



THE CALIBRE GROUP OF COMPANIES

COMPANY RULES

DEVELOPED: June 1, 2011	LAST REVIEWED: July 15, 2019	REVISED: January 15, 2021
DEVELOPED BY: Heather Plourde	REVIEWED BY: Terry Jennett	REVISED BY: Heather Rachar

1. **Workers will be "FIT FOR DUTY" and physically capable of performing their job.** Newly hired workers will complete an appropriate orientation, pass a test to demonstrate competency, or work under direct supervision of a competent worker in the work tasks they intend to perform prior to starting work on a worksite.
2. Workers will ensure their actions support a safe work environment at all times, promote safe work practices, follow safe job procedures, and report all unsafe acts or conditions immediately to their supervisor.
3. Workers will report all incidents, injuries, property damage, or near miss in either category to their immediate supervisor and the safety officer within 15 minutes of the occurrence or as reasonably practical.
4. Horseplay and physical violence on any work site may result in termination of employment.
5. Smoking is not allowed in any public building or client owned facility.
6. Possession of alcohol or illicit drugs is strictly prohibited.
 - a. No worker working in a safety sensitive work area will report to work under the influence of alcohol or illicit drugs.
 - b. Workers suspected of being impaired by alcohol or illicit drugs will be asked to immediately discontinue work.
7. Workers will utilize all appropriate PPE for all tasks they perform.
8. Workers will utilize only those tools and equipment they are deemed competent to operate.
9. Workers will remove any defective tools or equipment immediately and lock out or tag out as appropriate and ensure the tools or equipment are transported to an authorized service facility or technician for repair or disposal.
10. No worker will ride on machinery, equipment, or vehicles. It is the duty and responsibility of the competent operator to ensure this rule is enforced.
11. No worker will be punished or sanctioned directly or indirectly for refusing to complete unsafe work.
12. No worker will discuss any current or ongoing investigations with the media. Workers will use a "**NO COMMENT**" remark only and refer all inquiries to Calibre Management.
13. No worker will knowingly mistreat, ignore the maintenance of, or intentionally damage any Calibre owned or controlled company vehicles.
14. Workers will arrange and maintain contact with an able bodied person **every 2 hours when working alone** for prolonged periods of time.

Signed: 
 Mr. Terry Jennett, Co-President

Date: Jan 21, 2021

Signed: 
 Mr. Tim Arnett, Co-President

Date: Jan 21, 2021