



Barber-Collins Security Services Ltd.

245 Labrador Drive
Waterloo, Ontario, N2K 4M8
Phone: 519-745-1111
Fax: 519-745-3554
E-mail: security@barbercollins.ca



Welcome to Barber-Collins Security! We are very pleased to have you join our team. We look forward to working with you and are confident that you will become an important asset to our company.

The purpose of this document is to give you some background on the company as well as to direct you to the appropriate office staff member for any questions you may have. Our goal is to offer you support during this transition period and ensure you feel a part of the team here at Barber-Collins Security.

THE COMPANY

Barber-Collins Security is a locally owned and managed business providing security services to the Kitchener-Waterloo, Cambridge, Guelph and surrounding areas since 1980.

Outside of the tri-city area we have customer facilities in Guelph, Breslau, Baden, St. Jacobs, Hanover, Palmerston, Stratford, Hamilton, Burlington, Toronto and Mississauga.

Our firm employs over 500 security personnel and has over 75 Account Supervisors.

OUR OFFICE TEAM

The office team is here to support you. Each person serves different functions to help you with your specific needs. We have outlined a basic summary below to provide you with some direction on who to contact when you have questions. If we can assist in any way, please do not hesitate to contact us at the office. We are very happy to help!

ADMINISTRATIVE ASSISTANT – security@barbercollins.ca (ext. 4321):

1. Directing your calls to our office team
2. Uniform replacement supplies
3. Change of address / phone numbers / email address / name change (*proof required*)

PAYROLL/BILLING COORDINATOR - payroll@barbercollins.ca (ext. 4353):

1. Any questions regarding payroll
2. Employment agreements, ie. Overtime averaging
3. Vacation pay requests
4. Change of banking information
5. Change in deduction information (For example: Canada Pension, tax exemptions / additional tax deductions)
6. Employment Leaves (Request for Record of Employment)
7. United Way Campaign
8. Worker Member on our Joint Health and Safety Committee

RECRUITMENT SPECIALIST - mway@barbercollins.ca (ext. 4426):

1. New Hire Onboarding
2. License renewals
3. Uniform replacement supplies
4. Transfer requests
5. Referral program
6. Employee Awards Program

OFFICE MANAGER - dalberto@barbercollins.ca (ext. 4349):

1. Workplace Accidents/WSIB
2. Online training & development
3. HR
4. Management Rep on our Joint Health and Safety Committee

OPERATIONS TEAM:

The Operations Managers focus is managing the accounts. The Operations Manager works interactively with the Account Supervisor to ensure that the security program operates effectively. There will be one designated Operations Manager that will oversee your account. You will be provided with this information on your Job Assignment Form.

The Operations Manager is available to assist you with the following:

1. If there is an issue that the Account Supervisor is not able to resolve
2. The Operations Managers also assume the after hours on-call duties for emergency purposes only:
 - 4:00PM – 8:00AM Monday to Friday
 - 24 hours on the weekend
 - Statutory holidays
 - 519-745-1111 or 1-888-474-9875

ACCOUNT SUPERVISOR

Your Account Supervisor will be able to assist you in the following areas:

1. Coordinate your site specific training
2. Provide you with your schedule
3. Coordinate time off requests
4. Assist you with any problems you may encounter
5. Answer any questions that you have about the job or the account you are assigned to

EMERGENCY TELEPHONE NUMBERS

EMERGENCY RESPONSE

NOTE: Employees must not put themselves in harms way. Security staff is a visual deterrent and if a situation arises that you consider dangerous or life threatening, the expectation is you call 911.

Fire, Police, Ambulance (K-W, Guelph and Cambridge)

9-1-1

ONTARIO PROVINCIAL POLICE

Kitchener-Waterloo/ Cambridge

519-654-0150

Guelph

519-822-7250

London

519-681-0300

Mississauga

905-584-2241

REGIONAL POLICE

Waterloo Regional Police (K-W and Cambridge)

519-653-7700

Guelph Police

519-824-1212

Guelph Fire Department

519-824-3232

Peel Regional Police

905-453-3311

London Regional Police

519-661-5670

HOSPITALS

K-W Hospital

519-742-3611

St. Mary's Hospital

519-744-3311

Cambridge Memorial

519-621-2330

Guelph General

519-822-5350

St. Josephs Hospital - London

519-646-6100

The Credit Valley Hospital - Mississauga

905-813-2200

The Trillium Health Centre - Mississauga

905-848-7100

BARBER-COLLINS EMERGENCY SUPPORT LINE

519-745-1111

- When calling the Barber-Collins Security Emergency Line your calls will be answered by a live operator 24 hours a day / seven days a week
- If the call is urgent, the operator will connect you with an on-call manager directly
- You may leave a phone number to enable the manager to return your call



UNIFORM REQUIREMENTS

Part 1 – Barber-Collins Image

Barber-Collins is proud of our professional image that is portrayed within the community by our security personnel. In order to maintain this image, we provide our staff with a complete uniform. The basic uniform requirements that are to be worn at all times while on duty are as follows:

- White shirt or gray shirt (dependent on site)
- Black cargo pants or gray pants (dependent on site)
- Blazer if required
- Lanyard or badge to display security license
- Black socks (not supplied)
- Black or gray footwear (not supplied)

Please note: The items listed above may or may not be required depending on the client's requirements and the image they want to portray.

The balance of the uniform may be worn in addition to the items at the discretion of the employee.

Barber-Collins understands that over time, the uniform will incur reasonable wear and tear (this may include fading, fraying, tears, or stains). Therefore we will replace any items that don't meet suitable standards on an annual basis. If you feel that some of your uniform items require replacement prior to the annual date, please bring your old items into the office and we will assess the situation and distribute new items accordingly.

Part II – The Legislation

The **Private Security and Investigative Services Act, 2005** requires all Security Officers to wear a uniform while on duty as well as an identification tag with your name or license number.

The following is an excerpt from the Private Security & Investigative Services Act:

Security guard uniform

Subject to subsection (3), every person who is acting as a security guard or holding himself or herself out as one shall wear a uniform that complies with the regulations. 2005, c. 34, s. 35 (2).

Regulation 54(j)

Respecting the uniform that must be worn by a person when acting as a security guard, and providing for badges, insignia and colours;

No other evidence of authority

No person who is acting as a security guard or holding himself or herself out as one shall possess any identification or symbol of authority other than his or her uniform, the licence issued to him or her under this Act, and any other form of identification or symbol of authority provided for in the regulations. 2005, c. 34, s. 35 (4).

Regulation 362/07

An identification tag with the security guard's name or license number must be affixed to the chest of the outermost piece of the uniform.

A security guard logo and identification tag worn on a shirt under a blazer or personal jacket is not 'displayed' as required by the Act. The required logo and identification tag must be displayed on the outer-most garment of the uniform so as to be visible to the public at all times.

Part III –Security Guard License

The following is an excerpt from the Private Security and Investigative Services Act:

Security guard license must be carried

Every person who is acting as a security guard or holding himself or herself out as one shall,

- a) carry his or her license;*
- b) on request identify himself or herself as a security guard; and*
- c) on request, produce his or her license. 2005, c.24, s. 35 (1).*

Identification of guard

An identification tag with the security guard's name or license number must be affixed to the chest of the outermost piece of the uniform. O. Reg. 362/07, s. 3.

Ministry of Labour, Training and Skills Development

Hours of Work and Overtime Pay

Disclaimer: This resource has been prepared to help employees and employers understand some of the minimum rights and obligations established under the Employment Standards Act, 2000 (ESA) and regulations. It is not legal advice. It is not intended to replace the ESA or regulations and reference should always be made to the official version of the legislation. Although we endeavor to ensure that the information in this resource is as current and accurate as possible, errors do occasionally occur. The ESA provides minimum standards only. Some employees may have greater rights under an employment contract, collective agreement, the common law or other legislation.

The [Employment Standards Act, 2000](#) (ESA) sets minimum standards for most workplaces in Ontario, including hours of work and overtime pay. This information sheet provides information about the general rules in Ontario about hours of work and overtime pay.

Under the ESA, some jobs or industries have special rules or exemptions for hours of work and overtime. For more information and to learn if your job has special rules or exemptions, go to Ontario.ca/ESAtools.

Hours of work

You cannot be required to work more than eight hours a day or the number of hours in your regular work day if your regular work day is longer than eight hours. You also cannot be required to work more than 48 hours in a week.

Rest periods and eating periods

Your employer must give you a 30-minute eating period after working no more than five hours of work, or two shorter eating periods equal to 30 minutes within a five-hour period, if the employer and employee agree.

Your employer must give you 11 consecutive hours off work in each 24-hour period. You must also have 24 straight hours off work each work week, or 48 straight hours off every two work weeks.

Your employer must give you eight hours off between shifts. This does not apply if the total time worked on both shifts is not more than 13 hours, or you and your employer have agreed in writing that you will receive less than eight hours off between shifts.

To calculate these periods, try the Hours of Work and Overtime Tool at [Ontario.ca/ESAtools](https://ontario.ca/ESAtools).

Excess hours of work

You and your employer can agree in writing that you will work more than:

- eight hours a day or their established regular workday – if it is longer than eight hours;
- 48 hours a week.

You do not have to agree to work excess hours.

If you *do* agree to work excess hours, you cannot work more than the number of hours shown in your agreement.

You can cancel this agreement by giving your employer two weeks' written notice. Your employer can also cancel the agreement by giving you reasonable notice. Once your agreement is cancelled, you can no longer work excess hours.

If you are represented by a trade union, your union can make agreements with your employer on your behalf.

For more information on hours of work, including excess hours agreements, go to [Ontario.ca/hoursofwork](https://ontario.ca/hoursofwork).

Overtime pay

Generally, your employer must pay you overtime pay if you work more than 44 hours in a week. Overtime pay is 1 ½ times your regular rate of pay.

You can receive paid time off work instead of overtime pay if you and your employer agree to this in writing. Paid time off is provided at 1 ½ hours off for each overtime hour worked. The time off must be taken within three months of being earned.

Overtime averaging

You and your employer can agree in writing to average your hours over two, three or four weeks to determine overtime pay, if any. This means your overtime pay is based on the average number of hours you work in the period set out in the agreement rather than each week. You do not have to agree to overtime averaging if you do not want to.

These agreements must contain a start date and an expiry date and generally cannot last longer than two years. Generally, you or your employer cannot end the averaging agreement before the expiry date, unless you and your employer both agree, in writing, to end it. If you are represented by a trade union, your union can make agreements with your employer on your behalf. These agreements will last no longer than when the next collective agreement takes effect.

For more information about overtime and averaging agreements visit Ontario.ca/overtime.

You cannot be punished for asking about or using your ESA rights

If you ask about or exercise your rights under the ESA your employer cannot punish you in any way, including by ending your employment.

You cannot agree to give up your rights

You cannot agree or sign a contract to give up any of your rights under the ESA. These agreements or contracts are invalid. For example, if you sign a contract saying your employer does not have to pay you overtime, this agreement would be invalid.

For more information or to file a claim

For more information about the ESA visit Ontario.ca/ESAGuide.

If you have questions about the ESA you may also call the Employment Standards Information Centre at 416-326-7160, toll free at 1-800-531-5551, or TTY 1-866-567-8893. Information is available in many languages.

If you believe that you have not received your rights under the ESA, you can file a claim with the Ministry of Labour, Training and Skills Development at Ontario.ca/ESAclaims.

Information for Employees About Hours of Work and Overtime Pay

Disclaimer: This resource has been prepared to help employees and employers understand some of the minimum rights and obligations established under the Employment Standards Act, 2000 (ESA) and regulations. It is not legal advice. It is not intended to replace the ESA or regulations and reference should always be made to the official version of the legislation. Although we endeavor to ensure that the information in this resource is as current and accurate as possible, errors do occasionally occur. The ESA provides minimum standards only. Some employees may have greater rights under an employment contract, collective agreement, the common law or other legislation. Employers and employees may wish to obtain legal advice.

Introduction

These are the general rules in Ontario about hours of work and overtime pay. There are exceptions and special rules for some employees under the [Employment Standards Act, 2000](#) (ESA). To see if your occupation is subject to special rules or exemptions see the Special Rule Tool available at [Ontario.ca/ESAtools](#).

Your employer cannot intimidate you, fire you, suspend you, reduce your pay, punish you in any way or threaten any of these actions for exercising your ESA rights.

Hours of work

The maximum daily and weekly limits on hours of work are:

- 8 hours a day (or the number of hours in your regular work day, if it is more than 8),
- 48 hours a week.

Rest periods and eating periods

Your employer must give you at least:

- **11 consecutive hours off work each day** (a “day” is a 24-hour period – it does not have to be a calendar day);
- **8 hours off work between shifts** (unless the total time worked on the shifts is 13 hours or less, or you and your employer have otherwise agreed in writing); and
- **24 consecutive hours off work each work week** (or 48 consecutive hours off every two work weeks).

You must also get a 30-minute eating period after no more than five hours of work. You can agree with your employer to split this eating period into two shorter breaks.

Overtime pay

For every hour you work over 44 hours a week, your employer must pay you at least 1½ times your regular rate of pay (“time and a half”).

Excess hours of work and overtime averaging

You do not have to but if you **choose** to, you can agree with your employer in writing to:

- work more than 8 hours a day (or the number of hours in your regular work day, if it is more than 8),
- work more than 48 hours a week, **and / or**
- average the hours you work over periods of two or more weeks to calculate overtime pay.

For excess weekly hours and/or overtime averaging to be permitted, your employer must also apply for approval from the Ministry of Labour’s Director of Employment Standards and post a copy of the application where you can see it. If and when your employer gets approval from the Director, the approval form must be posted where you can see it. Your written agreement alone is **not** enough. You cannot work more than the number of hours approved by the Director. This may be fewer than the number of hours you agreed to work.

You can cancel an agreement to work excess daily or weekly hours by giving your employer two weeks’ written notice. Your employer can also cancel an agreement by giving you reasonable notice.

Overtime averaging agreements must have an expiry date and cannot be cancelled unless both you and your employer agree.

Generally, if you are represented by a union your union would make agreements with your employer on your behalf.

For more information or to file a claim

If you have questions about the ESA call the Ministry of Labour’s Employment Standards Information Centre at 416-326-7160, toll free at 1-800-531-5551, or TTY 1-866-567-8893. Information is available in multiple languages.

More information on hours of work and overtime pay can be found in *Your Guide to the Employment Standards Act, 2000* available at [Ontario.ca/ESAguide](https://ontario.ca/ESAguide). You may also wish to try the Hours of Work and Overtime Tool available at [Ontario.ca/ESAtools](https://ontario.ca/ESAtools). To file a claim, you can access the Employment Standards Claim Form online at [Ontario.ca/ESAforms](https://ontario.ca/ESAforms).

Employment Standards in Ontario

The *Employment Standards Act, 2000* (ESA) protects employees and sets minimum standards for most workplaces in Ontario. **Employers are prohibited from penalizing employees in any way for exercising their rights under the ESA.**

What you need to know

Public holidays

Ontario has a number of public holidays each year. Most employees are entitled to take these days off work and be paid public holiday pay. Visit [Ontario.ca/publicholidays](https://ontario.ca/publicholidays).

Hours of work and overtime

There are daily and weekly limits on hours of work. There are also rules around meal breaks, rest periods and overtime. Visit [Ontario.ca/hoursofwork](https://ontario.ca/hoursofwork) and [Ontario.ca/overtime](https://ontario.ca/overtime).

Termination notice and pay

In most cases when terminating employment, employers must give employees advance written notice of termination or termination pay instead of notice. Visit [Ontario.ca/terminationofemployment](https://ontario.ca/terminationofemployment).

Vacation time and pay

There are rules around the amount of vacation time and pay employees earn. Most employees can take vacation time after every 12 months of work. Visit [Ontario.ca/vacation](https://ontario.ca/vacation).

Leaves of absence

There are a number of job-protected leaves of absence in Ontario. Examples include sick leave, pregnancy leave, parental leave and family caregiver leave. Visit [Ontario.ca/ESAguide](https://ontario.ca/ESAguide).

Minimum wage

Most employees are entitled to be paid at least the minimum wage. For current rates visit [Ontario.ca/minimumwage](https://ontario.ca/minimumwage).

Other employment rights, exemptions and special rules

There are other rights, exemptions and special rules not listed on this poster, including rights to severance pay and special rules for assignment employees of temporary help agencies.

Subscribe to our newsletter and stay up to date on the latest news that can affect you and your workplace. Visit [Ontario.ca/labournews](https://ontario.ca/labournews).

Learn more about your rights at:

[Ontario.ca/employmentstandards](https://ontario.ca/employmentstandards)
1-800-531-5551 or TTY 1-866-567-8893

 [@ONTatwork](https://twitter.com/ONTatwork)  [@OntarioAtWork](https://facebook.com/OntarioAtWork)  [@Ontarioatwork](https://instagram.com/Ontarioatwork)

Health & Safety at Work

➤ Prevention Starts Here

Ontario's Occupational Health and Safety Act gives workers rights. It sets out roles for employers, supervisors and workers so they can work together to make workplaces safer.

➤ Improve Health and Safety:

- **Find out** about your Joint Health and Safety Committee or Health and Safety Representative.
- **Talk** to your employer, supervisor, workers, joint health and safety committee or health and safety representative about health and safety concerns.

**Call the Ministry of Labour,
Training and Skills Development
at 1-877-202-0008**

Report critical injuries, fatalities,
work refusals anytime.

Workplace health and safety information,
weekdays 8:30am – 5:00pm.

Emergency? Always call 911 immediately.

Find out more:

ontario.ca/healthandsafetyatwork



© Queen's Printer for Ontario
Ministry of Labour, Training
and Skills Development
ISBN 978-1-4868-4209-4 (PRINT)
ISBN 978-1-4868-4210-0 (PDF)

February 2020

➤ Workers have the right to:

- **Know** about workplace hazards and what to do about them.
- **Participate** in solving workplace health and safety problems.
- **Refuse** work they believe is unsafe.

➤ Workers must:

- **Follow** the law and workplace health and safety policies and procedures.
- **Wear** and **use** the protective equipment required by their employer.
- **Work** and **act** in a way that won't hurt themselves or anyone else.
- **Report** any hazards or injuries to their supervisor.

***Employers must NOT take action against workers
for following the law and raising health and safety concerns.***

➤ Employers must:

- **Make sure** workers know about hazards and dangers by providing information, instruction and supervision on how to work safely.
- **Make sure** supervisors know what is required to protect workers' health and safety on the job.
- **Create** workplace health and safety policies and procedures.
- **Make sure** everyone follows the law and the workplace health and safety policies and procedures.
- **Make sure** workers wear and use the right protective equipment.
- **Do everything** reasonable in the circumstances to protect workers from being hurt or getting a work-related illness.

➤ Supervisors must:

- **Tell** workers about hazards and dangers, and respond to their concerns.
- **Show** workers how to work safely, and make sure they follow the law and workplace health and safety policies and procedures.
- **Make sure** workers wear and use the right protective equipment.
- **Do everything** reasonable in the circumstances to protect workers from being hurt or getting a work-related illness.

In case of injury or illness at work

1

Get medical help

Your employer is responsible for providing first aid. See a doctor or go to a hospital if you need treatment. Your employer pays for your transportation on the day of injury.

2

Document

Tell your employer about your injury or illness. They keep a record of what happened.

3

Report to the WSIB

You can scan the QR code below or visit wsib.ca/reporting and follow the steps to submit a Worker's Report of Injury/Illness (Form 6). Your employer must report an injury or illness to us within three business days.

4

Work together

We work with you and your employer to help you recover and return to work safely, at the right time.



Scan the QR code or visit wsib.ca/reporting to submit a Worker's Report of Injury/Illness (Form 6).

Questions? We're here to help.

Sign up for our online services to send us a message anytime, anywhere, or call us at 1-800-387-0750 or TTY: 1-800-387-0050.

Visit wsib.ca/online services for details.



10.22 SAFETY COMMITTEE MEMBERS

Your Safety Committee Members are:

<u>NAME</u>	<u>WORK LOCATION</u>	<u>POSITION</u>
Candis Tetreault payroll@barbercollins.ca	Worker - Office	Co-Chairperson
Kevin Braune Kbraune128@gmail.com	Worker	Member
Debbie Alberto dalberto@barbercollins.ca	Management - Office	Member
Darryl Rouleau drouleau@barbercollins.ca	Management - Office	Co-Chairperson

If you have any safety concerns, please do not hesitate to contact any one of these members at 519-745-1111 or your Account Supervisor.

Rosa's Tailoring and Dry Cleaners (4 Locations)

Bring our issued uniform pants into one of the three locations listed below for **Rosa's Tailoring and Dry Cleaners** and they will make the necessary alterations and bill Barber-Collins Security directly. <https://rosastailoring.ca/>

WILFRID LAURIER UNIVERSITY, WATERLOO

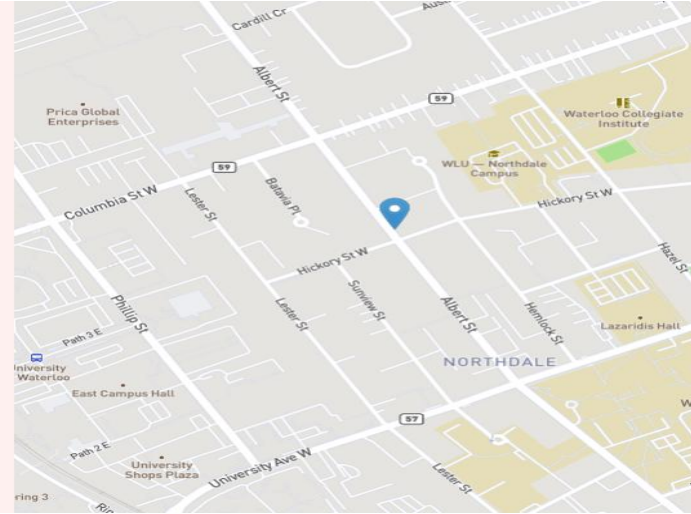
(519) 897 - 5480

Find us North of University Ave on
Albert St.

288 Albert Street, Waterloo, Ontario N2L 0G9, Canada

Hours

Mon 12:00 p.m. – 08:00 p.m. ▲
Tue 12:00 p.m. – 08:00 p.m.
Wed 12:00 p.m. – 08:00 p.m.
Thu 12:00 p.m. – 08:00 p.m.
Fri 12:00 p.m. – 08:00 p.m.
Sat 12:00 p.m. – 05:00 p.m.
Sun Closed



BRIDGE STREET W, WATERLOO

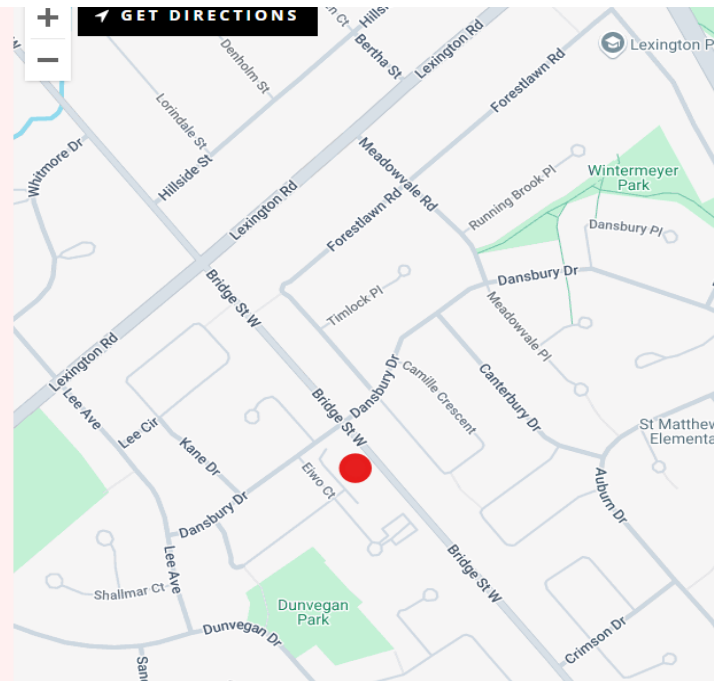
NOW OPEN!

373 Bridge Street West, Waterloo, Ontario N2K
3K3, Canada

Hours

Mon 10:00 a.m. – 06:00 p.m. ▲
Tue 10:00 a.m. – 06:00 p.m.
Wed 10:00 a.m. – 06:00 p.m.
Thu 10:00 a.m. – 06:00 p.m.
Fri 10:00 a.m. – 06:00 p.m.
Sat 10:00 a.m. – 03:00 p.m.
Sun Closed

Closed Most Major Holidays.



THE WILLIAMSBURG CENTRE, KITCHENER

(226) 336 - 1010

Find us near Goodlife Fitness!

325 Max Becker Drive, Kitchener, Ontario N2E 4H5, Canada

Hours

Mon 10:00 a.m. – 06:00 p.m. ▲

Tue 10:00 a.m. – 06:00 p.m.

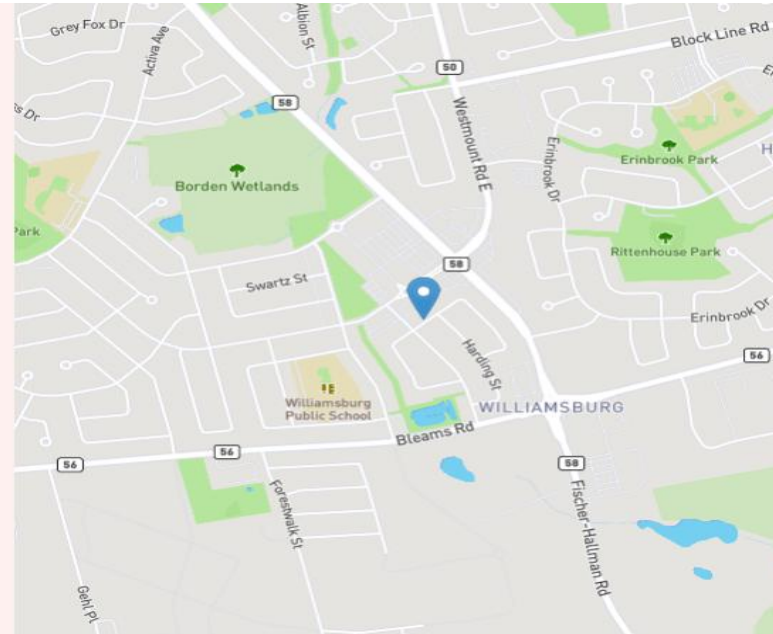
Wed 10:00 a.m. – 06:00 p.m.

Thu 10:00 a.m. – 06:00 p.m.

Fri 10:00 a.m. – 06:00 p.m.

Sat 10:00 a.m. – 03:00 p.m.

Sun Closed



THE BOARDWALK, WATERLOO

(226) 988 - 8187

Find us near the water park!

245 The Boardwalk, Waterloo, Ontario N2T 0A6, Canada

Hours

Mon 10:00 a.m. – 06:00 p.m. ▲

Tue 10:00 a.m. – 06:00 p.m.

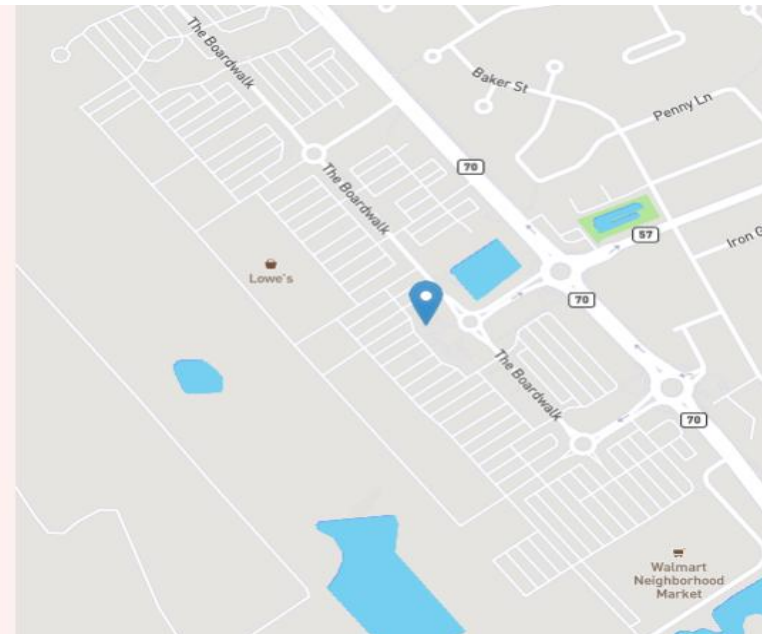
Wed 10:00 a.m. – 06:00 p.m.

Thu 10:00 a.m. – 06:00 p.m.

Fri 10:00 a.m. – 06:00 p.m.

Sat 10:00 a.m. – 03:00 p.m.

Sun Closed



New Employee Payroll Information

The following information is to acquaint you with the Barber-Collins Security payroll process. Questions concerning this material may be directed to the Payroll Department by calling the office at 519-745-1111, ext.4353, Monday to Friday 8am-4pm or by email at payroll@barbercollins.ca.

Information Change

Please contact the office immediately if you have changes to the following items:

- Change of Address, Phone number, email address (can also be changed in your ADP profile)
- Emergency Contact
- Banking info (with void cheque or direct deposit form) – can be updated in your ADP profile but you **MUST** send a copy via email to payroll@barbercollins.ca
- Name Change (with proof)
- Updated Work Permits, SIN# etc. (also email a copy to mway@barbercollins.ca)

Tax Forms

For income tax purposes you need to complete both a TD1 Federal tax and a TD1-ON Provincial tax withholding forms. Anyone with additional exemptions is required to complete new forms each year to ensure that the appropriate exemption is used. Current copies are available on our website.

Pay Schedule

Barber-Collins Security has a bi-weekly payroll system, meaning that you will be paid every other Thursday. An annual schedule of deposit dates and list of statutory holidays is issued each year and will be forwarded to all staff. The current pay schedule can be found in this handbook.

Direct Payroll Deposit

Direct payroll deposit is mandatory for Barber-Collins staff. Your pay cheque will be electronically deposited into the bank(s) or credit union you designate. If you change your bank account, you must provide the Payroll Department with a “Void Cheque” or a “Direct Deposit Form” issued by the bank. **We will not accept the information in your own writing, by email or over the phone.** If you fail to provide the new information and your direct deposit is rejected, you will be charged a service fee of \$35.00 (+HST).

Vacation Pay

Vacation pay is accumulated at 4% of your earnings on a per pay period basis and 6% after 5 years of service. Once a year (usually the payroll closest to the first of June) Barber-Collins does an annual payout of your accumulated vacation pay. A notice will be issued to advise you of the pay out and if you wish to receive it at that time or not. You do not have to take your vacation pay at this time. You can receive your vacation pay at any time throughout the year. Simply email payroll@barbercollins.ca requesting your vacation pay (remembering to indicate if you will be taking any time off), or you can come into the office and complete a “Vacation Pay Request Form”.

Statutory Holidays

Barber-Collins recognizes all 9 Ontario statutory holidays (plus the Civic Holiday if the Client recognizes this specific holiday in the contracted agreement).

- New Years Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- **Civic Holiday
- Labour Day
- Thanksgiving Day
- Christmas
- Boxing Day

***The Civic may not apply to every job location as it is not a Gov't mandated Statutory Holiday. Check with head office to see if you are eligible.*

- A list of stat dates for each year is provided in the new hire package and the December newsletter for the following year.
- **Holiday Pay calculation:** Employees are entitled to be paid at a rate of time and a half for any hours worked on the statutory holiday (the 24-hour period in which the stat falls).
- **Holiday Premium:** All employees are entitled to Holiday Premium pay, whether they work on the holiday or not (unless they are disqualified by not working their schedule shift before and after the stat).
- **ESA Calculation of Holiday Premium:** The holiday premium is calculated based on the regular earnings in the two pays prior to the statutory holiday divided by 20. Regular earnings do not include overtime or statutory pay earned during the qualifying period.
 - Example: Full-Time Employee Calculation: If an employee works full time (8 hours a day) with no time off in the qualifying period, they will receive 8 hours of holiday premium.



Payroll is extremely important to employees and plays an essential role in building a strong employee-employer relationship. As an employer, we strive to deliver payroll that is managed diligently and professionally. In doing so, we are guided by the following principles, which we endeavor to uphold when managing your pay.

ACCURACY

- ✓ We endeavour to achieve the highest level of pay accuracy, each and every pay.
- ✓ We believe it is a priority to calculate accurate pay in accordance with current legislation and the agreed upon conditions and stipulations of an individual's contract or employment agreement.

TIMELINESS

- ✓ We understand that timeliness of pay impacts people's ability to meet their financial obligations and goals.
- ✓ We take every effort to dispense pay according to regularly scheduled pay dates or other defined timeframes, as stated in an individual's contract or employment agreement.

TRANSPARENCY

- ✓ We support transparency between employer and employee regarding pay, benefits and deductions.
- ✓ We endeavor to provide payroll information that is easily accessible and delivered in clear, plain-language.
- ✓ We welcome payroll-related questions and strive to provide straightforward answers and explanations.

SECURITY

- ✓ We acknowledge the importance of keeping employee's personal information required for payroll secure.
- ✓ We recognize employee's expectation that payroll protects any confidential or sensitive information.

COMPLIANCE

- ✓ We prioritize compliance with all applicable legal requirements, legislation and regulations when handling payroll.
- ✓ We understand that non-compliance in handling pay can result in negative outcomes for employees.

DISCLOSURE

- ✓ We believe that employees are entitled to know, at the earliest opportunity, of changes, errors or discrepancies related to their pay.
- ✓ We understand the importance of resolving payroll issues as quickly as possible, following disclosure.

PROFESSIONALISM

- ✓ We celebrate the role that professional payroll plays in serving employees.
- ✓ We strive to handle payroll with the utmost professionalism and diligence that it deserves.
- ✓ We recognize that professionally handled payroll builds confidence and trust among employees.



Employee Payroll Deposit Schedule – 2026

Pay Period	ADP Week	Friday 12:01am	To	Thursday 12am	Deposit Date
27	53	December 12, 2025	To	December 25, 2025	December 31st, 2025
1	1	December 26, 2025	To	January 8, 2026	January 15, 2026
2	3	January 9, 2026	To	January 22, 2026	January 29, 2026
3	5	January 23, 2026	To	February 5, 2026	February 12, 2026
4	7	February 6, 2026	To	February 19, 2026	February 26, 2026
5	9	February 20, 2026	To	March 5, 2026	March 12, 2026
6	11	March 6, 2026	To	March 19, 2026	March 26, 2026
7	13	March 20, 2026	To	April 2, 2026	April 9, 2026
8	15	April 3, 2026	To	April 16, 2026	April 23, 2026
9	17	April 17, 2026	To	April 30, 2026	May 7, 2026
10	19	May 1, 2026	To	May 14, 2026	May 21, 2026
11	21	May 15, 2026	To	May 28, 2026	June 4, 2026
12	23	May 29, 2026	To	June 11, 2026	June 18, 2026
13	25	June 12, 2026	To	June 25, 2026	July 2, 2026
14	27	June 26, 2026	To	July 9, 2026	July 16, 2026
15	29	July 10, 2026	To	July 23, 2026	July 30, 2026
16	31	July 24, 2026	To	August 6, 2026	August 13, 2026
17	33	August 7, 2026	To	August 20, 2026	August 27, 2026
18	35	August 21, 2026	To	September 3, 2026	September 10, 2026
19	37	September 4, 2026	To	September 17, 2026	September 24, 2026
20	39	September 18, 2026	To	October 1, 2026	October 8, 2026
21	41	October 2, 2026	To	October 15, 2026	October 22, 2026
22	43	October 16, 2026	To	October 29, 2026	November 5, 2026
23	45	October 30, 2026	To	November 12, 2026	November 19, 2026
24	47	November 13, 2026	To	November 26, 2026	December 3, 2026
25	49	November 27, 2026	To	December 10, 2026	December 17, 2026
26	51	December 11, 2026	To	December 24, 2026	December 31, 2026
1	1	December 25, 2026	To	January 7, 2027	January 14, 2027



Statutory Holidays 2026

New Years Day	Thursday, January 1st
Family Day	Monday, February 16th
Good Friday	Friday, April 3rd
Victoria Day	Monday, May 18th
Canada Day	Wednesday, July 1st
**Civic Holiday	Monday, August 3rd
Labour Day	Monday, September 7th
Thanksgiving Day	Monday, October 12th
Christmas Day	Friday, December 25th
Boxing Day	Saturday, December 26th

Ontario has nine public holidays + the civic holiday

***** The Civic may not apply to every job location as it is not a Gov't mandated Statutory Holiday*****

~ Check with head office to see if you are eligible ~



Barber-Collins Security Services Ltd.

COMPUTER USE POLICY

SECTION ONE

PURPOSE

To ensure that all employees are responsible, the following guidelines have been established for using e-mail and the Internet and other forms of electronic media and services, including computers, telephones, voicemail, fax machines, external electronic bulletin boards, wire services, online services, intranet, and the World Wide Web.

No policy can lay down rules to cover every possible situation. Instead, it is designed to express *our client's* philosophy and set forth general principles when using electronic media and services. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.

SECTION TWO

PROHIBITED COMMUNICATIONS

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

1. Discriminatory or harassing;
2. Derogatory to any individual or group;
3. Obscene, sexually explicit or pornographic;
4. Defamatory or threatening;
5. In violation of any license governing the use of software; or
6. Engaged in for any purpose that is illegal or contrary to *our client's* policy or business interests.

SECTION THREE

PERSONAL USE

The computers, electronic media and services provided by *our client* are primarily for business use to assist employees in the performance of their jobs. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, non business purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the systems' use for their business purposes. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege.

SECTION FOUR

ACCESS TO EMPLOYEE COMMUNICATIONS

- A. Generally, electronic information created and/or communicated by an employee using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, Internet and bulletin board system access, and similar electronic media is not reviewed by the company. However, the following conditions should be noted:

Our client may routinely gather logs for most electronic activities or monitor employee communications directly, e.g., telephone numbers dialed, sites accessed, call length, and time at which calls are made, for the following purposes:

1. Cost analysis;
 2. Resource allocation;
 3. Optimum technical management of information resources; and
 4. Detecting patterns of use that indicate employees are violating company policies or engaging in illegal activity.
- B. *Our client* reserves the right, at their discretion, to review any employee's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy and other company policies.
- C. Employees should not assume electronic communications are completely private. Accordingly, if they have sensitive information to transmit, they should use other means.

SECTION FIVE

SOFTWARE

To prevent computer viruses from being transmitted through the company's computer system, unauthorized downloading of any unauthorized software is strictly prohibited. Only software authorized through *the client* may be downloaded. Employees should contact the client's system administrator if they have any questions.

SECTION SIX

SECURITY/APPROPRIATE USE

- A. Employees must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by company management, employees are prohibited from engaging in, or attempting to engage in:
 - 1. Monitoring or intercepting the files or electronic communications of other employees or third parties;
 - 2. Hacking or obtaining access to systems or accounts they are not authorized to use;
 - 3. Using other people's log-ins or passwords; and
 - 4. Breaching, testing, or monitoring computer or network security measures.
- B. No e-mail or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.
- C. Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.
- D. Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.

SECTION SEVEN

ENCRYPTION

Employees can use encryption software supplied to them by the systems administrator for purposes of safeguarding sensitive or confidential business information. Employees who use encryption on files stored on a company computer must provide their supervisor with a sealed hard copy record (to be retained in a secure location) of all of the passwords and/or encryption keys necessary to access the files.

SECTION EIGHT

PARTICIPATION IN ONLINE FORUMS

- A. Employees should remember that any messages or information sent on company-provided facilities to one or more individuals via an electronic network—for example, Internet mailing lists, bulletin boards, and online services—are statements identifiable and attributable to *the client*.
- B. *The client* recognizes that participation in some forums might be important to the performance of an employee's job. For instance, an employee might find the answer to a technical problem by consulting members of a news group devoted to the technical area.

SECTION NINE

VIOLATIONS

Any employee who abuses the privilege of their access to e-mail or the Internet in violation of this policy will be subject to corrective action, including possible termination of employment, legal action, and criminal liability.

SECTION TEN

EMPLOYEE AGREEMENT ON USE OF E-MAIL AND THE INTERNET

I have read, understand, and agree to comply with the foregoing policies, rules, and conditions governing the use of the Company's computer and telecommunications equipment and services. I understand that I have no expectation of privacy when I use any of the telecommunication equipment or services. I am aware that violations of this guideline on appropriate use of the e-mail and Internet systems may subject me to disciplinary action, including termination from employment, legal action and criminal liability. I further understand that my use of the e-mail and Internet may reflect on the image of *Barber-Collins Security Services* to our customers, competitors and suppliers and that I have a responsibility to maintain a positive representation of the company. Furthermore, I understand that this policy can be amended at any time.

Signature required on new hire package paperwork



JOB ASSIGNMENT

(Updated April 23, 2025)

***MANDATORY COMPLETION* (provide copy to employee)**

Employee #	First Name	Last Name	Position

Employment Conditions:

1. You meet the Security Guard licensing requirements under the Private Investigators and Security Guards Act.
2. We **REQUIRE** a copy of your current and valid license ****Please provide us with a photocopy of your license, bring it to the office (245 Labrador Drive), email to security@barbercollins.ca or fax a copy to 519-745-3554****
3. You demonstrate satisfactory job performance, complete mandatory online training courses, follow all the rules and regulations and successfully complete the **3 month probation period** as outlined below:
The first 3 consecutive months of the Employee's active employment under this Agreement are agreed to constitute a period of probation during which the Employer shall have the opportunity to assess the suitability of the Employee's performance and conduct (the "Probation Period"). Terms to be found on page 43 of Employee New Hire and Orientation Handbook

Pay Period Breakdown & Pay Schedule can be found in your Employee Handbook on page 21-22

Hire Date	Training Rate	3-Month Probation Rate	Full Regular Rate - After Successful Completion of 3 Month Probation

Hours and Work Schedule can be found in ADP

Site/Customer #	Account Supervisor	Account Phone #	Account Cell Phone #

Operations Manager	Office Phone Number	Office Address: #1-245 Labrador Dr, Waterloo ON N2K 4M8
	519.745.1111	An On-Call Manager is available for emergencies, 24 hours a day, 7 days a week @ 519.745.1111

Barber-Collins Security Services Ltd.

Employee Signature

I have read and understand all the information on this job assignment form.

BE SURE TO CARRY YOUR SECURITY IDENTIFICATION CARD AT ALL TIMES WHILE ON DUTY!!!

EMPLOYEE ORIENTATION HANDBOOK



***Barber-Collins Security
Services Ltd.***

Revised April 25, 2025

The following handbook has been created to educate employees on the more common policies, practices, and procedures of Barber-Collins Security. This handbook can also be found on our website: www.barbercollins.ca under the "Employee" tab and select "Policies".

This is by no means a complete version of the Health & Safety Program that is active at Barber-Collins. If you require further information, please see your Account Supervisor, Operations Manager, or Joint Health & Safety Committee representative for directions to the company's Health & Safety Manual, or a copy of the Occupational Health and Safety Act.

HEALTH AND SAFETY POLICY STATEMENT

The management of Barber-Collins Security Services Limited (Barber-Collins) is dedicated to the Health and Safety and protection of all employees. We are committed to the prevention of occupational illness and injury, and will make every effort to provide and maintain a safe and healthy occupational working environment.

We will take every reasonable precaution necessary to guarantee the protection of all employees, while ensuring that we have met all legislated health & safety requirements.

Supervisors and managers are accountable for the health and safety of employees under their supervision, and are responsible to ensure all machinery and equipment is safe and that assignments are carried out in compliance with established safe practices and procedures. In short, it is the responsibility of every supervisor to ensure that safe and healthy work conditions are maintained.

Every employee must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by Barber-Collins. It is the responsibility of every worker to work safely, and report all unsafe or unhealthy conditions. Employees will receive training in their specific work tasks in order to protect their health and safety.

It is the responsibility of all contractors, sub-contractors and their workers to meet or exceed the health and safety program requirements of Barber-Collins and the law.

It is in the best interest of all parties to consider health and safety as an integral part of this organization, from the management team to the hourly workers.

As the President of Barber-Collins, I give my commitment that every reasonable action will be taken to ensure your safety while you are with us. The company will meet all legislated requirements to help achieve this.

A handwritten signature in black ink, appearing to read 'Paul Collins', with a stylized, flowing script.

Paul Collins
President
Barber-Collins Security Services Limited

EMPLOYEE RESPONSIBILITIES

It is the obligation of every employee to observe and abide by all legislated and Barber-Collins responsibilities, to work in a safe manner, and to take an active part in protecting themselves, fellow employees and Barber-Collins. Workers must:

- 1) Work in accordance with all legislated obligations, including but not limited to Section 28 of the Occupational Health and Safety Act, which states:
 - a) A worker shall,
 - i. Work in compliance with the provisions of this Act and the regulations;
 - ii. Use or wear the equipment, protective devices or clothing that the employer requires to be use or worn;
 - iii. Report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself/herself or another employee; and
 - iv. Report to his or her employer or supervisor any contravention of this Act of the regulations or the existence of any hazard of which he or she knows.
 - b) No worker shall,
 - i. Remove or make ineffective any protective device required by the regulations or by his or her employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;
 - ii. Use or operate any equipment, machine, device, thing or work in a manner that may endanger himself, herself or any other employee or;
 - iii. Engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

In addition to legislated responsibilities, employees must also:

- 2) Be certain that the work assignment, activity performed, practice or procedure does not create a condition that could be dangerous to themselves or others;
- 3) Become familiar with and abide by the rules, regulations and guidelines outlined in Barber-Collins's health and safety policies and procedures;
- 4) Follow the instructions of their supervisor and/or work procedure guidelines to ensure the safe performance of any given task;
- 5) Report all injuries, regardless of severity, to the Account Supervisor or Operations Manager as soon as possible and co-operate with any investigation made to determine cause and future preventative measures. If the Account Supervisor is notified, it is the responsibility of this individual to contact the office immediately;
- 6) Co-operate with the employer in the implementation of an early and safe return to work program;
- 7) Attend all mandatory safety meetings;
- 8) Perform a Pre-start-up inspection on any piece of machinery or equipment that you are using, prior to starting it (if you are the first person to use it at the beginning of each day).

Any employee of Barber-Collins found to be violating company or legislated rules, regulations, policies or procedures may be subject to disciplinary action, up to and including dismissal, depending on the severity of the violation(s).

THE RIGHTS OF WORKERS

To balance the employer's general right to direct the work force and control the process in the workplace, the Occupational Health and Safety Act (OHSA) gives three basic rights to workers: the right to participate, the right to know, and the right to refuse unsafe work. If you require further information on any of the following topics, you are invited to request a copy of the OSHA, Workplace Safety & Insurance Act (WSIA), First Aid Regulations 1101, or Barber-Collins' Health & Safety Manual, and you will be supplied with a copy for your use. **None of the aforementioned documents are to be removed from the premises.**

THE RIGHT TO PARTICIPATE

Workers have the right to be part of the process of identifying and resolving workplace health and safety concerns. This right is expressed through worker membership on Joint Health & Safety Committees, completion of the hazard/near miss forms or communication of unsafe conditions and/or acts to your employer.

RIGHT TO KNOW

Employees have the right to know about any and all hazardous materials/conditions that they may come in contact with throughout their employment with Barber-Collins. As a result, Barber-Collins has developed an extensive orientation program, including WHMIS (Workplace Hazardous Materials Information System). All employees will receive this training as part of the orientation training. In addition, employees who come in contact with the various chemicals or situations will be educated as per the potential hazards associated with those specific chemicals/situations. If you are unfamiliar with a chemical or a situation, do not proceed. Notify your Account Supervisor or Operations Manager immediately.

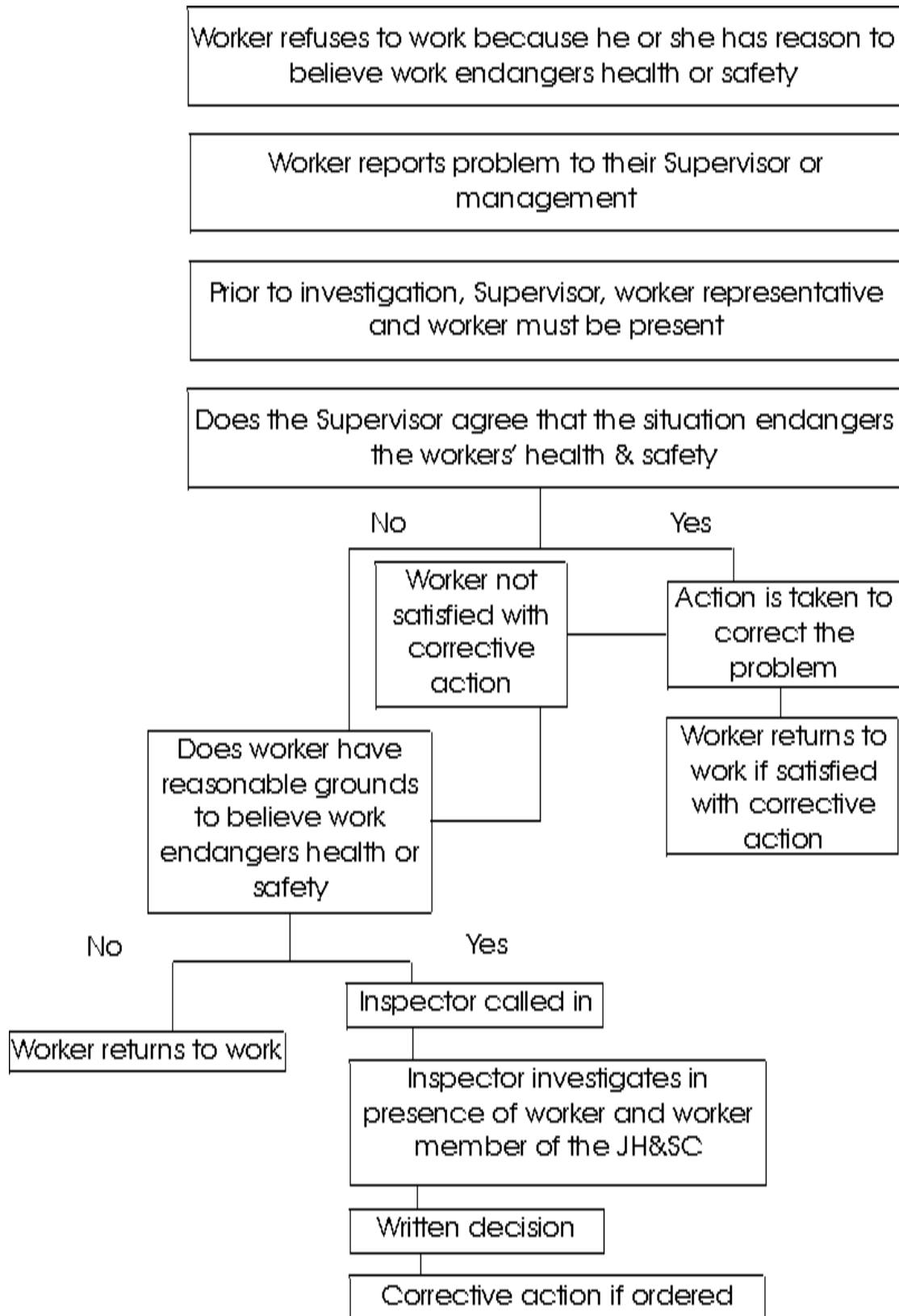
THE RIGHT TO REFUSE WORK

Workers have the right to refuse work that they believe is dangerous to their own health and safety. The Occupational Health & Safety Act describes the exact process for refusing dangerous work and the responsibilities of the employer in responding to such a refusal. The refusal procedural chart is on the following page.

THE RIGHT TO STOP WORK

In certain circumstances, members of a Joint Health & Safety Committee have the right to stop work that is dangerous to any worker. The OHSA sets out these circumstances and how the right to stop work can be exercised. This is a Joint Health & Safety Committee right, not a general employee right.

WORK REFUSAL PROCEDURE CHART



REPORTING ACCIDENTS / INJURIES / ILLNESS

ALL accidents and incidents must be reported to an Account Supervisor and Operations Manager (519) 745-1111, immediately. In all situations resulting in a worker seeking medical attention beyond first aid, an accident investigation must be conducted as soon as possible but within 48 hours of the occurrence. For your safety and the future safety of your fellow employees, it is imperative that you report ANY accident or incident immediately.

FIRST AID

Barber-Collins will ensure that there is one qualified, certified first aid trained employee at every facility as applicable. Training is to be conducted by, or meet the standards of: St. John's Ambulance, the Red Cross, or equivalent.

Due to the importance placed on first aid, the following shall apply:

- a) Only an employee who is in the possession of, and has displayed a valid certificate shall render first aid.
- b) First aid equipment with provisions shall be obtained and maintained in accordance with the Regulations 1101.
- c) Anyone seriously injured shall not be moved except for the purpose of saving life or relieving human suffering.
- d) Qualified first aid attendants rendering first aid are fully authorized to direct anyone to call a doctor or ambulance.
- e) All injuries, no matter how slight, must be reported and treated.
- f) All first aid treatments must be recorded in a first aid log.

MEDICAL AID

All accidents and incidents must be reported to an Account Supervisor and the office (519) 745-1111, at once. Your call will be re-directed to the appropriate person. The employee must take a Functional Abilities Form (FAF) to the health professional and have it completed by a physician. The employer shall provide transportation for the worker (if the worker needs it) to a hospital or a physician located within a reasonable distance. The employer shall pay for this transportation and the employee's wages on the day of the accident

The employee is required to return the FAF to Barber-Collins and report to work on the day following the accident so that modified duties meeting the employee's restrictions, can be arranged.

NEAR MISS REPORTING

All employees are encouraged to help Barber-Collins determine hazards and/or possible hazards in the workplace. If you experience a near miss accident (you were not injured, but could have been seriously injured), please fill out a hazard report / near miss report form and return it to your Account Supervisor. With your help, we can make Barber-Collins a safer place to work.

REPORTING HAZARDS OR SUBSTANDARD CONDITIONS

Using the hazard report / near miss report form, all hazardous or potentially hazardous conditions should be immediately reported to your Account Supervisor or Operations Manager. To ensure the safety of all employees, no hazard or potential hazard should be left unattended while the appropriate person(s) are being informed of the situation.

Hazardous conditions should be attended to by the Account Supervisor at their earliest opportunity, to ensure the safety of all employees at Barber-Collins. If the hazard requires the involvement of management to be resolved, management will attend to the hazard in a reasonable amount of time. The definition of a reasonable amount of time is subject to the severity of the situation.

JOINT HEALTH & SAFETY COMMITTEE

As Barber-Collins regularly employs more than 200 employees at all times the company will have a four member Joint Health & Safety Committee. This committee has been designed to ensure that Barber-Collins is as safe as possible for all employees.

Two members of the committee shall be selected from the workers they are to represent and two members will be selected from management. Additionally, two members will co-chair the committee, one being a worker representative and the other a management representative.

ACCIDENT INVESTIGATIONS

Accident investigations are to be performed whenever an employee experiences an accident where medical aid is required. The intent of an accident investigation is to:

- Determine the cause or causes of the incident
- Establish facts and circumstances surrounding an accident
- Identify any unsafe conditions, acts or procedures that contributed in any manner to the incident
- Recommend corrective action(s) to prevent similar incidents
- Assign remedial action.

The intent is not to fix blame or to find fault with people, rather to help minimize the chance of recurrence. Therefore, no employee who participates in an investigation will be disciplined for doing so. Rather, failure to participate in an accident investigation may result in disciplinary action. Investigations are performed for your safety and the safety of others.

MODIFIED WORK

It is the policy of Barber-Collins to encourage early intervention and rehabilitation of all injured employees on an Early and Safe Return to Work (ESRTW) program, through the development and implementation of modified work.

Modified work meeting the physical restrictions of an injured employee (as deemed by the medical community) will be provided for all employees whenever, and as soon as possible.

The employer is responsible for keeping the Workplace Safety and Insurance Board (WSIB) informed of the availability of modified work and of the worker's progress during the return to work and the rehabilitation process.

The worker is responsible for fully co-operating with the return to work process and for ensuring that the employer is provided with such medical information and/or functional ability information that will assist in a successful and safe return to work. Non-compliance on the part of the worker may result in a discontinuation or denial of WSIB benefits, which in turn, may result in the termination of the employee.

Modified work may include any of, but is not limited to the following:

- Work hardening – increasing a worker's strength gradually by combining regular and modified job duties;
- Transitional / Modified work – when an injured employee, while active in an ESRTW program, is temporarily performing activities other than their pre-injury activities during the recovery period of their work related injury;
- Reduced hours – reducing an employee's hours of work;
- Gradual increase in hours – beginning with reduced hours and increasing the number of hours worked gradually;
- Work adjustment – modify the employee's regular job to meet restrictions;
- Provide helper/assistant – allow co-workers to assist the injured employee;
- A different job – placing the employee in a separate existing position;
- Special project work – creating a short-term, unusual task to be performed.

The Worker Shall

- a) Report to Barber-Collins no later than the day following the injury as modified work may be available at that time.
- b) Provide such medical information, as the employer requires, for an early and safe return to work.
- c) Participate in the ESRTW Plan and immediately report any task difficulties.
- d) Do not attempt any job that is outside of your medical restrictions.
- e) Ensure that medical treatment does not interfere with the ESRTW Plan.
- f) Work within established company rules, procedures and the ESRTW plan.

Bill 168 and Bill 132 amendments to the Occupational Health and Safety Act became effective on September 8, 2016.

All employees have the right to work in a safe environment free of violence and sexual harassment.

Definitions (For complete policy, see Section 19 of the Health & Safety Manual)

"Workplace violence" means:

- a) The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
- b) An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.
- c) 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 sexual harassment" means:

- a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome; ("harcèlement sexuel au travail")

Workplace harassment may include bullying, intimidating or offensive jokes or innuendos, displaying or circulating offensive pictures or materials, or offensive or intimidating phone calls.

A reasonable action taken by an employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

If further information or detail is required, please refer to the Health and Safety Manual. All incidents of workplace violence or any form of harassment must immediately be reported to management. The employee is to document the incident with as much detail as possible, i.e. what was said and by who, time of the incident, location, person(s) involved, witnesses and what happened.

Management Responsibilities

For the purpose of this policy, as a supervisor or manager, you are responsible to:

- a) Act respectfully towards other individuals while at work and participating in any work-related activity;
- b) Develop workplace arrangements that minimize the risk of workplace violence;
- c) Promote a non-violent and no harassment workplace;
- d) Ensure that this policy is explained to all employees that you supervisor or manage;
- e) Identify training needs for employees;
- f) Ensure that employees understand who to contact regarding concerns about the policy or when reporting an incident;
- g) Ensure your own immediate physical safety if an incident of workplace violence occurs, then report criminal behaviour to the appropriate law enforcement agency; and
- h) Ensure that security and safety of all parties involved during an investigation of an incident of workplace violence.

IMPAIRMENT

Employees are expected to arrive to work fit for duty and able to perform their duties safely and to standard; employees must remain fit for duty for the duration of their shift. Employees are not welcome to enter or remain in the workplace if their ability to work is affected by alcohol, narcotics or other substances so as to endanger the person or anyone else. Transportation will be provided by the company. Barber-Collins strictly prohibits the use of alcohol and/or illegal drugs, and employees found under the influence may be subject to disciplinary action. The company will send home any worker for a minimum of the balance of their shift if, in the opinion of the Account Supervisor or management, the worker has been affected by drugs or alcohol of any type. Additionally, proper authorities may be notified if necessary.

Note: The company and workers need to consider the effects of prescription and non-prescription drugs that they may be taking.

Workers with physical or mental impairment, which may affect their ability to safely perform assigned work, must inform their Site Supervisor (or designate) of the impairment. You must not knowingly work where the impairment may create an undue risk to yourself or anyone else.

For the safety of all employees at Barber-Collins and the general public, an employee will be prevented from working should the Account Supervisor or management of Barber-Collins have reason to believe that the employee is under the influence of alcohol, narcotics or drugs, which may or may not have been medically prescribed. The employee will be provided with transportation and not be permitted to leave under their own control to ensure the safety of all parties involved.

ORIENTATION

All workers will receive both generic health & safety training and job-specific training. Generic health & safety training includes but is not limited to: basic worker rights and responsibilities, WHMIS, AODA, Workplace Violence & Harassment, Occupational Health & Safety Awareness Training for Workers. Supervisors must complete Ontario's Health and Safety Awareness Training for Supervisors. Job-specific training includes: reviewing specific workplace procedures, inspections and hazards. Barber-Collins Security will keep records of all training courses completed.

PERSONAL AND COMPANY CELL PHONES, IPODS, PERSONAL COMMUNICATION AND MEDIA DEVICES

No personal cell phones, mp3 players, IPODs, Blackberry technology, digital cameras, personal communication or media devices of any type are allowed at Barber-Collins. Barber-Collins is not responsible for the loss, theft or damage to any of these devices, should an employee choose to have them on the premises. Use of company cell phone provided to employees is ONLY for company/business use (not for personal use of texting or phoning or downloading). If used for personal use or incur downloading charges, employee will be responsible for charges incurred.

HORSE PLAY

There is no place for pranks, tricks, practical jokes, obnoxious behaviour, fighting or any other type of boisterous activities at Barber-Collins. Horseplay endangers the safety of yourself and others and is not permitted.

THEFT

Theft is a criminal offence, whether it is Barber-Collins undertaken or fellow employees. Client scrap components, tools, resources and/or materials must not be taken off the premises without first obtaining approval from the client and your Account Supervisor. Theft of any kind can result in termination from Barber-Collins and criminal prosecution.

PERSONAL PROTECTION

Employees must use all personal protective equipment and/or clothing required by Barber-Collins and the client in accordance with legislation and instruction. Equipment must be inspected before use and any equipment malfunctions must be reported to your Account Supervisor or Operations Manager immediately to have it replaced.

Barber-Collins is responsible for providing all personal protective equipment unless otherwise specified. Workers shall only use personal protective equipment provided by Barber-Collins, unless otherwise specified. Subcontractors performing work at Barber-Collins shall provide their own personal protective equipment.

Account Supervisors and the Operations Manager MUST ensure that the appropriate personal protective equipment is available to all employees, is properly worn when required, properly cleaned, inspected, maintained and stored on an ongoing basis. Barber-Collins will ensure that every employee who wears personal protective equipment is adequately trained in its correct use.

No employee is to attempt to perform any action, handle any chemical or other substance without proper personal protective equipment, authorization and training. Additionally, no personal protective equipment shall be modified from its original form.

If an employee is found not to be using the appropriate personal protective devices, he/she may be subject to disciplinary action up to and including dismissal.

Make sure you dress appropriate to your work location and weather conditions.

GLOVES

Appropriate gloves should be worn when there is a possibility of injury in working with or handling of sharp or rough materials of any kind. Rubber or other suitable gloves must also be worn when handling certain chemicals and materials. There are areas in both Plant and Store locations where employees MUST NOT wear gloves for their own protection. Please ensure you abide by the rules and regulations for your specific work station.

HEARING PROTECTION

At a minimum, employees MUST use the appropriate hearing protection when exposure to noise is equal to or exceeds the equivalent of an 8-hour exposure of 90 dBA. Hearing protection may be either approved ear plugs or muffs (or both, at the worker's discretion).

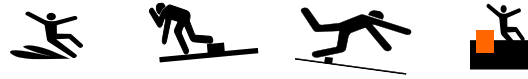
SLIPS, TRIPS AND FALLS

Slips and falls account for many injuries suffered at work.

- Make sure you are wearing appropriate slip-resistant footwear (suitable for existing weather conditions)
- Walk carefully at all times, taking extra care on slippery surfaces
- Take smaller steps to keep your centre of gravity closer aligned to your body
- Avoid sudden changes of direction
- Make sure the path is clear



PREVENTING SLIPS TRIPS AND FALLS INFORMATION AND MANDATORY TESTING!



The purpose of communication is to discuss ways to prevent slipping, tripping and falling and ensure through testing that you have read and are aware of the preventative measures you can take to avoid STFs.

In Canada, 60,000 workers fall and get injured every year. Falls represent 15% of the time loss injuries accepted by the Workers Compensation Board. While falls from heights, scaffolding and ladders are significant safety concerns, statistics show that 60% of falls actually happen from ground level caused by slips and trips.

Where ever there is too little friction or traction between footwear and the walking surface, workers are at risk of slipping. Spills, wet or oily surfaces, wet or icy outdoor conditions, unanchored rugs or mats and flooring with different degrees of traction in different areas are all common causes of slips that can lead to falls.

Other conditions place workers at risk of tripping, such as obstructions or poor lighting that prevent the worker from seeing where he or she is going. This includes clutter or wrinkled carpeting, uncovered cables, bottom drawers that are left open, uneven steps, thresholds and other walking surfaces.

The encouraging news is that slips, trips and falls are easily preventable, often by something as simple as good housekeeping.

When it comes to protecting yourself from slipping or tripping, focusing on the following hazards can reap big rewards.

- Clean all spills immediately
- Mark spills or wet areas to warn pedestrians who might approach
- Watch for floor surfaces that should be mopped or swept free of debris
- Be alert of walkways that are not free of obstacles or clutter
- To avoid tripping on anything that could be in your way, focus on mats that appear unsecure, rugs and carpets that don't lay flat and file cabinets or storage drawers that are not closed
- Watch for uncovered cables that cross walkways
- Keep working areas and walkways well lit (or use a flashlight to ensure your path is well lit)
- Report blown light bulbs and faulty switches to safeguard yourself from possible injuries
- Walk around areas or obstacles that could be considered tripping hazards
- Pay attention to the ground surface and calculate possible risks or hazards before stepping forward

Following common sense rules such as these keep you safe and out of the hospital.

STF Friction: The resistance encountered when an object (foot) is moved in contact with another (ground).

Friction is necessary in order to walk without slipping.

Slip: When there is too little friction or traction between your feet (footwear) and the walking or working surface, and you lose your balance.

Trip: When you are too far off your center of balance.

Fall: When your foot (or lower leg) hits an object and your upper body continues moving, throwing you off balance or when you step down unexpectedly to a lower surface (Misstep) and lose your balance, e.g. stepping off a curb.

Commonly affected body parts:

- Knee, Ankle, Foot
- Wrist, Elbow
- Back
- Shoulder
- Hip
- Head

Common types of STF injuries include:

- Sprains, strains
- Bruises, contusions
- Fractures
- Abrasions, lacerations



Slips on Ice:

No matter how well the snow and ice is removed from parking lots or sidewalks, you will still encounter some slippery surfaces when walking outdoors in the winter.

- Wear appropriate footwear – In icy weather, heels are not considered appropriate. Ideally, wear boots or shoes with a good grip and strong soles. Shoes with built-in support at the ankles will protect you from potential ankle injuries if you were to fall
- Use special care when entering and exiting vehicles – use the vehicle for support
- Walk in designated walkways as much as possible. Taking shortcuts over snow piles and other frozen areas can be hazardous
- Look ahead when you walk – a snow or ice covered sidewalk or driveway may require you travel along its grassy edge for traction. Gauge the risk appropriately and watch out for slippery mud.

What can you do to avoid falling at work?

It is important remembering that safety is everyone's business. You can improve your own safety by following these simple guidelines:

You can reduce the risk of slipping on wet flooring by:

- Taking your time and paying attention to where you are going
- Adjusting your stride to a pace that is suitable for the walking surface and the tasks you are doing
- Walking with the feet pointed slightly outward
- Making wide turns at corners

You can reduce the risk of tripping by:

- Always using installed light sources that provide sufficient light for your tasks
- Using a flashlight if you enter a dark room where there is no light
- Ensuring that things you are carrying or pushing do not prevent you from seeing any obstructions or spills, etc.

Upon reviewing this information, we ask that you please complete the Slips, Trips and Falls quiz for your Joint Health and Safety Committee to review. It is our job to ensure that you are aware of potential hazards that may occur and provide you with helpful guidelines to prevent such incidents. As the leading accidents reported to the JHSC involve Slips, Trips and Falls, we have decided to make this a priority. Our goal is to educate you of these hazards risks and to provide you with information that can ultimately prevent you from experiencing the outcomes of these hazards.

MACHINERY

No employee of Barber-Collins shall operate any equipment or machinery without the expressed authorization and training from the client and/or Senior Management of Barber-Collins (this includes power carts and motorized vehicles). If it is necessary for you to operate any type of machinery, caution must be exercised and operating instructions must be followed. The following rules must be obeyed:

- An employee may only operate machinery of any kind after receiving proper training and authorization by management;
- Machine guards must be used at all times. Removing or tampering with any safe guard or any appliance is strictly prohibited and can result in serious injury and/or immediate dismissal;
- The operator must possess any applicable licensing or certification required to operate the machinery (ie – VALID driver's license).

HOUSEKEEPING

A tidy work area is a safe work area. Follow these safety rules:

- Ensure that all walkways, fire exits, fire extinguisher access, staircases, etc are kept clean and clear of debris.
- Pile all materials neatly and securely.
- Do not pile materials on a hand truck or dolly above eye level or beyond weight capabilities when it is to be pushed.
- Keep tools, equipment and materials in their proper places.
- Fire exits, fire extinguishers, doors and aisles must be kept clear at all times.

WHMIS

As part of employee training, all workers will be trained in a program known as WHMIS. WHMIS stands for Workplace Hazardous Material Information System. The purpose of WHMIS is to ensure that information regarding hazards of materials produced or sold in, imported to or used in workplaces in Canada is provided to suppliers, to employers and, in turn, to employees.

EVACUATION PROCEDURE

The following is the standard procedure for a workplace/job site evacuation:

- a) The first member of management to be notified of an emergency will determine whether or not an evacuation is necessary;
- b) Should that member of management determine that an evacuation is necessary, they must initiate the evacuation notification process to notify all other staff of the situation;
- c) The same Account Supervisor and Operations Manager are responsible for calling 911 or the appropriate emergency services from a safe distance;
- d) Should a power failure occur, the emergency lights will provide enough light for employee to leave the building;
- e) Employees are to exit the building by your nearest exit door and assemble in the marshalling area. Please try to offer assistance to other employees if you can do so without jeopardising your own safety. If unable to safely help fellow employees, report the location(s) of troubled employees to emergency personnel outside;

- f) Remain outside building until all clear sign is given. Do not attempt to go to your car, leave the premises or re-enter the building unless you have been instructed to do so by the fire department, executive management or their designate.

ACCOUNT SUPERVISORS & OPERATIONS MANAGERS

- a) If necessary, initiate the evacuation procedure;
- b) Instruct all employees to immediately exit the building via the nearest available exit and proceed to the marshalling area;
- c) Pick up the Visitor's Log Book located in the reception area;
- d) Exit by the nearest safe exit and proceed to the marshalling area.
- e) Call 911 from a safe location. In the event the 911 system is down, contact the local emergency service department;
- f) Confirm that all employees, contractors and visitors are present in the marshalling area;
- g) Advise the senior-most person on-site of the count;
- h) The senior-most person on site is responsible for communicating with the fire department from this point forward.

MANAGEMENT MEMBER OF THE JOINT HEALTH & SAFETY COMMITTEE

- a) If necessary, initiate the evacuation procedure;
- b) Instruct all employees to immediately exit the building via the nearest available exit and proceed to the vacant lot across the street;
- c) Pick up an updated MSDS book, if there is no immediate threat to your health or safety;
- d) Exit by the nearest safe exit and proceed to the marshalling area;
- e) Call 911 from a safe location. In the event the 911 system is down, contact the local emergency service department.

EMPLOYEES

- a) Follow instructions of all Account Supervisors and Operations Managers.
- b) Evacuate the building in an orderly fashion immediately, using the nearest available exits.
- c) Close all doors behind you (if necessary);
- d) Proceed to the designated marshalling area for a head count by your Account Supervisors/Operations Manager (or designate).
- e) **DO NOT** return to the building/job site until it is declared safe to do so by your Account Supervisors, Senior Management and/or the fire department.

EMERGENCY CONTACTS

An emergency contact list for the location you work in will be available by key phones in the location.

PERSONAL CONDUCT

Workers must not engage in any improper activity or behaviour at work that might create or constitute a hazard to them or to any other person. This includes, but is not limited to: horseplay, practical jokes, unnecessary running, and jumping or similar conduct.

ABSENTEEISM/LATENESS

The company expects employees to report to work and be on time. Employees who are unable to report for their scheduled shift must call in at least 4 hours (or sooner) before the start time of the shift, to their Account Supervisor, with the reason for the absence and an estimated return date. If someone with authority is not available, then the employee must contact the overnight answering service and page the on-call Operations Manager (519-745-1111), and explain the reason for the absence with an estimated return date. No messages are to be left on cell phones or answering machines. **All phone calls must be to a person.** If the employee cannot return to next scheduled shift, **they must call again** and keep the company updated. Failure to follow this procedure may result in the disciplinary action up to and including termination.

If you are sick for more than three (3) consecutive days, Barber-Collins requires that you provide a doctor's note prior to returning to work.

NOTE: An employee who is absent from work for three (3) or more consecutive working days and fails to notify Barber-Collins of their absence, and failing to provide a satisfactory reason for not doing so may be deemed to have resigned.

VACATION REQUESTS

Vacation time is considered on a first come, first serve basis and must be approved by your Site Supervisor or Operations Manager. It is at the Supervisor's discretion as to whether vacation time is granted, depending on staffing levels. Sufficient notice should be provided. (ie.4 weeks)

PROBATIONARY EMPLOYMENT POLICY

The first 3 consecutive months of the Employee's active employment under this Agreement are agreed to constitute a period of probation during which the Employer shall have the opportunity to assess the suitability of the Employee's performance and conduct (the "Probation Period") on the terms set out below.

- a) At any time during the Probation Period, the Employer may terminate the Employee's employment, on the grounds of unsuitability, without providing any working notice or payment in lieu thereof.
- b) The Employee's performance and conduct during the Probation Period shall be assessed, primarily (but not necessarily exclusively) on: quality, completeness, accuracy, productivity, efficiency, and timeliness of work; timely and regular attendance at work; overall character, judgment, loyalty, dedication, conduct, attitude and professionalism in the workplace; and potential for future growth and development.
- c) The Employer shall provide one interim review of the Employee's performance and conduct during the Probation Period and a final review and decision on the Employee's suitability for ongoing employment prior to the completion of the Probation Period.

DISCIPLINARY ACTION

Barber-Collins strives to provide our customers with the highest possible standard of excellence in both product quality and the fulfillment of our delivery commitments. Employee conduct on the job, which has the effect of detracting from these objectives, is to be discouraged. The company has introduced fair and constructive disciplinary guidelines, which has as their object the correction of unacceptable behaviour in the following sequence.

1. First Step: The Account Supervisor, in conjunction with the Operations Manager will give a verbal warning which will be noted on a "discipline warning report" The complete form will be placed in the employee's personnel file.
2. Second Step: Should the behaviour in question be repeated or should the employee offend some other company or legislated obligation with the time frames outlined, a Barber-Collins Operation Manager will give the employee a written warning which will also be placed in the employee's personnel file. In addition, the employee will be advised that any further infractions will result in further disciplinary action.
3. Third Step: If the employee's conduct has not been corrected in steps one and two of the disciplinary policy, the employee will be subject to a suspension of one day. The Barber-Collins Operations Manager will inform the employee that any further repetition of the objectionable behaviour will result in possible termination.
4. Fourth Step: Termination of employment results unless, in the judgement of the employer, exceptional circumstances warrant consideration of a final opportunity for the employee to demonstrate rehabilitative potential.

It is to be noted that the seriousness, nature and/or frequency of the conduct resulting in disciplinary action will determine the starting point in the above noted process. Certain acts of misconduct may lead to immediate dismissal without reference to prior warnings.

The disciplinary action procedure of Barber-Collins is such that infractions need not be identical to achieve the second and third stages. Any combination of three infractions may result in dismissal. Each stage is to be accompanied by a written document to be signed by the Operations Manager and the employee who is guilty of the infraction. Failure of an employee to sign may result in further disciplinary action.

SECURITY LICENSE RENEWAL POLICY

Effective Feb. 18/24, a Criminal Record and Judicial Matters Check (CRJMC) needs to be submitted when applying for or renewing a licence. Please see this link provided to obtain a Criminal Record and Judicial Matters Check (CRJMC) if you live in the Waterloo Region: <https://www.wrps.on.ca/en/services-reporting/Criminal-and-Judicial-Matters-Check.aspx>

Please note the following:

In Ontario, you must request a CRJMC from an:

- Ontario municipal police service
- Ontario First Nations police service
- Ontario Provincial Police

Checks completed by third-party providers will not be accepted. If you are applying online, your CRJMC must be the original format (digital PDF file) that you obtained online from the police service. Photocopies will not be accepted.

Each employee **MUST** submit their CRJMC and security license renewal to the Ministry of Community Safety and Correctional Services **AT LEAST 6 weeks** before their current license expires. It is the employee's responsibility to obtain a valid license by their renewal date. Failure to do this will result in suspension and/or possible termination. **If security license has expired for more than 30 days, Barber-Collins will terminate employment.**

Employee's must submit a copy of their renewed license to the Barber-Collins' office. In order to be reimbursed for your security license renewal fee of \$80.00, you **MUST**:

- ➔ Be working at a permanent site, and
- ➔ Provide the office with a copy of your security license and receipt at least 20 days prior to your renewal date.

Reimbursements will not be issued to staff that miss this deadline.

CASUAL EMPLOYEE POLICY

A casual employee is defined by hours, if the employee has no set schedule and no guarantee of hours, the employee is considered casual. Casual employees also have no set wage, hourly rate of pay is strictly based on each site worked and varies from site to site.

If you accept a casual position, there is an expectation that you will make yourself available to work at least 4 shifts/month. If you haven't worked a shift in a 3-month time period, it may be considered as abandonment to the job and your employment could be terminated.

Casual employees are responsible for the initial cost of their license. \$40 will be reimbursed after 150 hours have been worked within a one-year period. It is the responsibility of the employee to track these hours.

If you choose to change the status of your employment from a permanent position to a **casual** position, your seniority will be lost and your employment profile will be terminated and only be reinstated once you work your first shift as a casual employee. In addition, any accruals (ie. vacation) will be paid out as part of the termination process from the permanent position status.

REFERRAL POLICY

This policy ensures that both referring employees and new hires are fully committed and integrated into the organization for the required period, allowing the company to build a reliable and stable workforce.

Eligibility Criteria for Both Referring Employee and New Employee:

1. Referral Source (Current Employee):

- Must be actively employed and have a permanent full-time assignment.
- Must be in good standing with the company.
- The referring employee must remain employed for at least 6 consecutive months following the date of the referral before they are eligible for the referral reward.

2. New Employee (Referral Candidate):

- Must be hired for a permanent, full-time position.
- Must complete at least 6 consecutive months of active employment at the company.
- Must remain in good standing with the company throughout this 6-month period.
- Must advise Recruiter or Manager that you were referred and provide the current employee's name **at time of hiring.**

Conditions:

1. Both the referring employee and the referred candidate must remain employed for the entire 6-month duration of their assignment. If either party leaves the company before the 6-month mark, the referral reward will not be issued.
2. If a referred candidate is hired but does not meet the full 6-month employment requirement, the referring employee will not be eligible for the referral reward.
3. The referral reward will be issued following the successful completion of the 6-month period, provided that ALL of the above eligibility criteria and conditions have been met.

Referral Reward: A cheque for \$200 will be mailed to referring employee's address on file.

BEREAVEMENT POLICY *(proof must be provided, ie. death certificate or obituary)*

A Barber-Collins employee is entitled to one day (maximum of 8 hours) of bereavement pay, for a loss of an immediate family member. An immediate family member includes:

- Spouse (husband or wife)
- Child (son, daughter, stepson, stepdaughter)
- Parent (mother, father, stepmother, stepfather, mother-in-law, father-in-law)
- Sibling (brother, sister, stepbrother, stepsister)

REMOVAL FROM SITE POLICY

On the request of a Client, the employer may immediately remove or refuse an employee from work at a site due to job capabilities or performance.

Electronic Monitoring Policy

Intent

Barber-Collins Security Services Ltd. values trust, discretion, and transparency and believes employees deserve to know when and how their work is being monitored. This policy is to be used in addition to the company *Driver Information Disclosure Agreement* and is intended to establish guidelines for company practices and procedures related to electronic monitoring of employees.

Definitions

Electronic monitoring: Using technological, electronic, or digital means to track, observe, or monitor someone's actions.

Personal information: Any factual or subjective information about an identifiable individual.

Guidelines - Electronic Monitoring Practices

Barber-Collins Security Services Ltd. collects information through electronic monitoring for a variety of reasons, including monitoring the safe driving practices of employees and protecting the company's legal and business interests. The company will electronically monitor the following activities and procedures:

- All employees of Barber-Collins Security who, in the normal course of their duties, operate or may on occasion operate a motor vehicle owned and insured by Barber-Collins Security is tracked by a GPS unit for the entire workday, every workday during the entirety of the company vehicle being in use. The employer uses the information obtained to ensure employee safety, discipline employees who are untruthful about their whereabouts during working hours and any speeding infractions,
- All employees of Barber-Collins Security who, in the normal course of their duties, operate a company issued cell phone. The employer monitors data usage and excessive duration of phone calls monthly,
- Text messages or emails may be reviewed on an as needed basis.

Any information collected by electronic monitoring may be used during employee reviews or during consideration of disciplinary decisions.

Privacy and Confidentiality

The company's monitoring is aimed at collecting information related to its business. However, some information collected by electronic monitoring may be considered personal information. When personal information is under Barber-Collins Security Services Ltd. control, it is the responsibility of the company to protect it.

All information collected through electronic monitoring will be securely stored and protected. If any personal information is collected, its use and disclosure will be limited to achieve the stated purpose of its collection. The company will adhere to all privacy and confidentiality legislation that applies to the collection, use, and disclosure of personal information obtained by electronic monitoring.

Updated Apr. 25, 2023

Disconnecting from Work Policy

Intent

Barber-Collins Security Services Ltd. understands that due to work-related pressures, the current landscape of work, or the working environment, employees may feel obligated to perform their job duties outside their normal working hours. This policy has been established to support employee wellness, minimize excessive sources of stress, and ensure that employees feel they can disconnect from their work outside their regular working hours.

Definitions

Disconnecting from work: Not engaging in work-related communications, including e-mails, telephone calls, video calls, or the sending or reviewing of other messages, so as to be free from the performance of work.

Regular working hours: The time agreed to by an employee and employer, when they are meant to complete work for Barber-Collins Security Services Ltd..

Guidelines

An employee's time outside regular working hours is meant for the employee to recharge and spend as they wish and should not be used to complete work-related tasks.

Barber-Collins Security Services Ltd. sees employee health and well-being as priorities while working and while away from work. We are committed to increasing overall employee health and wellness and providing employees with a positive work-life balance. This policy is intended to promote that ideal by specifically detailing the company's expectations related to disconnecting from work.

Disconnecting from Work

Employees are entitled to disconnect from work outside regular working hours without fear of reprisal. Employees are encouraged to set clear boundaries between work and their personal lives, regardless of their working arrangement, whether that be onsite, flex work or remote work.

Outside regular working hours and when disconnecting from work, employees:

- Should stop performing their job duties and work-related tasks and are not expected or required to respond to work-related communication outside their regular working hours;
- Will not face repercussion or punishment for not communicating or for ceasing work; and
- Should respect co-workers' time and should not expect them to respond, communicate, or complete work.

Communication

- Barber-Collins Security may occasionally send general communication to employees when they are not working, such as on an employee's day off or scheduled vacation. Employees are not expected to respond to any company communication when not at work, apart from unforeseen circumstances, such as an emergency.

Updated Apr. 25, 2023



***Barber-Collins
Security Services Ltd.***

RULES AND REGULATIONS

All employees should be familiar with the following rules and regulations. No rule or regulation is intended to work an injustice to any employee, but violation of any of these rules or regulations will be considered just cause for such disciplinary action as may be suitable under the circumstances and may range from warning to dismissal.

Company = Barber-Collins Security Services Ltd. (your employer)

Site = specific location you perform your security duties

1. Employees must not put themselves in harms way. Security staff is a visual deterrent and if a situation were to arise that you consider dangerous or life threatening, the expectation is that you call 911.
2. No prospective employee shall misrepresent facts in order to obtain employment with the Company.
3. Employees must read and understand the Employee Orientation Handbook including all policies and procedures, complete the Employee Policy and Procedural Evaluation quiz, complete all new hire training, online training and any new legislated training.
4. Employees must report to work and be on time. Employees who are unable to report for their scheduled shift must call in at least 4 hours (or sooner) before the start time of the shift and must speak directly to an Operations Manager or Site Supervisor. (detailed information on pg. 16)
5. No employee shall habitually present himself/herself late for work or absence himself/herself from work without justifiable cause.
6. Employees are not permitted to change shifts without supervisor's permission
7. No employee shall make deliberate misstatements of facts in relation to hours worked and remuneration requested.
8. Employees must not be guilty of insubordination, be insolent or uncooperative or direct abusive and/or obscene language towards management/employees.
9. Employees must not make false or malicious statements in any manner concerning the Company, the Site, its personnel, or fellow employees.
10. Employees must maintain good personal hygiene at all times with personal cleanliness and personal effects (ie. uniform).
11. Employees must complete all of their patrols and follow the Post Orders at the applicable Site.
12. Employees shall not falsify any report.
13. Employees must help create and maintain a friendly work environment.
14. All employees must sign the Confidentiality Agreement.
15. No employee shall report to work under the influence of intoxicating alcohol or drugs or in an unfit condition to work.
16. No employee shall use or have intoxicating alcohol or drugs on the premises.
17. No employee shall be guilty of fighting, horseplay, practical jokes, harassment or improper conduct.

18. Employees shall not smoke in other than authorized smoking areas. Smoking in a company vehicle is prohibited.
19. No employee shall steal from fellow employees or the Site or the Company.
20. No employee shall remove any records, documents, information or property from the Site, belonging to the Client or the Company without proper management authorization.
21. No employee shall deliberately waste Company or Site materials or willfully destroy or deface Company or Site property, clothing or equipment.
22. No employee shall disregard safety, violence & harassment policies or fire protection rules and instruction.
23. Employees must not be guilty of violating the Human Rights Legislation which includes but is not restricted to: discrimination, sexual harassment, violence and harassment, intimidation, bullying, coercion, etc.
24. Employees shall not sleep on the job.
25. Employees shall not loiter on site before or after shifts or bring family members or friends on the site.
26. Employee shall not leave site without permission during their working shift.
27. Employees shall not wear Barber-Collins Security uniform off duty. While on duty, employee must wear authorized uniform and follow the Private Security and Investigative Services Act Legislation.
28. Employees must have a valid security license and produce it on request. It is the responsibility of each employee to complete the renewal process and obtain a valid license by their renewal date. **If security license has expired for more than 30 days, Barber-Collins will terminate employment.**
29. Employees must notify the office immediately if their security license gets suspended or is invalid for any reason.
30. Employees must abide by the Private Security and Investigative Services Act, 2005, and Regulations.
31. Employees may only use equipment that is authorized by an Operations Manager. No unauthorized equipment of any sort is permitted.
32. Use of company cell phone provided to employees is ONLY for company/business use (not for personal use of texting or phoning or downloading). If used for personal use or incur downloading charges, employee will be responsible for charges incurred.
33. Use of computer is only for company/business purposes or as authorized. Section Ten – Employment Agreement of Use of E-mail and the Internet must be understood and signed by every employee.
34. Employees may be transferred from one location to another location at any time due to the requirements of the company and/or due to job capabilities or job performance. In addition to this, days/hours of work may be changed as required.
35. Employees work schedules (ie. days of work and/or hours) can be changed with reasonable notice provided, based on requirements of the company or site location.
36. Employees must report changes in personal status to the office, i.e. change of address; email address; phone number; banking info., etc.
37. Employees must return their complete uniform (and access card if applicable) when leaving the Company's employment.
38. Employees may not actively work at the same client location that they have been placed to provide security.
39. Employees who witness co-workers breaking any of the rules above or putting the company, client or themselves at risk, have an obligation to report it to their Supervisor and/or the office.

I AGREE THAT I HAVE READ, UNDERSTAND AND ACCEPT ALL OF THE CONDITIONS OF EMPLOYMENT.

PRINT NAME

SIGNATURE

DATE

Private Security and Investigative Services Act, 2005

ONTARIO REGULATION 363/07 CODE OF CONDUCT

Consolidation Period: From August 23, 2007 to the e-Laws currency date.

No amendments.

This is the English version of a bilingual regulation.

Breach of code of conduct

1. A Licensee is in breach of the code of conduct if the licensee contravenes or fails to comply with this regulation. O. Reg. 363/07, s. 1.

Individual licensees

2. **(1).** Every individual licensee, while working as a private investigator or security guard shall,
 - a) act with honesty and integrity;
 - b) respect and use all property and equipment in accordance with the conditions of his or her licence;
 - c) comply with all federal, provincial and municipal laws;
 - d) treat all persons equally, without discrimination based on a person's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability;
 - e) refrain from using profane, abusive or insulting language or actions or actions that are otherwise uncivil to any member of the public;
 - f) refrain from exercising unnecessary force;
 - g) refrain from behaviour that is either prohibited or not authorized by law;
 - h) respect the privacy of others by treating all information received while working as a private investigator or security guard as confidential, except where disclosure is required as part of such work or by law;And
 - i) co-operate with police where it is required by law.O. Reg. 363/07,s. 2(1).

(2) No individual licensee shall,

- a) be unfit for duty, while working, through consumption of alcohol or drugs;
- b) conspire with another person or aid or abet another licensee in a breach of this code of conduct;
- c) willfully or negligently make a false statement or complaint against another licensee; or
- d) misrepresent to any person the type, class or conditions of his or her license. O. Reg. 363/07, s. 2(2)

- (3)** Clause (2) (d) does not apply to an individual licensee who is concealing his or her identity as a private investigator or security guard in order to carry out his or her duties. O. Reg. 363/07, s. 2 (3).

Licensed business entities

3. **(1)** Every licensed business entity and every officer, director, partner and sole proprietor of a licensed business entity shall, in the course of conducting the licensed business,
 - a) comply with all federal, provincial and municipal laws;
 - b) treat all persons equally, without discrimination based on a person's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.
 - c) respect the privacy of others by treating all information received in the course of conducting the licensed business as confidential, except where disclosure is required for conducting the licensed business as confidential, except where disclosure is required for conducting the licensed business or by law; and
 - d) co-operate with police where it is required by law. O. Reg. 363/07, s. 3 (1).
- (2)** No licensed business entity and no officer, director, partner and sole proprietor of a licensed business Entity shall,
 - a) conspire with another person or aid or abet another licensee in a breach of this code of conduct;
 - b) willfully or negligently make a false statement or complaint against another licensee; or
 - c) misrepresent to any person the type, class or conditions of the licensee's licence.). Reg. 363/07, s. 3 (2)
4. Omitted (provides for coming into force of provisions of this Regulation). O. Reg. 363/07, s. 4.