



THE CALIBRE GROUP OF COMPANIES

COMPANY SAFETY POLICY

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

The Management of the Calibre Group of Companies is committed to the health and safety of its employees, providing a safe workplace, and ensuring every reasonable measure is taken to control or eliminate the hazards that cause incidents, injuries, property damage, and near misses.

Management further acknowledges and recognizes the right of workers to work in a safe and healthy work environment, consistent with the Occupational Health and Safety Act, Regulations and Code and any other applicable legislation.

All employees, subcontractors, supervisors, management and visitors are required to ensure:

- that the Calibre Group of Companies meets all legislative requirements,
- maintains the highest safety standards and,
- will be held responsible and accountable for their health and safety performance.

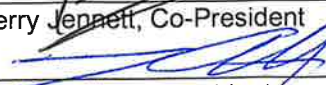
Management supports participation and will provide active leadership, appropriate training for all workers, and continued support to develop and maintain a strong and effective Health and Safety Program to ensure compliance is maintained.

All employees are encouraged and expected to endorse, actively participate, and cooperate with this program.

The safety information in this policy does not take precedence over OH&S Legislation. All employees should be familiar with the current OH&S Act, Regulations, and Code. A copy is readily available at the Safety Officer's desk and is also found on each work site in the respective job and safety boxes.

Signed: 
Mr. Terry Jennett, Co-President

Date: Jan 22, 2021

Signed: 
Mr. Tim Arnett, Co-President

Date: Jan 22, 2021



THE CALIBRE GROUP OF COMPANIES

HEALTH, SAFETY AND ENVIRONMENTAL (HSE) POLICY

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

Calibre is committed to a strong health, safety and environmental program that protect our employees, property, the environment, as well as the public. Our collective goal as a company should be zero losses, because all incidents can be prevented.

Employees at every level, including management, are responsible and accountable for the success of our environmental, health and safety program. Everyone must ensure workplace and environmental hazards are properly identified and controlled at all times.

Management will provide employees with properly maintained equipment, personal protective equipment, and training to assist us in incident reduction. We will maintain and active inspection and incident investigation program to assist in our hazard management efforts. Periodic review will ensure that these systems are managed in an effective manner.

Every employee is encouraged to actively participate in our incident reduction program by following applicable practices and procedures. This requires everyone to work with these internal standards and to meet or exceed government regulations, as well as applicable client standards.

A safe and healthy workplace environment should be the concern and primary goal of every employee. By implementing this program into our daily work activities, we can accomplish these goals.

Calibre Coatings Ltd. will:

- Take the necessary actions to ensure that the ecology of Calgary and all work sites is preserved, protected and will enhance the environment.
- Ensure that compliance is maintained with environmental legislation, standards, and any other environmental requirements.
- Develop and implement appropriate strategies to conserve resources, prevent pollution and reduce waste whenever and wherever possible.
- Ensure that all personnel, including subcontractors are made aware of all environmental responsibilities and are confirmed competent to do the work.
- Ensure that proper site management practices are implemented, including appropriate on-site collection containers for debris and waste, and ensure all waste materials generated from the activities be removed regularly from the worksite and disposed of as per regulatory requirements.
- Ensure recycling waste such as cardboard, wood, concrete and metal are not sent to the landfills.
- Take all appropriate measures to prevent pollution into the storm water system, and immediately report all spills and releases including suspected or potential contamination during the work.
- Ensure adequate measures of protection are taken to not damage trees and landscaping.
- Ensure the effects of noise, odor, light, dust emissions and tracking of dirt and mud will be minimized.



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- Suitable locate and store all chemical, fuel and lubricants and ensure that all site-specific hazardous materials management procedures will be communicated to all personnel and subcontractors on site.
- Ensure that personnel and subcontractors will be present during the process of refueling.
- Ensure that the fueling and maintenance of equipment will not occur near waterways, including storm water systems.
- A safe and healthy workplace environment should be the concern and primary goal of every employee. By implementing this program into our daily work activities, we can accomplish these goals.

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Mr. Terry Jennett, Co-President

Date: Jan 21, 2021

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Mr. Tim Arnett, Co-President

Date: Jan 21, 2021



THE CALIBRE GROUP OF COMPANIES

HAZARD ASSESSMENT POLICY

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

A Hazard Assessment shall be conducted on all job sites in the form of a thorough examination of all phases of the operations to identify what actual and potential hazards exist. This assessment does not deal strictly with things that are wrong at the present time but rather with what could go wrong. The objectives are to:

- Identify potential hazardous situations.
- Identify the potential causes of these situations.
- Identify and implement methods of removal or control of possible accident causes.

The Hazard Assessment Checklist is used to help identify potential hazardous situations and their potential causes. Once the checklist has identified items which need attention, they must be reviewed and prioritized to establish the controls utilized to eliminate and/or minimize the hazard.

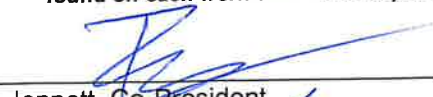
CAUTION must be exercised to avoid the tendency to pretend that hazards do not exist. Some hazards can be eliminated but others must be identified and the risks controlled by use of procedures or devices.

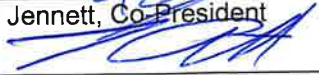
Hazard Assessment is the responsibility of the employer and is undertaken with selected, knowledgeable personnel from the site. It is also imperative that each subcontractor conducts their own Pre-Job Hazard Assessment PRIOR to starting work on a job site and discuss all findings with their employees.

It is through the control of hazards that the frequency and severity of accidents are reduced, resulting in a parallel reduction in human injury and financial loss. This is mandatory on all sites prior to **ANY** work commencement.

A "hazard" is defined as "any circumstances or condition which poses the risk of an incident". A "hazard assessment" is a "thorough examination of an operation (job site, shop etc.) for the purpose of identifying what actual and potential hazards exist".

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 Mr. Tim Arnett, Co-President



THE CALIBRE GROUP OF COMPANIES

ENFORCEMENT POLICY

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

All employees and subcontractors are required to perform their jobs safely, competently and efficiently without jeopardizing their own personal well-being, the safety of others, and/or property. At all times, workers shall strive to be in compliance with all applicable government legislation, the company safety standards and our client's relevant rules and regulations. Individuals or subcontractors who contravene any of the safety and performance standards shall be held personally responsible and subject to disciplinary action.

Depending on the severity of the non-compliance, disciplinary action may include: verbal warning, written warning, unpaid suspension from work and/or dismissal. Each act of non-compliance shall be thoroughly reviewed on an individual basis. The extent of disciplinary action shall be determined by senior management and dealt with accordingly.

The Safety Officer shall have the authority and responsibility to give a written notice of Disciplinary Action to any employee who violated the Company's safety rules and regulations.

AN EMPLOYEE SHALL NOT BE REPRIMANDED FOR REPORTING ANY UNSAFE ACT OR CONDITION

DISCIPLINARY ACTION

Calibre will implement a system for consistently enforcing our safety program. Before administering the enforcement policy, Calibre will ensure that our employees are receiving adequate training in the areas to be enforced (i.e.: rules, regulations, practices and procedures). Violations will be handled in an objective, but firm manner and employees will be instructed what the enforcement policy is upon commencement of employment. Enforcement policy will follow a progression such as:

First Offence ----- Verbal Warning
 Second Offence ----- Written Warning
 Third Offence ----- Suspension or Dismissal

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THE CALIBRE GROUP OF COMPANIES

PERSONAL PROTECTIVE EQUIPMENT POLICY

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

It is the policy of Calibre, to have all employees, use the proper PPE so as to minimize injuries. With that goal in mind, the following will apply to all persons on the work site including visitors:

The minimum required PPE comprises of:


- Hard Hats must be CSA/ANSI approved and worn at all work sites, including when work occurs in all shop yard locations or overhead work exists.
 - i. **EXEMPTION:** No hard hats will be required in the Calibre Shop areas ONLY (CCL-EDM, CEL, CCL, CRCL, MOCOAT).
- Safety Vests must be reflective and worn by all equipment operators and workers when exterior work occurs. (IE: Moving materials/supplies, when a spotter is required, flagging).
- Safety Footwear must be CSA Grade 1 with puncture resistant soles (Green Triangle) and a minimum 6" ankle support.
- Full lower body coverage (no shorts or cut-offs, etc.). Upper body minimum requirement is a T-shirt with crew neck and minimum 4" sleeves (no mesh shirts, etc.).
- CSA approved safety glasses as required.
- CSA approved hearing protection as required and any other specialty PPE required for the environment or task being done. (IE: Cutting, grinding, or where loud noise is present (over 80 dB).
- All PPE will be maintained in accordance with manufacturer's instructions.
- Company issued PPE will be inspected at time of issue and before each use by the person using the PPE.
- All Fall Protection PPE that has been removed from service will be tagged "**OUT OF SERVICE**", "**DO NOT USE**", and will not be returned to service until repaired and inspected by a qualified person.
- Fall Protection (harnesses, lanyards, lifelines, etc.) will be inspected prior to each use, documented, and signed off by the certified end-user. (Certification Must Be Valid)
- **NO PPE** will be modified or changed contrary to manufacturer's instructions or specifications.
- Any PPE that is of questionable reliability, damaged or in need of service or repair, will be removed from service immediately.
- PPE requirements are a minimum standard unless a variance is issued by the Site Superintendent.




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NOTE: All WORKERS AND SUBCONTRACTORS MUST adhere to all PPE identified by our clients on all work sites must be adhered to by all workers and subcontractors. (IE: Gloves, goggles, face shields, fire retardant coveralls, etc.)

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Mr. Tim Arnett, Co-President



THE CALIBRE GROUP OF COMPANIES

PREVENTATIVE MAINTENANCE POLICY

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

All tools and equipment shall be properly maintained so as to reduce risk of injury or damage to property.

Supervisors shall ensure that qualified and competent personnel carry out all preventative maintenance according to established schedules and ensures that records are maintained.

PRIOR to performing any inspection or maintenance activities, all equipment, tools, or machinery being reviewed **MUST** be locked out/tagged out without exception.

All employees shall inspect tools and equipment before each use and shall take out of service by tagging out any tools found to be defective or in need of repair. The tag must include the following information:

- The date,
- The name of the person tagging out the tool or equipment (printed name and signature required,
- Identify the defect or damage on the tool or equipment. Be specific and detailed.

No tool shall be returned to service until it has been repaired and inspected by qualified personnel.

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Signed:  _____ Date: Jan 21, 2021

Mr. Terry Jennett, Co-President

Signed:  _____ Date: Jan 21, 2021

Mr. Tim Arnett, Co-President



SAFETY TRAINING AND ORIENTATION POLICY

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

Purpose

The purpose of this policy is to provide for general and specialized safety related training throughout all levels of the organizations and ensure competency is consistently maintained.

“**COMPETENCY**” is defined as adequately qualified, suitably trained and with sufficient experience to safety perform work without supervision or with only a minimal degree of supervision.

(Part 1 – OHS Act, Regulations & Code)

Policy

The company will require, and employees will participate in, all safety and related training that is necessary to minimize losses of human and physical resources of the company.

The required training will include, but is not limited to:

- New Hire Safety Orientation
- Job specific training
- Safety training for management
- Task and trade specific training and certification
- Specialized safety training as required
- In addition, all employees shall attend scheduled Safety Meetings

The objective of the Safety Orientation Program is to provide all employees with consistent safety information, education, and training sufficient for them to develop and acquire the knowledge and awareness to protect themselves and others from injury; prior to starting work.

If any worker is in doubt concerning their safety roles or responsibilities, they should contact their supervisor for clarification before commencing or continuing any work-related activity.

The orientation may be modified if necessary to address new site-specific hazards.

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 Mr. Tim Arnett, Co-President



THE CALIBRE GROUP OF COMPANIES

SAFETY MEETING POLICY

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

Purpose:

Safety Meetings provide information, encourage and engage workers' participation, and is a format for effective communication amongst workers, supervisors and management. The meeting also provides an opportunity for the company to express the company's goals and safety objectives.

SAFETY MEETING FREQUENCY

The Calibre Group of Companies conducts meetings as follows:

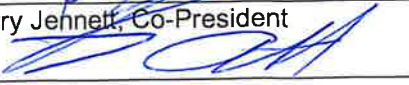
- A Company Health and Safety Meeting is held yearly and all staff is required to mandatorily attend.
- Production / Safety Meetings are conducting monthly in the office with Senior Management, Production Managers, the Estimator, Safety Officer and any other required staff.
- Formal Site Meetings are conducted monthly by the Safety Officer with participation from the supervisor / foreman and workers.
- Toolbox Meetings are conducted weekly on each work site by the foreman and all workers are required to participate.
- All documentation is completed by the facilitator(s) of the meeting; all attendees sign an attendance form.

NOTE: All WORKERS AND SUBCONTRACTORS MUST adhere to and attend all meeting requirements identified by our clients on all work sites. (IE: Pre-Job, Tailgate, Toolbox, Post Incident, etc.)

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THE CALIBRE GROUP OF COMPANIES

INSPECTION POLICY

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

Purpose

The purpose of this policy is to control losses of human and material resources by identifying and correcting unsafe acts and conditions.

Policy

This company will maintain a comprehensive program of safety inspections at all facilities and job-sites. Daily Site Inspections are conducted on each active work site / or work location as outlined.

Formal monthly inspections are conducted at the office/warehouse and also occur on each active work site as well.

Responsibilities

Managers are responsible for the overall operation of the program.

Superintendents are responsible for directing formal inspections on job-sites that they control and for involving workers in such inspections.

Supervisors are responsible for conducting ongoing informal inspections of areas where their crews are working.

Workers are responsible for participating in and contributing to the inspection program.

Subcontractors are responsible for conducting ongoing inspections of their work areas where their crews are working and provide copies of their completed inspection(s).

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THE CALIBRE GROUP OF COMPANIES

INVESTIGATIONS POLICY

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

PURPOSE

To investigate incidents so that causes can be determined and corrective actions can be implemented to prevent recurrence. By utilizing a team approach, we are committed to ensuring a thorough analysis and evaluation of all causation.

POLICY


In this company, the following types of incidents shall be fully investigated:

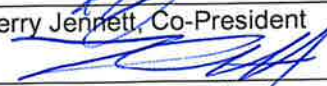
- 1) Incidents that result in injuries requiring medical aid.
- 2) Incidents that cause property damage or interrupt operation with potential loss exceeding \$5500.
- 3) Incidents that have the potential to result in (1) or (2) above.
- 4) Incidents related to company vehicles.
- 5) All incidents must be reported to OH&S, WCB, or other regulatory agencies, as per regulations.
- 6) Close calls and near misses document only, unless threat is severe.
- 7) Occupational illness.

RESPONSIBILITIES

- 1) All employees shall immediately report all incidents, injuries, near misses, and property damage to their immediate superior.
- 2) Supervisors shall conduct initial investigations and submit their reports to the superintendent promptly.
- 3) Superintendents shall determine the need for, and if necessary, direct detailed investigations. They shall also determine causes, recommend corrective action, and report to the manager.
- 4) The manager shall review all superintendents' reports, determine corrective action to be taken, and ensure that such action is implemented.

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 Mr. Tim Arnett, Co-President



THE CALIBRE GROUP OF COMPANIES

WORKING ALONE POLICY

DEVELOPED: April 2, 2015	LAST REVIEWED: July 15, 2019	REVISED: January 15, 2021
DEVELOPED BY: Heather Rachar	REVIEWED BY: Terry Jennett	REVISED BY: Heather Rachar

PURPOSE

To ensure that all workers on our work sites are accounted for and minimize or eliminate the risks associated with workers working alone as outlined in the Occupational Health and Safety Code (OHS) Part 28.

POLICY

In this company, the following requirements must be adhered to:

- 1) All workers and subcontractors must conduct a hazard assessment prior to starting work alone.
- 2) All workers and subcontractors must ensure that a method of communication is available to the worker working alone (radio, landline, electronic, or cell phone).
- 3) All workers and subcontractors must ensure that a contact person has been designated who can respond immediately if there is an emergency or the worker is injured or ill prior to the worker working alone.
- 4) All workers and subcontractors must ensure that contact is made **EVERY 2 HOURS** with the contact person designated without exception.

RESPONSIBILITIES

All workers and subcontractors are responsible to ensure that should a method of communication not be practical or if no contact is made, the assigned designate or employer visits the worker.

All workers and subcontractors are responsible to ensure that they contact the assigned designate at the appropriate intervals as outlined in this policy.
OH&S Code Part 28 (394(1.1))

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EMERGENCY RESPONSE POLICY

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


On each job site the Safety Officer will gather information such as the location of the nearest hospital, the closest clinic, as well as emergency phone numbers. They will then ensure this information is posted and readily available to all. All workers will have previously been informed of the emergency procedures during their orientation.


This information is to prevent confusion during an emergency situation, for both supervisors and managers as they will be aware of the various procedures to follow on each worksite should an accident occur.

Emergency drills are the best way to identify gaps in the procedures and rectify any weaknesses.

Emergency drills shall be conducted at least once a year and details documented by an observer.
OH&S Code Part 7 (117)

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ENVIRONMENTAL AND WASTE MANAGEMENT POLICY

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

It is the policy of Calibre Group of Companies to minimize the potential for Environmental damage caused by its employees during the performance of their work duties. This applies on all job sites during the construction phase or when working at the offices. We expect all workers to consider potential harm to the environment and try to minimize harm to other humans, air, water and soil. All workers, including supervisors and management are to comply with relevant legislation.

It is our policy to provide Workplace Hazardous Materials Information System training to employees and to require and monitor that our subcontractors also have this training. It is therefore expected that they will use, store, label and dispose of products in a safe manner, which will minimize risk to the environment.

We encourage reduction of waste of all products used when feasible.

Our workers are not to contribute to soil erosion problems by dragging dirt onto streets at the job sites. Reasonable precautions, such as avoiding driving onto muddy sites, should be taken. We must also comply with soil erosion legislation.

**Reference 1: Environmental Protection and Enhancement Act
Revised Statues of Alberta 2000 - Chapter E-12**

Reference 2: Calibre Coatings Ltd. – Section – Waste Management / Environment

Reference 3: Section – Safe Job Procedures – Hazardous Spills

An electronic copy of the Environmental Protection and Enhancement Act is available and can be obtained through the Alberta Queen's Printer. A hard copy is available and found in the office.

Alberta Queen's Printer

5th Floor, Park Plaza
10611 – 98 Avenue
Edmonton, Alberta
T5K 2P7

www.gov.ab.ca/qp

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BACK INJURY PREVENTION POLICY

DEVELOPED: June 1, 2011	LAST REVIEWED: July 15, 2019	REVISED: January 15, 2021
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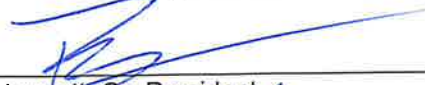
The cost of back injuries to our workers and the company is avoidable through good management and commitment to change. Calibre is committed to reducing the impact of back injuries. I ask all workers to join me in wholehearted support of our back injury reduction program. This will be done with input from workers, supervisors and management.

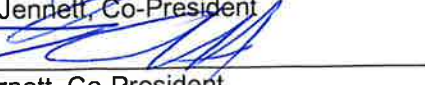
Our program will include comprehensive hazard assessments of jobs/tasks to determine if there are hazards that could result in back injury. Tasks that have resulted in back injury must be subjected to a hazard analysis and corrective action put in place to modify the job procedures with an aim to reducing these costly and debilitating injuries.

When injuries have occurred we will use our Modified Work Program to assist in the healing and re-integration of our very valuable work force back into the work place.

SAFETY IS A TEAM EFFORT!

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WORKPLACE VIOLENCE

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

The Calibre Group of Companies is committed to preventing all forms of bullying, harassment, and violence. This policy applies to workers, supervisors, management, contractors, suppliers and clients.

Violations of respect in any forms previously stated will not be tolerated and violations will be dealt with as expeditiously as possible. Each reported case will be investigated and if substantiated will be dealt with under the health and safety enforcement policy with the further option of outside counselling or education if required.

Investigations will be treated with as much confidentiality as can practically be afforded.

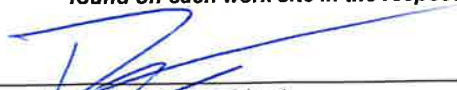
All individuals are encouraged to report and seek resolution of the incident.


There will be no adverse job consequences to any individual for reporting violence issues unless investigation determines that there was a fabrication of the facts.

There shall be no retaliation from co-workers directed at an individual for making a complaint. Retaliation shall be treated as a form of workplace violence/harassment.

REFERENCE ATTACHED AMENDMENT – JUNE 28, 2019

The safety information in this policy does not take precedence over OH&S Legislation. All employees should be familiar with the current OH&S Act, Regulations, and Code. A copy is readily available at the Safety Officer's desk and is also found on each work site in the respective job and safety boxes.

Signed:  Date: Jan 21, 2021

Signed:  Date: Jan 21, 2021

Mr. Terry Jennett, Co-President

Mr. Tim Arnett, Co-President



THE CALIBRE GROUP OF COMPANIES

WORKPLACE VIOLENCE PREVENTION POLICY

The management of Calibre Coatings Ltd. is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from the potential hazards associated with workplace violence. Violent behavior or threat of violence in the workplace is unacceptable from anyone. This policy applies to customers, clients, subcontractors, supervisors, workers, or the public.

Calibre Coatings Ltd. as the employer is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of violence. Everyone is obligated to uphold this policy and to work together to prevent workplace violence.

PURPOSE: - The purpose of the policy is to ensure that:

- Individuals are aware of and understand that acts of violence or harassment are considered a serious offence for which necessary action will be imposed;
- Those subjected to acts of violence or harassment are encouraged to access any assistance they may require in order to pursue a complaint; and
- Individuals are advised of available recourse if they are subjected to, or become aware of, situations involving violence or harassment.

Violence, whether at a work site or work related, is the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence.

Workplace Violence – The exercise of physical force by a person, in a workplace, that causes or could cause physical injury to the worker; An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; the use or threatened use of any object or item with intent or threatened intent to cause bodily harm to any employee; A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker. Workplace violence will include threatening behaviour and verbal or written threats or any expression of intent to inflict harm; as well as any physical attacks or assault - hitting, shoving, pushing or kicking or any threat or attempt at such acts.

Common warning signs of potential violence include, but not limited to:

- Significant shifts in behavior
- Sulking
- Disregard for others
- Making inappropriate statements or gestures
- Increased absenteeism or tardiness
- Overreacting to minor problems
- Social isolation or antisocial behavior
- Persistent lying
- Aggressive or intimidating behavior with others
- Nonfactual or unfounded complaints.

Potentially violent employees may exhibit any combination of symptoms. These symptoms are only significant when they are accompanied by a noticeable change in behavior. Events such as divorce, marital breakdown, death in the family, or an upcoming lay off can greatly increase personal stress levels and lead to changed behavior in the workplace.



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In support of this policy, we have put in place workplace violence prevention procedures. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents or raise concerns.

In order to be effective in protecting workers, work place violence needs to be reported when it occurs or as soon as possible afterwards. Depending on how it is approached, violence can progress in stages from an aggressive tone to physical assault, and ignoring the issue(s) will not make it go away. As violence of any type is an attempt to have control or power over another, a person that gets results, or perceives they get results from an angry outburst, is more likely to repeat the behavior than one who experiences a negative consequence. If the anger does not get the desired results and there does not appear to be a consequence for the behavior, the individual may increase the intensity to the point of physical assault.

In an effort to educate employees to the signs of workplace violence and methods of addressing it, Calibre Coatings Ltd. will provide training for the employees who may be exposed to violence in the workplace through workshops, safety meetings and health and safety orientations.

The Occupational Health and Safety Act, requires all employee(s) to report any unsafe condition(s) they encounter in the workplace that pose a danger to themselves or their colleagues. The employer must do what is "reasonable and practicable" to protect their employee(s) from an unsafe situation or hazard. Therefore, any employee who fails to report an incident of workplace violence may be given a verbal warning on the first occasion and have a letter placed on his/her file for one year. Any subsequent failure to report may result in suspension or termination. And, any member of the management team, supervisor, and/or health and safety advisor who receives a report of workplace violence must act to protect the health and safety of the employee(s). Failure to do so may result in disciplinary action as outlined above.

When a report is received the merits of the report will be investigated. The investigation will be conducted by the health and safety coordinator, and/or a member of the management team. The affected employee(s) will be notified in person of the investigation findings and the controls implemented to keep the employee(s) safe.

RESPONSIBILITIES:

Calibre Coatings Ltd., through the management team will be responsible for:

- Informing employee(s) when they are working in or about to work in an area with a potential for violence. This information will need to include the risks that are specific to that area and the controls in place to protect the worker.
- Implementing the necessary hazard control(s) to minimize or eliminate the danger to the employee(s).
- Ensuring that employee(s) receive the appropriate training to assist them to recognize and respond to incidents of workplace violence.
- Investigating all reported incidents of workplace violence in a timely manner. Once a work area or task has been identified, the company will conduct regular hazard assessments to ensure the identified hazard controls are sufficient for the level of risk.

All Employee(s) are responsible for:

- Knowing and following the safe operating procedures in place to protect them from workplace violence.
- Attending all company sanctioned workshops and training sessions intended to reduce or eliminate workplace violence.



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- Immediately reporting all incidents of workplace violence to their supervisor, manager, and/or health and safety advisor. In addition to reporting the incident, the employee is required to complete an incident report form within 24 hours of the incident occurring.
 - Participating in work site hazard assessments and for implementing the hazard controls and procedures required to complete the work safely.

NOTE:

Consequently, in no case shall any employee who reports or participates as a witness, in respect of an investigation of threats or acts of violence be retaliated against as a result of their participation. Acts of retaliation are strictly prohibited, will not be tolerated, and are subject to disciplinary actions as defined in the company's Enforcement Policy. All such acts must be reported immediately to management.

All Managers are responsible for:

- Helping to create and maintain a healthy and safe workplace free from violence or harassment.
- Setting an example of appropriate workplace behaviour.
- Being supportive and encourage employees to freely express their thoughts, opinions, and feelings regarding violence complaints without prejudice or bias of the situation.
- Assessing any known threat of domestic violence coming to the workplace and ensuring all reasonable precautions are taken. Circumstances may include the spouse, partner, relative or acquaintance of a worker being threatened with violence and the possibility of an individual arriving in the workplace.
- Calbre Coatings Ltd. should be advised by anyone with knowledge of a domestic abuse concern.
- Ensuring that, while some disclosure of personal information could be necessary, the information will be limited to what is reasonably necessary to protect the worker from physical injury.
- ***Any Manager who ignores workplace violence will be disciplined accordingly.

All Senior Management and Managers are responsible to assist employees, managers, supervisors, and foremen in investigating and preparing documentation related to the investigation of any acts and incidences of harassment and / or violent behavior.

Additionally, Calibre Coatings Ltd. places a high value on the experience and expertise of all employee(s) and endeavors to make the workplace as safe as possible. Consequently, no employee will be penalized, reprimanded, or criticized for bringing forward concerns of workplace violence.

ALBERTA OCCUPATIONAL HEALTH AND SAFETY CODE – PART 37

As identified in the Alberta Occupational Health and Safety Code, Part 37, Section 390.2, the procedures to be followed are:

An employer must ensure that the violence prevention procedures under section 390(1) include the following:

- (a) the measures the employer will take to eliminate or, if that is not reasonably practicable, control the hazard of violence to workers;
- (b) information about the nature and extent of the hazard of violence, including information related to specific or general threats of violence or potential violence;
- (c) the procedure to be followed by the employer when disclosing the information in clause (b), which must be in compliance with section 390.1(c) and (d);
- (d) the procedure to be followed by a worker to obtain immediate assistance when an incident of violence occurs;
- (e) the procedure to be followed by a worker when reporting violence;



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- (f) the procedure to be followed by the employer when
 - (i) documenting and investigating an incident of violence, and
 - (ii) implementing any measures to eliminate or control the hazard of violence that have been identified as a result of the investigation;
- (g) the procedure to be followed by the employer when informing the parties involved in an incident of violence of
 - (i) the results of an investigation of the incident, and
 - (ii) any corrective action to be taken to address the incident

Employer will ensure this policy and the supporting procedures are implemented and maintained. All workers and supervisors will receive relevant information and instruction on the contents of the policy and procedures.

Supervisors will adhere to this policy and the supporting procedures. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting procedures. All workers are required to raise any concerns about workplace violence and to report any violent incidents or threats.

Employer will investigate and take appropriate corrective actions to address all incidents and complaints of workplace violence in a fair and timely manner.

Employer pledges to respect the privacy of all concerned as much as possible. Employer will not disclose the circumstances related to an incident of violence or the names of the complainant, the individual alleged to have committed the violence, and any witnesses, except where necessary to investigate the incident or to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, to inform workers of a specific or general threat of violence or potential violence, or as required by law. Employer will disclose only the minimum amount of personal information required that is necessary to inform workers of a specific or general threat of violence or potential violence.

No workers can be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving workplace violence. This violence prevention policy does not discourage a worker from exercising the worker's right under any other law.

Signed: _____

Date: JAN 21, 2021



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WORKPLACE VIOLENCE PREVENTION PROCEDURES

Company name: Calibre Coatings Ltd.

Date: June 28, 2019

Elements of violence prevention

Procedures

Hazard identification and assessment

(Hazard identification and assessment is at the foundation of preventing injuries and illness - it is also a requirement under the Alberta OHS Code, part 2)

Identify potential hazards related to harassment:

Violence can take many forms, however; violence is about power and control. It includes, but is not limited to:

- *The following are hazards of workplace violence but is not intended as an exhausted list:*
- *Any physical assault / aggression / contact such as grabbing, shoving, slapping and/or hitting.*
- *Unwelcome physical contact, such as patting, touching, or pinching.*
- *Domestic violence that is acted on in the workplace.*
- *Abusive statements such as insulting, derogatory, demeaning, racist or sexist comments directed at one person.*
- *Unwelcome remarks, slurs, jokes, taunts or suggestions about a person's body, clothing, race, nationality or ethnic origin, colour, religion, age, sex, marital status, family status, physical or mental disability or other personal characteristics.*
- *Display of sexually explicit, sexist, racist or other offensive or derogatory material*
- *Direct or indirect threats of harm against an employee, a member of the employee's family, another worker, a member of the general public, and/or property of "Calibre Coatings Ltd."*
- *Psychological, gender, racist, and/or sexual orientation harassment.*
- *Robbery with or without a violent act.*
- *Acts of vandalism against an employee(s)' personal property.*
- *Situations between employees such as fighting, bullying, isolation, threats to a person's health and safety, and/or threats to an employee's economic well-being.*



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	<p><i>This could include written or verbal abuse or threats, humiliating an employee in front of co-workers.</i></p> <p><i>- Sexual violence / assault.</i></p> <p>Discrimination is any action or behavior which negatively affects the status of an employee, colleague, supplier, customer or consumer that is based on the prohibited grounds identified in applicable human rights legislation. Generally discrimination refers to actions towards or practices regarding members of a group that result in them being disadvantaged.</p> <p>Harassment is a form of discrimination. Harassment is engaging in a course of vexatious (provoking) comment or conduct which is known or ought reasonably to be known to be unwelcome.</p> <p>Sexual Harassment is any conduct, comment, gesture or contact of a sexual nature that is likely to cause offense or humiliation or might on reasonable grounds, be perceived as placing a condition of a sexual nature on employment or other business relationships.</p> <p>Workplace includes physical worksites, cafeterias, washrooms, conference locations, training sessions, business travel, office parties and any other location where work is being conducted or colleagues are gathered.</p> <p><i>- Vandalism of personal property.</i></p> <p><i>- Abuse of authority that undermines someone's performance or threatens his or her career.</i></p> <p><i>Health and Safety Committee / Health and Safety Representative involvement in the investigation process, where applicable.</i></p>
<p>Identify controls to prevent workplace violence</p> <p><i>(Using the results of the hazard assessment, determine possible controls for the hazards identified)</i></p>	<p>If leaving is an option:</p> <ul style="list-style-type: none"> • <i>Leave the site, walk away.</i> • <i>Stay professional – don't allow yourself to be provoked.</i> • <i>Lock the doors of your office or vehicle.</i> • <i>When out of earshot call your supervisor.</i> <p>If leaving is not an option:</p> <ul style="list-style-type: none"> • <i>Do not challenge anything the person may say.</i> • <i>Put them at ease by agreeing with them – show empathy but do not make it sound like encouragement.</i> • <i>Do not look the person in the eye.</i> • <i>Avoid confrontational body language.</i>



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- Do not cross your arms.
- Do not take a defensive posture such as squaring your shoulders to the person (stand at an angle).
- Never pointing at the person.
- Watch your head movements as they can be mistaken for agreement or disagreement.
- Find other people and tell them what happened.
- Look for an opportunity to leave.

Potentially Violent Person is at Your Location:

- Involve another person as soon as possible.
- Listen carefully to what the other person is saying and do not interrupt.
- If possible paraphrase or summarize their concerns to be sure you understand the issues.
- Do not challenge anything they say.
- Do not quote or rely on "company policy".
- Do not let the person provoke you.
- Agree with their concerns, if possible.
- Plan an escape route make sure you can leave if necessary.
- Use open and relaxed body language.
- Do not make sudden movements with your hand.
- Avoid pointing or staring.
- Do not cross your arms.
- Suggest that they return at another time to give you the opportunity to research their concerns.
- If the person will not leave or the situation does not show signs of improvement, have someone call police.
- File an incident report.

Potentially Violent Person is on the Telephone

- Interrupt the conversation firmly and politely.
- Tell them that you recognize they are upset and would like to help.
- Make it clear that abusive or profane language will result in you ending the conversation.
- If the potentially violent behavior continues end the conversation.
- Report the incident to your supervisor immediately.
- File an incident report.



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<p>Disclosing information</p> <p><i>(Procedure for employer on what information can be disclosed)</i></p>	<p>DISCLOSURE AND PROTECTION OF PERSONAL INFORMATION</p> <ul style="list-style-type: none"> • <i>Respect the privacy of all concerned as much as possible.</i> • <i>Calibre Coatings Ltd. will not disclose the circumstances related to an incident of violence or the names of the complainant, the individual alleged to have committed the violence, and any witnesses, except where necessary to investigate the incident or to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, to inform workers of a specific or general threat of violence or potential violence, or as required by law.</i> • <i>Calibre Coatings Ltd. will disclose only the minimum amount of personal information required that is necessary to inform workers of a specific or general threat of violence or potential violence.</i> • <i>Should an employee have a legal court order (restraining order, or “no-contact” order) against another individual, the employee shall be required to notify his or her supervisor, and to supply a copy of that order. This may be required in instances where the employee strongly feels that the aggressor may attempt to contact that employee at Calibre Coatings Ltd. in direct violation of the court order. Such information shall be kept confidential.</i> • <i>If any visitor to a Calibre Coatings Ltd. workplace is seen with a weapon (or is known to possess one) and/or makes a verbal threat or assault against an employee or another individual, employee witnesses are required to immediately contact the police, emergency response services, their immediate supervisor, and safety advisor.</i>
<p>Develop safe work procedures</p> <p><i>(Detailed work procedures provide workers information they need to stay safe in a violent workplace situation)</i></p>	<p>Steps to follow if you experience an incident of workplace violence:</p> <ul style="list-style-type: none"> • <i>If you are injured as a result of workplace violence get first aid and/or medical attention for you injuries immediately. Any incident of workplace violence that results in an injury needs to be reported to the police. In addition, report the incident to your supervisor, manager, and/or health and/or safety advisor immediately.</i> • <i>As violence can take many forms, it is important to report any situation(s) in which you believe you have received a direct or indirect threat to yourself, another Calibre Coatings Ltd. employee, or a member of the general public and/or “Calibre Coatings Ltd.” property. This report needs to be made to your supervisor, manager, and/or health and/or safety advisor.</i> • <i>Complete a written incident report form within 24 hours of the incident(s) occurring.</i> • <i>Early reporting allows the investigator to take the necessary steps to involve any outside agency needed.</i> • <i>As with any unsafe working condition, the victim of a violent incident has the right to know what action(s) will be taken to protect them and/or their co – workers. If</i>



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	<p><i>you are not satisfied with the action(s) taken to protect the safety of Calibre Coatings Ltd. employees, you have the responsibility to discuss the matter with your manager, a more senior level of the management team, the health and safety advisor, and/or go directly to Work Safe Alberta (866) 415 – 8690.</i></p> <ul style="list-style-type: none"> • <i>Any member of the management team, supervisor, and/or health and safety coordinator who receives a report of workplace violence must ensure that the manager responsible for the affected employee/department is notified immediately.</i> • <i>The manager responsible for the affected employee/department will investigate or have the incident investigated immediately. In cases involving physical assault and/or threats to an employee(s), the investigator is required to consult with the Royal Canadian Mounted Police (RCMP)/Calgary Police regarding a course of action to be followed. As assaults and uttering threats are criminal matters there may need to be an independent RCMP/Calgary Police criminal investigation into the situation.</i>
<p>Report incidents <i>(Procedure for how, when and to whom)</i></p>	<p>INCIDENT REPORTING REQUIREMENTS</p> <p>Incident / Injuries / Property Damage / Near Misses and Unsafe Acts and Conditions</p> <p>All incidents, injuries, property damage, near misses, unsafe acts and conditions <u>must be reported immediately</u> to your supervisor and to the Health and Safety Advisor within 15 minutes of the occurrence <u>without exception</u>.</p> <p>Refer to the <u>Incident Investigation</u> section of the company's Health and Safety Manual for further information.</p> <p>Steps for Injuries:</p> <ol style="list-style-type: none"> 1. Attend to the injured worker first and foremost. 2. Obtain medical assistance if necessary for major injuries. For minor injuries, take injured worker to the nearest medical aid facility. 3. As much as possible, contact the worker's immediate supervisor and the Health and Safety Advisor to report the incident, injury, near miss, property damage, or unsafe act(s) or condition(s). 4. Ensure to document the incident details on the Incident Report form and include Witness Statements. 5. Ensure to document on the Daily Site Inspection and Hazard Assessment form. <p>Steps for Property Damage and Near Misses:</p> <ol style="list-style-type: none"> 1. Immediately report all incidents of property damage and near misses to the supervisor and health and safety advisor. 2. Ensure to document the incident details on the Incident Report form and include Witness Statements. 3. Ensure to document the property damage or near miss on the Daily Site Inspection and Hazard Assessment form.



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Steps for Unsafe Acts and Conditions:

1. Immediately report the unsafe act and/or condition to the supervisor and to the Health and Safety Advisor. ***This would also include acts of harassment or violence.***
2. Document on the Daily Site Inspection and Hazard Assessment form.
 - a. Include details of the unsafe act and/or condition; note the time, and who it was reported to.
 - b. Also identify the controls implemented and corrective actions taken; and note when the unsafe act and/or condition was completed and by whom.
3. Ensure to document the unsafe acts and/or conditions on the Daily Site Inspection and Hazard Assessment form and complete an incident report form / witness statement.

All reports must be documented on the company's Incident / Witness Statement Report form. Refer to attached report form.

Immediate Action to a Violence Incident:

1. *Managers, supervisors, business unit leaders, or Human Resources will take immediate action to resolve any situation that involves violent behaviour. This includes, but is not limited to, calling 911 for immediate police assistance. Any employee who is aware of an incident that results in an injury should contact an ambulance or health care immediately.*
2. *Incidents that constitute criminal acts will be referred to the local police department or other policing agency.*
3. *Complainants are encouraged to file a complaint immediately after an alleged incident of violence.*
4. *Calibre Coatings Ltd. is aware that such a timely response may not always be possible, due to humiliation or fear. Individuals who believe that they have experienced violence should lodge a complaint as soon as possible.*
5. *Should an employee be harassed or threatened by an individual from outside the workplace, or has reason to believe this person may harm them in any way, the employee is required to report concerns to his or her supervisor.*
6. *Employees who report and/or witness an incident should provide the following information:*
 - a. *Date(s), time(s), and location(s) of the incident/incidences that took place*
 - b. *Description of each incident, including information such as: was physical contact made, what was said and/or done, etc.*
 - c. *Name(s) of anyone present during each incident (other workers / witnesses)*
 - d. *Anyone with whom you've discussed the incident/incidences*
7. *Employees, supervisors and/or managers who receive complaints about behaviour that violate this Policy or observe behaviour that violates this Policy must report it immediately to their Safety Advisor.*
8. *The President and/or Safety Advisor will determine the parties authorized to investigate and resolve the complaint and shall monitor the investigation process.*



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	<p>9. In cases where criminal proceedings are forthcoming, Calibre Coatings Ltd. personnel will assist police agencies, attorneys, insurance companies, and courts to the fullest extent.</p> <p>10. Worker to report to the police as appropriate for acts of violence.</p>
<p>Investigate and document incidents</p> <p><i>(Who is responsible for follow-up and what that entails)</i></p>	<p><i>Initial Investigating Team: Health and Safety Advisor, Superintendent, Supervisor</i></p> <p><i>All incidents of violence must be investigated promptly (within approximately two weeks depending on the circumstances);</i></p> <p><i>When an incident occurs, the foreman shall immediately:</i></p> <ul style="list-style-type: none"> • <i>Take and review the incident /witness statement report. Whenever possible, a complainant is encouraged to sign their complaint; maintain confidentiality</i> • <i>Get an overview of what happened.</i> • <i>Collect and safeguard any physical evidence or documentation (if applicable: photos, emails, text messages, etc.).</i> • <i>Interview only those individuals involved or absolutely necessary and obtain witness statements.</i> • <i>Ensure to interview the complainant and the accused (separately)</i> • <i>Ensure to discuss with all involved or with those who have knowledge of the occurrence, that they must not discuss details with others.</i> • <i>Ensure confidentiality is maintained at all times and consider the safety of the complainant during the investigation.</i> • <i>Analyze all the available information to determine the causes.</i> • <i>Look for causes where the system failed the worker.</i> • <i>Determine corrective action that will prevent recurrence and implement.</i> <ul style="list-style-type: none"> ○ <i>Determine any necessary disciplinary actions as identified in the company's Enforcement Policy. This could include suspension, dismissal, or legal action.</i> • <i>Complete the investigation report.</i>
<p>Informing parties involved</p> <p><i>(Procedures for how, when, what and to whom)</i></p>	<p>TIMEFRAME FOR COMPLETION: 2 Weeks</p> <ul style="list-style-type: none"> • <i>Both the complainant and the accused will be informed separately of the results of the investigation upon conclusion of the investigation; within set timeframe.</i> • <i>All corrective actions will be clearly identified to both parties in a separate meeting, and implemented immediately. Dependent on severity, this could include disciplinary action up to and including suspension and/or dismissal.</i> • <i>Review of the harassment policy and reporting requirements will occur with both parties.</i> • <i>Calibre Coatings Ltd. will not disclose circumstances of the incident of violence and any related information, including names of the parties or witnesses involved; except where necessary to investigate the incident or to take</i>



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	<p><i>corrective action, to inform the involved parties of the results of the investigation and corrective action taken, to inform workers of a specific or general threat of violence or potential violence, or where it is required by law. Otherwise, it must remain confidential unless otherwise required by law.</i></p> <p><i>All workers and supervisors will receive relevant information and will be provided instruction regarding the contents of the policy and its procedures.</i></p>
<p>Worker support</p> <p><i>(Assistance to worker after an incident)</i></p>	<p><i>Supporting the Worker</i></p> <ul style="list-style-type: none"> • <i>Debrief worker shortly after the incident.</i> <ul style="list-style-type: none"> ○ <i>Review critical incident facts.</i> ○ <i>Review the needs of the worker.</i> ○ <i>Assess for symptoms of Post-Traumatic Stress Disorder (PTSD).</i> ○ <i>Provide social support.</i> ○ <i>Make an effort to ensure that a meaningful sense of the episode is made.</i> ○ <i>Provide the worker with emotional support and reassurance that they are not to blame for the actions or behaviours of others and that the occurrence does not reflect on their professional competence.</i> ○ <i>Provide information about their rights and options (legal action).</i> <p><i>Additionally provide following an incident:</i></p> <ul style="list-style-type: none"> ○ <i>Physical support to the victim(s) such as immediate medical care (if needed).</i> ○ <i>Environmental support which may include removing either the victim(s) or the offender(s) from the environment or adjusting the environment in order to reduce the potential for continued abuse.</i> ○ <i>Psychological support for affected individuals (the victim, other workers and offender, if appropriate) through appropriate intervention such as referral to an Employee Assistance Program, other debriefing programs, counseling or removal from the work environment.</i> ○ <i>Social support from co-workers, peers, supervisors.</i> ○ <i>Assistance to the victim in liaising with appropriate services such as the Workers' Compensation Board.</i> ○ <i>Information about rights that exist under legislation, collective agreements and other legal options and support in accessing these options (refer to the section titled "The legal environment" – Alberta Work Safe-Preventing Violence and Harassment at the Workplace Bulletin)</i> ○ <i>Advise worker to consult a health professional of the worker's choice for treatment.</i> <p><i>Inform workers that they are entitled to wages and benefits for the time they receive treatment.</i></p>



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<p>Worker communication and training</p> <p><i>(Who gets what training, when?)</i></p>	<p><i>Workers will be trained as follows:</i></p> <ul style="list-style-type: none"> ○ <i>During orientation and will be provided the company's Workplace Violence Prevention Policy and Procedures.</i> ○ <i>Recognition of hazards, how to control the hazards, incident reporting and procedure, obtaining assistance/support and investigating and documenting the incident will also be covered during the orientation process.</i> ○ <i>Ongoing training will also be provided as new work processes or conditions present themselves or when new hazards are identified; may also be dependent on role within the company.</i>
<p>Program administration and continuous improvement</p> <p><i>(Document, review and revise of the violence prevention plan)</i></p>	<p><i>Calibre Coatings Ltd. will ensure:</i></p> <ul style="list-style-type: none"> ○ <i>All aspects of the violence prevention plan are tracked and maintained.</i> ○ <i>Review and revision of the violence prevention plan annually.</i> ○ <i>Ensure the violence prevention plan is readily available to workers.</i> ○ <i>Ensure that record-keeping of incidents, investigations, worker training, etc. occurs.</i> ○ <i>Involve the health and safety committee or representative when review and revision of the plan occurs</i> ○ <i>That if the work site is exempt from having a committee or representative, workers will be involved in the process.</i> ○ <i>To consider monitoring trends to assist with continuous improvements to the plan.</i>



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WORKPLACE DISCRIMINATION AND HARASSMENT

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

OUR COMMITMENT TO A SAFE AND RESPECTFUL WORK ENVIRONMENT:

At the Calibre Group of Companies, we are committed to providing a safe and respectful work environment for all staff and customers, free from discrimination and harassment. No one, whether a manager, an employee, a contractor, or a member of the public, has to tolerate harassment for any reason, at any time. Likewise, no one has the right to harass others, at work or in any situation related to employment.

HARRASSMENT IS AGAINST THE LAW:

The Canadian Human Rights Act and the Canada Labour Code protect us from harassment. The Criminal Code protects us from physical and sexual assault. You have a right to live and work without being harassed, and if you are harassed, you can do something about it.

The Calibre Group of Companies takes all complaints of harassment seriously, whether they are made formally or informally. We undertake to act on all complaints to ensure that they are resolved quickly, confidentially, and fairly. We will discipline anyone who has harassed a person or group of people including managers who do not act properly or take the necessary steps to end the harassment.

This policy tells you what to do if you experience harassment at work, or if you, as a manager or an employee, become aware of a harassing situation.

Workplace harassment, both on and off premises, which may create an intimidating, offensive or hostile work environment, whether it be in the form of physical or verbal harassment, and regardless of whether committed by supervisory or non-supervisory personnel, consultant, vendor, client, or customer of Calibre is prohibited and **will not be tolerated**.

Prohibited harassment includes sexual harassment, such as repeated offensive or unwelcome sexual flirtations, advances, propositions; continual or repeated verbal abuse of a sexual nature; sexually explicit or graphic verbal commentaries about an individual's body; sexually degrading language used to describe an individual; and the display in the workplace of sexually suggesting objects or pictures.

In addition, no worker shall threaten or insinuate, either explicitly or implicitly, that a worker's or applicant's submission to or rejection of sexual advances will in any way influence any personnel decision regarding that employee's or applicant's employment, wages, advancement, job assignment, or any other condition of employment or career development. **Any such conduct is prohibited**.

It is this company's policy to promptly investigate all good-faith claims or harassment, to maintain confidentiality to the extent possible in light of the personal nature of these matters and the important privacy interests of all concerned, and to take appropriate remedial action when an investigation confirms harassment has occurred.

This policy also prohibits coercion, intimidation, interference or retaliation in any form against any employee who, in good faith, brings harassment charges or who assists in the investigation of such charges.



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All Calibre workers are responsible for helping to assure that we prevent harassment. Any worker who believes that he or she has witnessed harassment or is being harassed should immediately notify his or her supervisor.

Harassment in work situations by any worker will result in disciplinary action up to and including dismissal.

RESPONSIBILITIES:

Employees' Responsibilities and Rights:

- The right to a harassment-free workplace.
- The responsibility to treat other employees with respect.
- The responsibility to speak up when harassment occurs.
- The responsibility to report harassment to the appropriate person.
- Confidentiality.
- Set a good example.

Supervisors', Managers', and Employers' Responsibilities:

- Treat all employees, clients, suppliers, contractors with respect.
- Report or investigate all complaints immediately and address all issues accordingly.
- Refuse to tolerate harassment.
- Set an exemplary example.

Corrective Action for Harassers:

Corrective action for harassers will include any of the following, depending on the nature and severity of the harassment:

- A written reprimand.
- A suspension, without pay.
- A transfer to another work location if the people involved are unable to work together.
- A dismissal.

COMPLAINT PROCEDURES:

- Speak up. If you believe you are being harassed, speak up right away.
- If possible, tell the person that you are not comfortable with their behaviour, and want it to stop. Usually, that will be all you need to do.
- You can speak to them directly, or write them a letter (date it and keep a copy).
- In addition, tell someone you trust what is going on. Keep notes.
- Record all unwelcome or harassing behaviour.
- Write down what has happened, when, where, how often, who else was present, and how you felt about it.
- Write down every instance of harassment.
- Report it.
- If the harassing behaviour occurs again, or if you are unable to deal directly with the person harassing you, report it to the person designated to receive complaints.
- At the Calibre Group of Companies, the designated person is the organizations HSE Advisor.
- If that person is involved in the complaint, please see Mr. Terry Jennett, President of the Calibre Group of Companies, personally.
- If for some reason you are unable to report harassment to someone at the Calibre Group of Companies, you might be able to go to the police (for a case of sexual or physical assault).
- You may also go directly to the Canadian Human Rights Commission.



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- Once a person reports harassment, the HSE Advisor will ask questions such as what happened, when, where, how often and who else was present and will keep notes of this conversation.

INVESTIGATION:

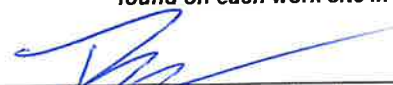
- If you want to go ahead with a formal complaint, it will be investigated either by a specially trained person from within the organization, or a consultant.
- This person will investigate the complaint thoroughly.
- He or she will interview the complainant, the alleged harasser, and any witnesses.
- All employees have a responsibility to cooperate in the investigation.
- Both you and the alleged harasser have the right to be accompanied by someone with whom you feel comfortable during any interviews or meetings.

AN INVESTIGATION WILL INVOLVE:

- Getting all pertinent information from the complainant.
- Informing the alleged harasser of the details of the complaint, and getting her or his response.
- Interviewing any witnesses.
- Determining whether, on a balance of probabilities, the harassment did take place.
- Recommending appropriate corrective actions, appropriate reprimands, or other action(s).

REFERENCE ATTACHED AMENDMENT – JUNE 28, 2019

The safety information in this policy does not take precedence over OH&S Legislation. All employees should be familiar with the current OH&S Act, Regulations, and Code. A copy is readily available at the Safety Officer's desk and is also found on each work site in the respective job and safety boxes.

Signed:  Date: Jan 21, 2021
Mr. Terry Jennett, Co-President

Signed:  Date: Jan 21, 2021
Mr. Tim Arnett, Co-President



THE CALIBRE GROUP OF COMPANIES

WORKPLACE HARASSMENT PREVENTION POLICY

The management of Calibre Coatings Ltd. is committed to providing a work environment in which all workers are treated with respect and dignity. Harassment will not be tolerated from any person at or outside of the work site such as customers, clients, subcontractors, supervisors, workers, or the public.

Calibre Coatings Ltd. as the employer is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of harassment. Everyone is obligated to uphold this policy and to work together to prevent workplace harassment.

PURPOSE: - The purpose of the policy is to ensure that:

- Individuals are aware of and understand that acts of violence or harassment are considered a serious offence for which necessary action will be imposed;
- Those subjected to acts of violence or harassment are encouraged to access any assistance they may require in order to pursue a complaint; and
- Individuals are advised of available recourse if they are subjected to, or become aware of, situations involving violence or harassment.

Workplace harassment means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety, and includes conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and a sexual solicitation or advance.

Prohibited Harassment – includes, but is not limited to, engaging in any course of vexatious comment or conduct against an employee/contractor/worker in the workplace that is known or ought reasonably to be known to be unwelcome. Harassing conduct also includes, but is not limited to: name calling; slurs or negative stereotyping; swearing; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrated or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the company's premises or circulated in the workplace.

Prohibited harassment is any behaviour that interferes with an individual's ability to do his or her job by creating an environment that is intimidating, hostile or offensive to the employee and can include a single event or course of vexatious comments or conduct that is known or ought to reasonably be known as unwelcome. Such harassment is not limited to but does include harassment that is because of race, sex, sexual orientation, religion, creed, color, national origin, ancestry, disability or medical condition, age, or any other basis protected by federal or provincial law or regulation.

Workplace harassment will not, however, include properly discharged supervisory and management responsibilities including disciplinary action, management of performance and other conduct that does not interfere with a climate of understanding and respect for the dignity and worth of Calibre Coatings Ltd. employees.

Individuals who feel they are being subjected to harassment, discrimination, or retaliation should notify their direct supervisor, management, or health and safety advisor immediately. All reported complaints will be taken seriously and investigated thoroughly. Calibre Coatings Ltd. will take prompt and appropriate action with respect to any / all claims of discrimination, harassment, or retaliation that has been determined to be of merit. Conduct in violation of this policy is subject to disciplinary action as identified in the company's Enforcement Policy, up to and including termination.



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Reasonable action taken by the employer or supervisor relating to the management and direction of workers or a work site is not workplace harassment.

Threatening Behaviour – includes, but is not limited to, throwing objects at another person; verbal prediction of harm directed towards another individual or his/her property; making threatening or menacing gestures; obsessive behaviour (i.e. unprofessional and/or excessive unwelcome romantic interest or stalking); escalation of unacceptable behaviour towards a spouse/partner within the workplace. Threats of violence are considered serious and will be treated accordingly.

In support of this policy, we have put in place workplace harassment prevention procedures. It includes measures and procedures to protect workers from the hazard of harassment and a process for workers to report incidents, or raise concerns.

RESPONSIBILITIES:

All Employees are responsible for:

- Conducting themselves in a way that eliminates and prevents any act or threat of violence or harassment in the workplace.
- In the event that an employee is either directly affected by or witness to any violence, or potentially violent situations in the workplace, it is imperative for the safety of all employees that the incident be reported immediately to management, supervisor, or health and safety advisor.
- Complete an incident report form within 24 hours of the incident occurring. All reports shall be kept confidential, to the extent possible to enforce applicable policies.
- Participate in work site hazard assessments and implementing hazard controls and procedures required to complete the work safely.

NOTE:

Consequently, in no case shall any employee who reports or participates as a witness, in respect of an investigation of threats or acts of violence be retaliated against as a result of their participation. Acts of retaliation are strictly prohibited, will not be tolerated, and are subject to disciplinary actions as defined in the company's Enforcement Policy. All such acts must be reported immediately to management.

Additionally, Calibre Coatings Ltd. places a high value on the experience and expertise of all employee(s) and endeavors to make the workplace as safe as possible and will ensure that no employee will be penalized, reprimanded, or criticized for reporting any / all concerns of workplace harassment.

All Managers are responsible for:

- Helping to create and maintain a healthy and safe workplace free from violence or harassment.
- Setting an example of appropriate workplace behaviour.
- Being supportive and encourage employees to freely express their thoughts, opinions, and feelings regarding violence complaints without prejudice or bias of the situation.
- Assessing any known threat of domestic violence coming to the workplace and ensuring all reasonable precautions are taken. Circumstances may include the spouse, partner, relative or acquaintance of a worker being threatened with violence and the possibility of an individual arriving in the workplace.
- Calbre Coatings Ltd. should be advised by anyone with knowledge of a domestic abuse concern.
- Ensuring that, while some disclosure of personal information could be necessary, the information will be limited to what is reasonably necessary to protect the worker from physical injury.
- ***Any Manager who ignores workplace violence and harassment will be disciplined accordingly.



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All Senior Management and Managers are responsible to assist employees, managers, supervisors, and foremen in investigating and preparing documentation related to the investigation of any acts and incidences of harassment and / or violent behavior.

ALBERTA OCCUPATIONAL HEALTH AND SAFETY CODE – PART 37

As identified in the Alberta Occupational Health and Safety Code, Part 37, Section 390.6, the procedures to be followed are:

An employer must ensure that the harassment prevention procedures under section 390.4(1) include the following:

- (a) the procedure to be followed by a worker when reporting harassment;
- (b) the procedure to be followed by the employer when documenting, investigating and preventing harassment;
- (c) the procedure to be followed by the employer when informing the parties involved in an incident of harassment of
 - (i) the results of an investigation of the incident, and
 - (ii) any corrective action to be taken to address the incident. Employer will ensure this policy and the supporting procedures are implemented and maintained. All workers and supervisors will receive relevant information and instruction on the contents of the policy and procedures.

Supervisors will adhere to this policy and the supporting procedures. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting procedures. All workers are required to raise any concerns about harassment and to report any incidents to the appropriate person (supervisor, manager, health and safety advisor).

Employer will thoroughly investigate and take appropriate corrective actions to address all incidents and complaints of workplace harassment in a fair, respectful and timely manner.

Employer pledges to respect the privacy of all concerned as much as possible. Employer will not disclose the circumstances related to an incident of harassment or the names of the parties involved (including the complainant, the person alleged to have committed the harassment, and any witnesses) except where necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, or as required by law.

No workers can be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving harassment. This harassment prevention policy does not discourage a worker from exercising the worker's right under any other law, including the *Alberta Human Rights Act*.

Signed: _____

Date: Jan 21, 2021



THE CALIBRE GROUP OF COMPANIES

WORKPLACE HARASSMENT PREVENTION PROCEDURES

Company Name: Calibre Coatings Ltd.

Date: June 28, 2019

Elements of harassment prevention

Procedures

Hazard identification and assessment

(Hazard identification and assessment is at the foundation of preventing injuries and illness - it is also a requirement under the Alberta OHS Code, part 2)

Identify potential hazards related to harassment:

Harassment includes, but is not limited to:

- Unwelcome remarks, slurs, jokes, taunts or suggestions about a person's body, clothing, race, nationality or ethnic origin, colour, religion, age, sex, marital status, family status, physical or mental disability or other personal characteristics.

Discrimination is any action or behavior which negatively affects the status of an employee, colleague, supplier, customer or consumer that is based on the prohibited grounds identified in applicable human rights legislation. Generally discrimination refers to actions towards or practices regarding members of a group that result in them being disadvantaged.

Harassment is a form of discrimination. Harassment is engaging in a course of vexatious (provoking) comment or conduct which is known or ought reasonably to be known to be unwelcome.

- Display of sexually explicit, sexist, racist or other offensive or derogatory material

Sexual Harassment is any conduct, comment, gesture or contact of a sexual nature that is likely to cause offense or humiliation or might on reasonable grounds, be perceived as placing a condition of a sexual nature on employment or other business relationships.

- Written or verbal abuse or threats

- Unwelcome physical contact, such as patting, touching, pinching, hitting

- Humiliating an employee in front of co-workers

Workplace includes physical worksites, cafeterias, washrooms, conference locations, training sessions, business travel, office parties and any other location where work is being conducted or colleagues are gathered

- Vandalism of personal property



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	<p>- Abuse of authority that undermines someone's performance or threatens his or her career</p> <p>Health and Safety Committee / Health and Safety Representative involvement in the investigation process, where applicable.</p>
<p>Identify controls to prevent workplace harassment</p> <p>(Using the results of the hazard assessment, determine possible controls for the hazards identified)</p>	<p>Provide ongoing education / training on workplace harassment. IE: Anti-Harassment Training</p> <ul style="list-style-type: none"> - Clarifying roles and responsibilities, educating staff about reporting procedures, training of crisis intervention/victim support personnel (where appropriate), - Training and educating those charged with investigating incidents, communicating with other agencies such as police, community and social services, increasing worker awareness regarding rights and available assistance, increasing awareness of applicable legislation and the employer's policies and procedures. <p>Report all instances of harassment immediately and document all occurrences.</p> <p>Administrative – zero tolerance; duty to report.</p> <p>Engineering – facility lighting; surveillance; entry controls.</p> <p>Safe Work Practices – identification techniques; regular report-in requirements; restricting access.</p> <p>Staff training – identifying unacceptable behaviours; how to call for help; existing organizational controls.</p> <p>How to report- report to immediate supervisor.</p> <p>Recognition of early warning signs – mood swings; substance abuse; social isolation; clenching; disrespect for authority.</p>
<p>Develop safe work procedures</p> <p>(Detailed work procedures provide workers information they need relating to harassment at the workplace)</p>	<p>Report occurrence of harassment with detailed information to immediate supervisor, manager, and health and safety advisor.</p> <p>Document the occurrence of harassment.</p> <p>Dealing with a potentially violent person:</p> <p>Tips for verbal communication:</p> <ol style="list-style-type: none"> 1. Focus your attention on the other person to let them know you are interested in what they have to say. 2. DO NOT glare or stare, which may be perceived as a challenge. 3. Remain calm and try to calm the other person. DO NOT allow the other person's anger to become your anger. 4. Remain conscious of how you are delivering your words. 5. Speak slowly, quietly and confidently. 6. Speak simply. DO NOT rely on official language or complex terminology.



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	<ol style="list-style-type: none"> 7. Avoid communicating a lot of technical or complicated information when emotions are high. Listen carefully. DO NOT interrupt or offer unsolicited advice or criticism. 8. Encourage the person to talk. DO NOT tell the person to relax or calm down. 9. Remain open-minded and objective. 10. Use silence as a calming tool. 11. Acknowledge the person's feelings. Indicate that you can see he or she is upset. <p>Tips for Non-Verbal Behaviour and Communication:</p> <ol style="list-style-type: none"> 1. Use calm body language — relaxed posture with hands unclenched, attentive expression. 2. Arrange yourself so that your exit is not blocked. 3. Position yourself at a right angle rather than directly in front of the other person. 4. Give the person enough physical space ...this varies by culture, but normally 1-2 m is considered an adequate distance.
<p>Report incidents</p> <p><i>(Procedure for how, when and to whom)</i></p>	<p>INCIDENT REPORTING REQUIREMENTS</p> <p>Incident / Injuries / Property Damage / Near Misses and Unsafe Acts and Conditions</p> <p>All incidents, injuries, property damage, near misses, unsafe acts and conditions <u>must be reported immediately</u> to your supervisor and to the Health and Safety Advisor within 15 minutes of the occurrence <u>without exception</u>.</p> <p>Refer to the <u>Incident Investigation</u> section of the company's Health and Safety Manual for further information.</p> <p>Steps for Injuries:</p> <ol style="list-style-type: none"> 1. Attend to the injured worker first and foremost. 2. Obtain medical assistance if necessary for major injuries. For minor injuries, take injured worker to the nearest medical aid facility. 3. As much as possible, contact the worker's immediate supervisor and the Health and Safety Advisor to report the incident, injury, near miss, property damage, or unsafe act(s) or condition(s). 4. Ensure to document the incident details on the Incident Report form and include Witness Statements. 5. Ensure to document on the Daily Site Inspection and Hazard Assessment form. <p>Steps for Property Damage and Near Misses:</p> <ol style="list-style-type: none"> 1. Immediately report all incidents of property damage and near misses to the supervisor and health and safety advisor. 2. Ensure to document the incident details on the Incident Report form and include Witness Statements. 3. Ensure to document the property damage or near miss on the Daily Site Inspection and Hazard Assessment form. <p>Steps for Unsafe Acts and Conditions:</p>



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	<ol style="list-style-type: none"> 1. Immediately report the unsafe act and/or condition to the supervisor and to the Health and Safety Advisor. This would also include acts of harassment or violence. 2. Document on the Daily Site Inspection and Hazard Assessment form. <ol style="list-style-type: none"> a. Include details of the unsafe act and/or condition; note the time, and who it was reported to. b. Also identify the controls implemented and corrective actions taken; and note when the unsafe act and/or condition was completed and by whom. 3. Ensure to document the unsafe acts and/or conditions on the Daily Site Inspection and Hazard Assessment form and complete an incident report form / witness statement. <p>All reports must be documented on the company's Incident / Witness Statement Report form. Refer to attached report form.</p>
<p>Investigate and document incidents</p> <p><i>(Who is responsible for follow-up and what that entails)</i></p>	<p><i>Initial Investigating Team: Health and Safety Advisor, Superintendent, Supervisor</i></p> <p>Incidents must be investigated promptly (within approximately two weeks depending on the circumstances);</p> <p><i>When an incident occurs, the foreman shall immediately:</i></p> <ul style="list-style-type: none"> • <i>Take and review the harassment report. Whenever possible, a complainant is encouraged to sign their complaint; maintain confidentiality</i> • <i>Get an overview of what happened.</i> • <i>Collect and safeguard any physical evidence or documentation (if applicable: photos, emails, text messages, etc.).</i> • <i>Interview only those individuals involved or absolutely necessary and obtain witness statements.</i> • <i>Ensure to interview the complainant and the accused (separately)</i> • <i>Ensure to discuss with all involved or with those who have knowledge of the occurrence, that they must not discuss details with others.</i> • <i>Ensure confidentiality is maintained at all times and consider the safety of the complainant during the investigation.</i> • <i>Analyze all the available information to determine the causes.</i> • <i>Look for causes where the system failed the worker.</i> • <i>Determine corrective action that will prevent recurrence and implement.</i> • <i>Complete the investigation report.</i>
<p>Informing parties involved</p> <p><i>(Procedures for how, when, what and to whom)</i></p>	<p>TIMEFRAME FOR COMPLETION: 2 Weeks</p> <ul style="list-style-type: none"> • <i>Both the complainant and the accused will be informed separately of the results of the investigation upon conclusion of the investigation; within set timeframe.</i>



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	<ul style="list-style-type: none"> • All corrective actions will be clearly identified to both parties in a separate meeting, and implemented immediately. Dependent on severity, this could include disciplinary action up to and including suspension and/or dismissal. • Review of the harassment policy and reporting requirements will occur with both parties. • Calibre Coatings Ltd. will not disclose circumstances of the incident and any related information, including names of the parties or witnesses involved; and must remain confidential unless otherwise required by law. <p>All workers and supervisors will receive relevant information and will be provided instruction regarding the contents of the policy and its procedures.</p>
<p>Worker support</p> <p>(Assistance to worker after an incident)</p>	<p><i>Supporting the Worker</i></p> <ul style="list-style-type: none"> • Debrief worker shortly after the incident. <ul style="list-style-type: none"> ○ Review critical incident facts. ○ Review the needs of the worker. ○ Assess for symptoms of Post-Traumatic Stress Disorder (PTSD). ○ Provide social support. ○ Make an effort to ensure that a meaningful sense of the episode is made. ○ Provide the worker with emotional support and reassurance that they are not to blame for the actions or behaviours of others and that the occurrence does not reflect on their professional competence. ○ Provide information about their rights and options (legal action). <p>Additionally provide following an incident:</p> <ul style="list-style-type: none"> ○ Physical support to the victim(s) such as immediate medical care (if needed). ○ Environmental support which may include removing either the victim(s) or the offender(s) from the environment or adjusting the environment in order to reduce the potential for continued abuse. ○ Psychological support for affected individuals (the victim, other workers and offender, if appropriate) through appropriate intervention such as referral to an Employee Assistance Program, other debriefing programs, counseling or removal from the work environment. ○ Social support from co-workers, peers, supervisors. ○ Assistance to the victim in liaising with appropriate services such as the Workers' Compensation Board. ○ Information about rights that exist under legislation, collective agreements and other legal options and support in accessing these options (refer to the section titled "The legal environment" – Alberta Work Safe-Preventing Violence and Harassment at the Workplace Bulletin)



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	<ul style="list-style-type: none"> ○ Advise worker to consult a health professional of the worker's choice for treatment. ○ Inform workers that they are entitled to wages and benefits for the time they receive treatment.
<p>Worker communication and training <i>(Who gets what training, when?)</i></p>	<p>Workers will be trained as follows:</p> <ul style="list-style-type: none"> ○ During orientation and will be provided the company's Workplace Harassment Prevention Policy and Procedures. ○ Recognition of hazards, how to control the hazards, incident reporting and procedure, obtaining assistance/support and investigating and documenting the incident will also be covered during the orientation process. ○ Ongoing training will also be provided as new work processes or conditions present themselves or when new hazards are identified; may also be dependent on role within the company.
<p>Program administration and continuous improvement <i>(Document, review and revise of the harassment prevention plan)</i></p>	<p>Calibre Coatings Ltd. will ensure:</p> <ul style="list-style-type: none"> ○ All aspects of the harassment prevention plan are tracked and maintained. ○ Review and revision of the harassment prevention plan annually. ○ Ensure the harassment prevention plan is readily available to workers. ○ Ensure that record-keeping of incidents, investigations, worker training, etc. occurs. ○ Involve the health and safety committee or representative when review and revision of the plan occurs ○ That if the work site is exempt from having a committee or representative, workers will be involved in the process. ○ To consider monitoring trends to assist with continuous improvements to the plan.



THE CALIBRE GROUP OF COMPANIES

PRODUCTIVE MODIFIED WORK POLICY

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

Calibre Group of Companies strives to provide their injured employees with the best possible medical care for their work-related injuries. Calibre has developed a modified duty program that will allow you to return to work on a modified duty plan chosen according to your doctor's recommendations.

If you were to sustain a work-related injury, you might be advised by your doctor that you have been released to modified duty status. This letter serves as notice to you that modified duty would be available as of the date your doctor chose as your release.

The WCB encourages employers to have injured employees remain on the job if possible. Statistics suggest that healing and recovery time is greatly reduced and an employee returns to active employment much faster if he/she can remain on the job doing some type of modified, productive work. Productive and meaningful duty is available and encouraged on our sites provided all the conditions listed below are met:

- 1) Complete recovery is expected within a reasonable period of time.
- 2) The employee is able to report for his full shift each day or a major portion thereof.
- 3) Productive modified duty is available on the site and the work performed will benefit both the employee and the site project.

The safety information in this policy does not take precedence over OH&S Legislation. All employees should be familiar with the current OH&S Act, Regulations, and Code. A copy is readily available at the Safety Officer's desk and is also found on each work site in the respective job and safety boxes.

Signed: 
Mr. Terry Jennett, Co-President

Date: Jan 21, 2021

Signed: 
Mr. Tim Arnett, Co-President

Date: Jan 21, 2021



THE CALIBRE GROUP OF COMPANIES

SMOKING POLICY


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

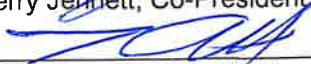
It is the express written policy of the Calibre Group of Companies that all activities related to the use of tobacco are intentionally determined and all employee conduct is expected to be compliant with the general contractor or prime contractor client policies on all work sites.

With consideration to the above noted policy,

1. Calibre employees may not smoke or use incendiary tobacco products within 20 feet of any wood frame building or structure owned or operated by Calibre or the Calibre Group of Companies. This includes no smoking in the shops, offices, or customer homes.
2. A designated smoking area MUST be determined for every work site that ensures compliance with legislation, regulation, by-laws (or client policies).
 - a. No worker may smoke within 5 meters of a public entry or exit of any building located within the City of Calgary.
 - b. No worker may smoke inside a public building within the City of Calgary.
 - c. No worker may smoke in the vicinity of other workers consuming or ingesting food products (No smoking in the Lunchroom).
 - d. No worker will smoke inside a company vehicle when accompanied by another employee.
3. Supervisors need to be cognisant of the need for workers to have smoke breaks and need to plan the location of the designated smoking area.
4. All job sites and designated smoking areas need to establish appropriate disposal locations (sand in a pail) and communicate effectively to all workers on those sites.
5. In accordance with the Calibre Group of Companies' goal to support the health and wellness of all our employees, we encourage all employees to subscribe to a smoking cessation program.

The safety information in this policy does not take precedence over OH&S Legislation. All employees should be familiar with the current OH&S Act, Regulations, and Code. A copy is readily available at the Safety Officer's desk and is also found on each work site in the respective job and safety boxes.

Signed:  Date: Jan 21, 2021
 Mr. Terry Jennett, Co-President

Signed:  Date: Jan 21, 2021
 Mr. Tim Arnett, Co-President



THE CALIBRE GROUP OF COMPANIES

MEDIA POLICY

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. Whenever a serious incident or injury occurs, it is imperative that all employees and adherents of the Calibre Group of Companies understand the procedure regarding the flow of information as follows:
 - a. Ensure the injured party is cared for completely.
 - b. Workers most directly involved will ensure the appropriate area is protected or cordoned off to protect the scene from public access and satisfy the legislated mandate.
 - c. The immediate supervisor **MUST** be contacted immediately and is apprised of all relevant details of the incident.
 - d. As required, Occupational Health and Safety is contacted immediately with all relevant details of the incident.
 - e. Under **NO CIRCUMSTANCES** does any worker conduct or engage in any form of discussion or conversation with the media or make any statements. **NO COMMENT**
 - f. The designated media representative will ensure that all information intended to be released has been vetted by Calibre Management prior to release.
 - g. In cases of severe injury or death, it is imperative that Calibre Management contact legal counsel at their first opportunity.
2. The following contact list will be **the only personnel to expedite a press release when necessary:**

CONTACT	POSITION	NUMBER
Terry Jennett	Co-President	403-312-4390
Tim Arnett	Co-President	403-813-9704

The safety information in this policy does not take precedence over OH&S Legislation. All employees should be familiar with the current OH&S Act, Regulations, and Code. A copy is readily available at the Safety Officer's desk and is also found on each work site in the respective job and safety boxes.

Signed: 
Mr. Terry Jennett, Co-President

Date: Jan 21, 2021

Signed: 
Mr. Tim Arnett, Co-President

Date: Jan 21, 2021



THE CALIBRE GROUP OF COMPANIES

SUBSTANCE ABUSE POLICY

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

INTRODUCTION

Calibre Group of Companies is committed to the health and safety of its employees, its customers, and the public in general. The abuse of alcohol or drugs can create safety hazards for employees, co-workers, company clients and the public. To combat the negative effects of alcohol and drug abuse, Calibre has implemented a substance abuse policy that adheres to **"ZERO" tolerance**, the details of which are outlined below.

MINIMUM STANDARDS ON CALIBRE PREMISES OR CUSTOMER SITE

- No employee shall enter the worksite while under the influence of drugs or alcohol for any reason.
- No employee shall distribute, sell, possess, consume or use alcohol or drugs (as defined under definitions) on any company premises or customer site (as defined under definitions) or in any vehicle (as defined under definitions) or other equipment.
- No employee shall report to work or be at work with detectable levels of any drug in his/her body or prescription drug that could impede the safe performance of his/her duties.
- Any Calibre employee found breaching the above standards could have his/her employment with Calibre terminated, or at the very least, be subject to disciplinary action.

The following shall apply:

- No Calibre employee will be allowed to operate or have control of a company vehicle or company equipment while impaired or under the influence of drugs or alcohol. **This will be cause for immediate dismissal.**
- Calibre employees will be subject to Post Incident Testing should an incident occur involving equipment (company assigned, rentals, or client provided) on any/all Calibre worksites.
- All subcontractors will follow and adhere to the Calibre standards in the Substance Abuse Policy and all requirements as outlined in the Subcontractor-Schedule C Contractor Safety Program.

The safety information in this policy does not take precedence over OH&S Legislation. All employees should be familiar with the current OH&S Act, Regulations, and Code. A copy is readily available at the Safety Officer's desk and is also found on each work site in the respective job and safety boxes.

Signed: _____ Date: Jan 21, 2021

Mr. Terry Jennett, Co-President

Signed: _____ Date: Jan 14, 2021

Mr. Tim Arnett, Co-President



THE CALIBRE GROUP OF COMPANIES

HEALTH AND SAFETY COMMITTEE POLICY

DEVELOPED: April 25, 2019	LAST REVIEWED: July 15, 2019	REVISED: January 15, 2021
DEVELOPED BY: Heather Plourde	REVIEWED BY: Terry Jennett	REVISED BY: Heather Rachar

The Calibre Group of Companies, as follows:

- Calibre Coatings Ltd. _____ Health and Safety Representatives Established
- Cal-Res Coatings Ltd. _____ Health and Safety Committee & Representatives Established
- Renue Recycling Ltd. _____ Representatives Established
- Calibre Management Services Ltd. _ Representatives Established
- Frp/Mocoat Solutions _____ Representative Established

Is committed to a strong safety program that promotes and encourages all of its workers to participate and take ownership in the established Health and Safety Committee as outlined in legislation.

At Calibre, we believe in worker-led safety initiatives, as the workers themselves are the most exposed to hazards in the work place.

Therefore, the Calibre Group of Companies will have a Health and Safety Committee which is comprised of workers of the office and shop.

Health and Safety Representatives will also be incorporated for each company that has 4 or less workers assigned to a work site working less than 90 days to assist in addressing any health and safety concerns, complaints, work refusals, and liaise with their respective employers in these matters.

This committee, representatives, and the Calibre Group of Companies will adhere to PART 13, Section 196 – 202 of the Occupational Health and Safety Code. Key points will be defined on the following pages.

The safety information in this policy does not take precedence over OH&S Legislation. All employees should be familiar with the current OH&S Act, Regulations, and Code. A copy is readily available at the Safety Officer's desk and is also found on each work site in the respective job and safety boxes.

Signed: _____ Date: Jan 21, 2021
Mr. Terry Jennett, Co-President

Signed: _____ Date: Jan 21, 2021
Mr. Tim Arnett, Co-President



THE CALIBRE GROUP OF COMPANIES

Health and Safety Committee and Health and Safety Representatives

Terms of Reference / Overview:

Work site health and safety committees and representatives bring supervisors and workers together to discuss and address health and safety related concerns in the workplace.

They allow workers to participate in occupational health and safety and support the three basic rights of workers:

- 1) Right To Know
- 2) Right To Participate
- 3) Right To Refuse Dangerous Work

Roles and Responsibilities:

The role of the committee and representative is to advise, and assist, not assume managerial responsibilities for health and safety in the workplace.

Committees and Representatives Assist:

- 1) Employers respond to health and safety concerns of workers
- 2) In developing health and safety policies and safe work procedures
- 3) In developing and promoting education and training programs
- 4) In participating in work site inspections and investigations
- 5) By investigating worker reports of dangerous work and refusal to work
- 6) With health and safety orientations for new employees.

The employer shall:

- 1) Provide adequate resources, time and training to help committees and representatives function effectively.
- 2) Hold meetings and carry out duties and functions during normal working hours.

Appointment:

All Health and Safety Representatives must be voted into position by their peers. Representatives will not be vetted, appointed or suggested by the employer.

- 1) Upon the time where a new representative must be selected, the Chair of the Committee will announce to the workers that a new member is required. The Chair will announce the date of the vote, which will be at least TEN (10) business days later.
- 2) The worker must willfully, and without duress, make their desire for candidacy known at least FIVE (5) business days prior to voting. This must be done in writing.
- 3) A second worker must nominate the 1st worker. The second worker must include their name on the 1st workers written candidacy note.
- 4) A vote will occur with majority rule.
 - a. Proxy: Should a worker know ahead of time they will be unable to be present at the time of voting, they should inform the Chair of their selected candidate.



THE CALIBRE GROUP OF COMPANIES

Committee Members

The Health and Safety Committee must have at least 4 members, with at least half representing the workers. Ideally, the committee will have an odd number of members, to prevent any ties during the voting process.

- 1) Worker representatives are selected by the workers for a term of not less than 2 years
- 2) Employer representatives are assigned by the employer

Each committee must have 2 co-chairpersons:

- 1) Worker co-chair is chosen by worker members
- 2) Employer co-chair is chosen by employer members

Meeting Requirements

- 1) Health and Safety Committee members must meet within TEN (10) days of the formation of the committee
- 2) Health and Safety Committee members must meet every THREE (3) months
- 3) Health and Safety Committee members must be informed within TEN (10) days after any member is stepping down from the committee
 - a. This can be done via e-mail to ALL MEMBERS OF THE COMMITTEE
 - b. E-mails informing other H&S Committee members shall be considered Official Meeting Minutes and will be shared with workers. They are not to be deleted.
- 4) Health and Safety Committee members must meet within TEN (10) days after any new member is voted into the committee
- 5) All meeting minutes must be kept and saved. They are to be shared with other workers. They are to be available to any OH&S Officer, should they be requested.
- 6) Meetings must meet quorum in order for the committee to make decisions.

Training

The employer will provide the resources needed for training of the committee members.

The employer will not deduct any pay while the worker is in training.

The training consists of two parts, as per legislation:

- 1) On-line training, which is considered the "Half Day" training course
- 2) In class training, which is the full day training aspect

Both of these courses shall be taken at a Government Of Alberta approved training facility.