affected by the use of substances.

C. APPLICATION

Any employee who reports for work impaired will not be allowed to work. If, in the opinion of management, the employee is considered impaired, the employee shall be sent home by taxi or another safe means of transportation. An impaired employee shall not be allowed to drive under any circumstances.

Any employee who violates this policy by either reporting to work impaired, becoming impaired at work or possessing, transferring or selling an illegal substance at work is guilty of serious workplace misconduct and is subject to severe disciplinary action including dismissal.

When an employee is involved in the use, possession, transfer, or sale of a substance in violation of this policy, we will notify the appropriate authorities.

Kanata Gymnosphere recognizes that drug, alcohol or addictions to other illegal substances can qualify as “disability” for purposes of human rights legislation.

PART 14: MEDICAL MARIJUANA POLICY

A. INTRODUCTION

The employees of Kanata Gymnosphere are our most valuable resource, and for that reason, their health and safety is of paramount concern. Medical marijuana will be treated the same as all other prescription medication. Kanata Gymnosphere has the same expectations from employees who use medical marijuana as who use all other types of medication.

B. GUIDELINES

- Employees may only use medical marijuana with a license in their names from physician.
- If an employee is required to use medical marijuana while at work, he/she must inform your store manager. An employee is not required to disclose his/her specific medical diagnosis; however, he/she is required to provide a note from his/her doctor and a copy of the possession license.
- All information provided in regard to medical marijuana use is considered confidential and will be treated as such, keeping an employee's privacy as a top concern second only to safety.
- Employees who have a medical condition which requires additional accommodation can discuss their marijuana use schedule in the context of the general accommodation plan with Kanata Gymnosphere and their physician.
- Employees may be required to work with the company's service provider who will provide direction and support for the use of medical marijuana.
- Kanata Gymnosphere will work with the individual that requests accommodation in an effort to ensure that the measures taken are both effective, and mutually agreeable.
- In the event that medical marijuana is deemed to pose a significant or potential hazard to the employee and/or other employees, Kanata Gymnosphere will attempt to find alternative work for the employee.

C. USE OF MEDICAL MARIJUANA WHILE AT WORK

- In the event that an employee is taking medical marijuana during regular working hours, he/she is expected to use it in moderation, only at the recommended level of dosage and the applicable frequency of the doses.
- Kanata Gymnosphere asks that, where possible, employees who require medical marijuana use a method of ingestion other than smoking.
- Employees who choose to smoke medical marijuana must abide by all provincial smoking regulations and the company smoking policy.
- Employees who choose to smoke medical marijuana are not permitted to smoke in the presence of other employees.

- Kanata Gymnosphere will determine an appropriate smoking area for the employee, with the goal of maintaining the confidentiality of the employee's medical situation.

D. EMPLOYEE EXPECTATIONS

Employees are required to:

- Disclose their medical marijuana use to management.
- Work with Kanata Gymnosphere to develop accommodation plans that are mutually agreeable.
- Follow the agreed-upon accommodation plan and the guidelines of this policy.
- Never share their medication with any other employee, even those who may have a similar prescription.
- Maintain ongoing communication with management regarding the effects of marijuana on their ability to perform their job duties.
- Never participate in activities which could cause a safety risk such as driving while under the influence of marijuana.

PART 15: INTERNET AND EMAIL POLICY

A. GENERAL

Kanata Gymnosphere owns and controls all workplace technology and information technology resources and systems. Each employee has a responsibility to use workplace information technology resources and systems in a manner that is consistent with the objectives of their employment.

Employees should have no expectation of privacy regarding any information or data that is received, stored or transmitted via workplace technology and information technology resources and systems. In addition, employees have no ownership or proprietary interest in any information or data that is received by, stored on or transmitted with any workplace technology or information technology resources and systems.

Information technology resources and systems refer to the following non-exhaustive list:

- Personal computers and workstations;
- Internal office instant messenger;
- Laptop computers;
- Data storage devices;
- Mini and mainframe computers;
- Computer hardware, such as disk drives and tape drives;
- Peripheral equipment, such as printers, modems, fax machines and copiers;
- Computer software applications and associated files and data, including software that grants access to external services such as the Internet;
- Electronic mail (email);
- Cellular telephones and pagers;
- Personal digital assistants, including iPhones and BlackBerry smartphones; and
- Voicemail systems.

Except as provided in this policy, the use of information technology resources and systems is strictly limited to work-related purposes. Non-business personal use is strictly prohibited.

Any attempt to degrade the performance of a computer system or network or to deprive authorized personnel of resources or access to any of our computer or network is prohibited and will result in discipline up to and including dismissal.

B. INAPPROPRIATE USE OF IT RESOURCES AND SYSTEMS

Inappropriate use of information technology resources and systems includes but is not limited to the following:

- Illegal activity, including breach of copyright laws;
- Accessing inappropriate websites, including but not limited to sites containing pornographic and hate literature;
- Online gambling or other game playing;
- Using technology to harass, discriminate or make defamatory, slanderous or libellous statements – for example, sexually explicit or racial messages and/or jokes;
- Online shopping or bidding on online auctions – for example, E-Bay;
- Accessing chat rooms and instant messaging;
- Flooding or spamming;
- Downloading, installing or using unlicensed software;
- Signing guest books, newsgroups or bulletin boards; and
- Conducting personal business, such as online banking.

C. EMAIL USE

The use of email is reserved primarily for business use. Limited personal use of email is permissible if such use is reasonable and not in contravention of this policy with respect to inappropriate use of information technology resources and systems. Even when used for limited personal use, the content of any email communication sent, received or stored remains the property of Kanata Gymnosphere at all times.

PART 16: SOCIAL NETWORKING POLICY

A)INTRODUCTION

Social networks are web-based communication structures that enable easy communication and relationship building between individuals via the Internet, many of which include additional access to further methods of interaction, such as e-mail and instant messaging. While we at the organization consider the widespread use of social networking applications an effective and useful method for communication in the appropriate context, the potential for misuse by workers, during and out of work hours, is such that the following guidelines are in place.

For the purpose of this policy, the term “use” includes accessing social media by means of computer, mobile phone or by any other device.

B)PURPOSE OF POLICY

This social networking policy has the following purpose:

- To help protect the organization against potential liability;
- To give employees clear guidance on what can and cannot be said about the organization or other workers;
- To help line managers effectively manage employee performance, time management and use of the organization’s resources;
- To help workers separate their professional and personal communication;
- To comply with the law on discrimination, data protection and protecting the health of employees;
- To be clear about the use of monitoring within the organization.

C)POLICY

Access to email and the Internet is provided during working hours for the purpose of effectively completing work and use must comply with all organizational policies and procedures. The organization will not tolerate employees using social networking sites for unofficial or inappropriate uses, specifically:

- You should not use such sites during contracted working hours for personal interest/benefit, without the authority of an appropriate manager. Usage during your agreed breaks is permitted, subject to the rules contained in this policy;
- You should not at any time upload photographs to your social networking sites of yourself or any other employee taken in a work situation or in a work uniform. No defamatory comments about the organization should be made on such sites at any time;
- You should not at any time include information that identifies any other employee/contractor/supplier/client/customer or any other individual working in connection with us;

- You should not at any time express opinions on such sites which purport to be the opinion of the organization, nor comments representing your own views on our organization;
- Any personal blogs should contain a disclaimer that the views expressed on it are personal views of the author only;
- You should not at any time make comments on such sites which bring the organization into disrepute;
- You should not at any time make comments on such sites which amount to bullying, harassment or any other detriment towards other employees/contractors/suppliers/clients/customers or any other individual working in connection with us.
- You should not use instant messaging whether on a computer or by any other means for personal interest during working hours.

D) MONITORING OF SOCIAL NETWORK USE

It is recommended that all employees use strict privacy settings on their social network profiles. The organization monitors your internet usage regularly and may undertake more in depth monitoring where considered necessary. This includes monitoring the websites you visit and any other matters referred to in this policy.

E) ENFORCEMENT

Any employee who we suspect has breached this policy will be subject to the organization's disciplinary procedure.

PART 17: JOB ABANDONMENT POLICY

A. Introduction

Job Abandonment is termination of an individual's employment where the individual has failed to report to work for a period of three (3) days or more and does not intend to return to work. Kanata Gymnosphere expects employees to report for work on time for every scheduled shift.

Employees who are absent without a requested and approved absence for three (3) days or more with no communication with management - it will be deemed the employee has voluntarily resigned their employment as a result of job abandonment. An employee has abandoned their job based on the following criteria:

- Failing to come to work for their scheduled shift without communication with their Manager/Supervisor; or
- Failure to report to work with no communication regarding unauthorized days off from work.

If the employee is unable to contact Kanata Gymnosphere for any absence, he or she should ask a representative (such as a family member or friend) to do so on the employee's behalf. If the employee or a representative is unable to contact Kanata Gymnosphere due to extreme circumstances (such as a medical emergency or natural disaster) that prohibits the employee or his or her representative from contacting the Kanata Gymnosphere within three (3) days, the employee or his or her representative must contact the Kanata Gymnosphere as soon as practicable to explain the situation. In extreme circumstances, the employer will consider the explanation and its timing before determining if the voluntary resignation will be upheld.

B. Procedure

- When an employee is absent from work without an approved leave, the Supervisor will make every reasonable effort to contact the employee to determine the reason for their absence and to establish the employees' intent to return to work.
- The Supervisor will document all communication and communication attempts, such as, emails, phone calls, registered letters and/or text messages. All communications will outline a response deadline.
- The Supervisor will also reach out to the emergency contact on file if they do not get a response from the employee within the specified response deadline.
- If the Supervisor is successful in contacting the employee, the Supervisor must specify the employees date to return to work. A meeting will be set to discuss the unauthorized absence, and depending on the circumstances, the employee may be subject to disciplinary action up to termination of their employment.

C. Conclusion

- If the employee does not return to work on the specified date they are due to return to work, the Employer will send a letter to the employee indicating the employee has voluntarily resigned their employment with Kanata Gymnosphere, or;
- If three (3) days has passed and the supervisor has made every reasonable attempt to get in contact with the employee with no response, it will be considered the employee has voluntarily resigned their employment. A letter will be emailed and register mailed to the employees' residence informing he/she that their employment has been terminated.

PART 18: LAYOFFS

Kanata Gymnosphere reserves the right to lay-off employees where it deems appropriate. A “lay-off” will be considered a temporary cessation of work due to a reduction of work or workforce or the elimination of a position.

Employees will be notified of a lay-off in writing. Lay-offs will be carried out in accordance with the ESA.

PART 19: TERMINATION OF EMPLOYMENT

A. GENERAL

Terminations are to be treated in a confidential, professional manner by all involved. Upon termination, employees are entitled to receive all earned pay and/or commissions and vacation pay.

B. MANNERS OF DISMISSAL

Your employment may be terminated or may cease in the following ways:

1. RESIGNATION

Employees who intend to resign from their employment must provide at least two (2) weeks' written notice.

If we do not require you to work during the resignation period, we will continue your salary to the end of the two-week period.

2. DISMISSAL FOR CAUSE

Employment may be terminated effective immediately with no notice or pay in lieu therefore where there is just cause for termination. Just cause includes but is not limited to the following:

- A material breach of this Agreement or the Employer's employment policies;
- Unacceptable performance;
- Theft, dishonesty or falsifying records, including providing false information as part of your application for employment;
- Intentional destruction, improper use or abuse of our property;
- Violence in the workplace;
- Obscene conduct at our premises or during company-related functions elsewhere;
- Harassment of your co-workers, supervisors, managers, patients, suppliers or other individuals associated with Kanata Gymnosphere;
- Insubordination or willful refusal to take directions;
- Intoxication or impairment in the workplace;
- Repeated, unwarranted lateness, absenteeism or failure to report to work; and
- Personal conduct that prejudices Kanata Gymnosphere reputation, services or morale; and

Upon termination for cause, the employee shall be provided with a written summary of the reasons(s) for dismissal.

3. DISMISSAL WITHOUT CAUSE

Subject to discharging its obligations pursuant to human rights legislation and unless an employee's written contract of employment states otherwise, we may terminate the employment of an individual for any reason upon providing the employee with notice of termination or pay in lieu of notice that complies with the ESA plus all other payments or entitlements to which he or she is otherwise entitled under the ESA (including severance pay, only if applicable, as defined by the ESA).

By signing and returning the Employee Acknowledgement Form found at Schedule A to this policy, you agree that any payments made to you pursuant to the above provisions are in full satisfaction of all amounts owing to you on termination including statutory entitlements and common law damages in any way related to your employment.

C. EMPLOYER PROPERTY

Upon termination of employment for any reason, an employee shall return all items of any kind created or used pursuant to the employee's service or furnished by us, including but not limited to computers, reports, files, diskettes, manuals, literature, confidential information, or other materials, which shall remain and be considered the exclusive property of Kanata Gymnosphere.

SCHEDULE "A"

EMPLOYEE ACKNOWLEDGEMENT FORM

I confirm that I have received and had an opportunity to read a copy of the Employee Handbook. I acknowledge that I understand all of the rules, policies, terms and conditions contained in the policy and that failure to abide by the aforesaid, rules, policies, terms and conditions may result in discipline up to and including the termination of my employment.

I further acknowledge that Kanata Gymnosphere reserves the right, in its sole discretion, to revoke, change or supplement any of the rules, policies, terms and conditions contained in its Employee Handbook at any time without notice to me.

Employee name: _____

Employee signature: _____

Date: _____