



Teppen Corporation Employee Handbook

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1. INTRODUCTION

1.1. ABOUT THIS HANDBOOK

We are pleased to provide you with access to this Employee Handbook. This handbook summarizes some, but not all, of the principal human resource policies in effect at the time it was issued.

Due to the demands of our industry and the rapid change of legislation, we reserve the right to modify, change, remove, replace, or implement benefits, policies or procedures at any time. This handbook should only be considered a set of guidelines and nothing in the handbook is intended to create a contract of continued employment, employment for a specified term, or any contractual obligation or legally enforceable obligations on the part of Teppen. We will make every attempt to keep employees advised and updated about any changes that affect them.

This handbook is considered Confidential Property of Teppen. The information is for internal use only and is not to be reproduced or given to anyone outside Teppen. Should an employee leave Teppen, he/she may not take a printed or electronic copy with them.

1.2. ABOUT OUR COMPANY

Teppen Corporation is a Canadian owned and operated business. Former tier one and tier two manufacturing executives founded Teppen in 2004. Drawing upon first hand knowledge and experience to create a service company catering to the needs of today's manufacturers. Teppen has developed strong partnerships with our customers and the local communities.

Teppen understands the difficulties associated with managing a manufacturing/industrial business. A single source service provider is the solution to these difficulties. We have tailored our complimenting services to achieve the missing support for your company.

2. EMPLOYMENT POLICIES

2.1 THE EMPLOYMENT RELATIONSHIP

Probationary period

Newly hired employees are subject to a 90-day probationary period. Should Teppen terminate the employment relationship at any time during this period, it may do so without any advanced notice or severance, except as prescribed by the applicable employment standards legislation.

Personal data

Teppen establishes a personnel file for each employee that includes information relevant to his/her employment with Teppen. It is the employee's responsibility to advise Teppen of any change of address, emergency contact data, marital status, dependents, or other pertinent information that could affect his/her employment or benefit status

Disciplinary Action

Teppen expects that all employees will practice self-discipline and meet performance goals. In the unlikely event that an employee fails to meet those standards, Teppen will provide the coaching, counseling, and, in some cases, ongoing and/or serious transgressions or poor performance may warrant disciplinary action.

Employees should be aware that one or more of these steps might be disregarded should the behaviour/transgression warrant it. In all cases, Teppen will ensure that appropriate investigation is conducted before any disciplinary action is taken.

2.2 WORKPLACE INFORMATION POLICIES

Dress Code and Personal Appearance

Employees who dress in a manner that is inconsistent with this Dress Code may be sent home to change. The expectation is that the employee will change into appropriate attire and return promptly to work.

Drug and Alcohol

Employees are prohibited from being impaired by alcohol and/or unauthorized drugs or in possession of unauthorized drugs at any time while at Teppen workplace, in a Company vehicle, or when participating in Company sponsored activities or events.

Employees are also prohibited from being under the influence of any authorized drug (including marijuana prescribed for medical uses) that may have the effect of seriously adversely altering the employee's behaviour, physical ability or mental ability while at Teppen workplace, vehicle or when participating in Company sponsored activities or events.

Employees who fail to comply with this policy may be disciplined, up to and including termination of employment.

2.3 STANDARDS OF CONDUCT

Standards of conduct

Failure to interact courteously and tactfully with managers, co-workers, customers, vendors, or fellow employees to the point that productivity or morale suffers may subject an employee to immediate disciplinary action, up to and including termination.

All employees are prohibited from engaging in any conduct that reflects adversely on the reputation and business of Teppen. Employees who are aware of suspected misconduct, abuse of Company assets, or other violations of this policy are responsible for reporting such matters to their supervisor/manager or Human Resources.

Respect and integrity in the workplace

Teppen is committed to providing an inclusive workplace where all employees are treated with dignity and respect. Teppen will act in a manner consistent with its obligations under the applicable human rights legislation and will provide a workplace that ensures equal opportunity free from discrimination based on grounds prohibited by the law.

Discrimination & Harassment

Discrimination is any intentional or unintentional act, which creates a distinction between certain individuals or groups based on a prohibited ground or grounds and results in negative, adverse or differential treatment.

Teppen is fully committed to making sure that all employees are able to work in an environment where all individuals are treated with professionalism, respect and dignity. Accordingly Teppen will not tolerate discrimination and harassment, including sexual harassment of any form made by or directed against employees, clients or visitors in the workplace or within a work-related context.

Please consult Teppens Workplace Harassment Policy & Programs for further details.

2.4 COMPANY PROPERTY

Use of Company Property

Although Teppen strives to ensure that each employee has access to the resources needed to perform his/her job, Teppen also expects all employees to understand that use of those resources is limited to the performance of their jobs. Any unauthorized use, retention or disclosure of any Company resources or property will be regarded as theft warranting disciplinary action up to and including termination and may prompt various civil and/or criminal legal actions.

Teppen does not assume any responsibility for personal property of employees that may be lost, stolen or forgotten by the employee. Employees are responsible for any personal belongings that they bring onto Company premises.

Company Equipment

When material or equipment is used by or assigned to an employee for Company business, it is the employee's responsibility to see that such equipment is used properly. However, at all times, equipment assigned to an employee remains the property of Teppen, and is subject to reassignment and/or use by Teppen without prior notice or approval from the employee. This includes but is not limited to computer equipment and data stored thereon, voice mail, records and employee files.

2.5 COMMUNICATION AND INFORMATION SYSTEMS

Nothing in any of the following policies is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment.

Electronic Communications and Information Systems

Employees are expected to adhere to proper use of all communication and information systems. Employees are permitted use of Company property and must comply with Company policies and procedures regarding its use.

Because the communication and information systems provided by Teppen are to be used exclusively for conducting the business of Teppen, employees should have no expectation of privacy as to any correspondence (whether oral or written) transmitted through the use of one of these systems, or information processed by or contained on one of these systems. Teppen may retain, archive, and monitor any such information and/or communications. If employees require a private means of communicating and sending communications while in the workplace, they must use a personal device unconnected to our network.

Employees **MUST NEVER** share their personal passwords to any information systems.

Any violation of these guidelines may result in disciplinary action, up to and including termination of employment

2.6 WORKPLACE SAFETY

Workplacelence

Acts of workplace violence will not be tolerated and will be responded to with appropriate disciplinary action, up to and including termination, based on a thorough investigation of the incident and the surrounding circumstances. Such disciplinary action may include immediate termination for acts of physical assault, even if the person committing the act has committed no prior offences or engaged in previous acts of violence.

3. TIME OFF, LEAVES OF ABSENCE AND REST PERIODS



Ontario Minimum Standards

Payroll



Call in Pay
3 hours at minimum wage rate



Overtime
1.5 x regular hourly rate
All hours worked in excess of 44 per week



Maximum Hours
8 hours per day or the number of hours in an established regular shift; 48 per week



Meal & Break
30-minute unpaid break for each consecutive 5-hour period



Rest Period
11 consecutive hours per day; 24 consecutive hours in every work week; or 48 consecutive hours in every period of 2 consecutive work weeks



Holidays

- ✓ **New Year's Day** (January 1st)
- ✓ **Family Day** (3rd Monday of February)
- ✓ **Good Friday** (Friday before Easter)
- ✓ **Victoria Day** (Monday preceding May 25th)
- ✓ **Canada Day** (July 1st)
- ✓ **August Civic Holiday*** (1st Monday in August)
- ✓ **Labour Day** (1st Monday in September)
- ✓ **Thanksgiving** (2nd Monday in October)
- ✓ **Christmas Day** (December 25th)
- ✓ **Boxing Day** (December 26th)



Vacation | **2 weeks**
< 5 years
3 weeks
≥ 5 years

- 4% of wages (< 5 years)
- 6% (≥ 5 years)

*Civic Holiday is not a statutory holiday, but many employers provide it as a holiday.

Employment Standards Act 2000, SO 2000, c. 41

The information on this page relates only to general standards and does not include information relating to specific circumstances, exemptions, exceptions, and/or judicial or other applicable interpretations. While every effort is made to provide current information, the law changes regularly and laws may vary depending on the jurisdiction; ADP Canada does not warrant the accuracy or completeness of the information. The information contained in this page may not be applicable to or suitable for every specific circumstance and may require consideration of other matters. It is recommended that you seek legal advice before implementing any of the content on this page.

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Leaves

Maternity 17 weeks	Paternity N/A	Organ Donor 13 weeks
Parental 61 weeks (for a parent who has taken maternity leave); 63 weeks in all other cases	Disappearance of Child 104 weeks (if disappearance is crime-related)	Sick see Emergency Leave for personal illness, injury or medical emergency
Child or Spouse Commits Suicide N/A	Birth of a Child N/A	Adoption 63 weeks (assimilated with Parental Leave)
Family Care/Responsibilities see Emergency Leave for personal illness, injury or medical emergency	Bereavement see Emergency Leave for personal illness, injury or medical emergency	Voting 3 consecutive hours (provincial) 4 consecutive hours (federal)

Compassionate/Family Care (serious illness/accident)

- 8 weeks (if family member is seriously ill or injured - Family Caregiver Leave)
- +28 weeks (if family member will possibly die within 52 weeks - Family Medical Care Leave)
- +up to 37 weeks for a critically ill minor child
- +17 weeks for a critically ill adult family member
- +104 weeks for death of a child

Bill 47 repeals what was laid out in Bill 148 and provides for three unpaid sick leave days, three unpaid family responsibility leave days, and two unpaid bereavement leave days. Each has separate criteria for use and employers may now ask for proof of entitlement to leave (e.g. doctor's note for sick leave). Employees must have been employed for two weeks to be

Jury / Witness As long as necessary	Wedding / Civil Union N/A	Reservist As long as necessary
Domestic Violence 10 days, of which the first 5 will be paid, AND up to 15 weeks unpaid	Citizenship Ceremony N/A	



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4. PAY PRACTICES

Teppen, at its option, may change, delete, or discontinue parts of the handbook in its entirety, at any time or without prior notice. In the event of a policy change, effort will be made to notify employees. Any such action shall apply to existing as well as to future employees.

Hours of Work and Pay

1.Call In Pay:3 hours at minimum wage rate, unless work cancellation is outside the control of Teppen

2.Overtime:1.5 x regular hourly rate Monday-Saturday Hours & 2 x regular hourly rate Sunday, worked in excess of 44 per week

3.Maximum hours:8 hours per day or the number of hours in an established regular shift ; 48 per week.

4.Meal & break: as determined by our customer but in accordance with the ESA

5.Rest Period:11 consecutive hours per day; 24 consecutive hours in every work week; or 48 consecutive hours in every period of 2 consecutive work weeks.

Attendance and Punctuality

Teppen recognizes that regular attendance by employees is a condition of employment in order to provide excellence in service to clients/ customers and prevent undue work for fellow employees. Every employee is responsible for reporting to work on a regular, consistent basis unless they are personally ill, injured, or absent from work due to an approved absence.

All absences must be reported prior to the start of the shift. It is your responsibility to contact both Teppen and the client that you were assigned of your absence. Contact information was provided at the time of assignment.

ABSENCES

It is recognized that illnesses and medical emergencies occasionally may prevent an employee from reporting to work as scheduled. All employees are required to notify their supervisor/manager at least 1/2 hour in advance of their start time if they are going to be absent from or late for work for any reason. If a 1/2-hour advance notice is not possible in the circumstances, employees must give as much notice as is reasonable and practicable in the circumstances. Certain leaves of absence may require additional notice. Please refer to Teppen Leave of Absence Policy for more details.

Employees must contact their supervisors/managers each day that they are absent. Management reserves the right to ask for a physician's statement in the event of a long-term illness (3 consecutive days or longer), or multiple illnesses or injuries.

If an employee fails to notify his/her supervisor/manager after three (3) consecutive days of absence, Teppen will presume that the employee has voluntarily resigned. Teppen will notify the employee in writing of the consequence of continually failing to notify Teppen of his or her absence and will request a response to its notification by a certain date. If applicable, Teppen will review any extenuating circumstances presented by the employee that may have prevented him/her from calling in before being removed from the payroll.

TARDINESS/ LATENESS

It is expected that employees will arrive and be ready to start work at their normal starting time. When an employee knows he/she will arrive later than his/ her usual starting time, the supervisor/manager should be notified at least _ hour in advance.

Employees may be requested to make up lost time by staying later and/or coming in earlier when the employee's or Teppen's workload warrants.

Excessive unexcused absenteeism and/or tardiness will be considered unsatisfactory performance, which may lead to discipline up to and including termination

Pay Periods

Employees are paid on a weekly basis every Friday.

If a scheduled payday falls on Company-observed holiday, employees will usually be paid on the day preceding the holiday.

Employees should review their pay records for errors. If they find a mistake, they should report it to their supervisor/manager immediately.

Time Reporting

It is Teppen's policy to comply with applicable employment standards legislation requiring records to be maintained of the hours worked by our employees.

Supervisors/managers are responsible for ensuring that approvals for time records are entered in a timely manner and by the applicable payroll cut-off to ensure that payroll may be processed according to schedule. Failure to do so causes delays in processing, disrupts the flow of the payroll cycle, and may cause us to incur additional charges.

Once an employee clocks or logs in, work is to commence immediately. Failure to do so is considered falsification of timekeeping records. If an employee forgets to clock or log in or out, he/she must notify the supervisor/manager immediately so the time may be accurately recorded for payroll.

Falsification of a time record or clocking in or out/entering time for another employee is a breach of Company policy and is grounds for disciplinary action, up to and including termination

Direct Deposit

Teppen's pay period runs from Monday to Sunday. Hours worked during that week will be paid by direct deposit the following Friday.

information, Teppen Corporation's policy is that you must submit your new banking information 7 business days of your next payroll deposit date.

If notice by the employee is less than the 7 days, the employee must present Teppen with documentation from the bank showing proof that their old account was actually closed.

Should Teppen Corporation incur any charges for having to stop deposits or having to issue manual cheques for not giving Teppen Corporation the necessary time for changes, the employee may be subject to disciplinary action.

Teppen Corporation would like to thank you for your co-operation. If you have any questions, please feel free to contact our office or your supervisor.

External References for Review:

All employees are required to review the information sheets that correspond with the links.

Employment Standards in Ontario

<https://files.ontario.ca/mltsd-employment-standards-poster-en-2020-09-08.pdf>

Employment Standards Rights for Temporary Help Agency Assignment Employees

<https://files.ontario.ca/mltsd-june-2021/mltsd-temporary-help-agency-assignment-employees-en-2021-06-07.pdf>

5. EMPLOYEE HANDBOOK ACKNOWLEDGMENT

I hereby acknowledge that I will read and understand Teppen Employee Handbook and that it is my responsibility for becoming familiar with its contents. I understand it is my responsibility to follow Teppen policies and to get clarification on any items that I do not understand. I agree to contact my supervisor/manager or Human Resources with any questions that may arise.

I understand Teppen reserves the right to make changes at any time and that this information is provided on an advisory basis. I understand that Teppen Employee Handbook is a confidential document and will be treated as such.

I further understand that nothing contained in this handbook will confer upon me any right with respect to the continuation of employment.

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I fully understand and agree to this acknowledgment.

Print Name:

Signature:

Date: