

5. RULES

**This information does not take precedence over The Saskatchewan Employment Act and related regulations, or any other governing legislation. All worker should be familiar with the legislation applying to them in their workplace.*

Definitions

rule: a directive that governs and *controls conduct* or action, and that is instituted by an organization

regulation: an ordinance, a law, or a directive set by an outside organization or agency, such as government, for *control of people and their environment*

General Safety Rules

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Requirements

1. Wear CSA-approved steel-toed safety footwear in all work areas. Hard hats must be worn at all times when at construction sites.
2. Report to your job lead or manager all incidents (including no-loss occurrences).
3. Report immediately any incident resulting in injury or property damage.
4. Perform all work in accordance with provincial safety legislation, safe work practices, job site rules and your job lead or manager's direction.
5. Maintain good housekeeping in your work area.
6. Operate all vehicles and mobile equipment in accordance with job site rules and highway regulations. Report any changes in the status of your drivers' licence to management immediately.
7. Smoke only in designated areas. Smoking is not permitted in any enclosed location, including company vehicles.

Prohibitions

The following are prohibited at all times on all company property and all company job sites:

1. Possession, consumption or being under the influence of alcohol or illegal drugs (including “hang-overs”) in or on company property, or while engaged in company business. This conduct is **absolutely unacceptable**, and will result in immediate corrective action as provided for under NexGen Mechanical Inc.’s Substance Abuse Policy.
2. Arriving for work or remaining at work when ability to perform the job safely is impaired for any reason.
3. Possession of firearms or other weapons.
4. Fighting, horseplay, practical jokes.
5. Theft, vandalism.
7. Damaging or disabling safety devices, or interfering in any manner with safety, fire fighting or first aid equipment.
8. Causing or participating in harassment as defined under NexGen Mechanical Inc.’s Harassment Policy.

Disciplinary and Appeal Procedures

**This information does not take precedence over The Saskatchewan Employment Act and related regulations, or any other governing legislation. All workers should be familiar with the legislation applying to them in their workplace.*

NexGen Mechanical Inc.’s discipline and appeal procedures are intended to be corrective rather than punitive, placing the emphasis on identifying the reasons why a worker is not conforming to established standards of performance or behavior, and ensuring the worker’s viewpoint is considered in the resolution of the situation.

It is important to recognize that not every corrective discussion between a worker and a member of management or supervision constitutes disciplinary action. Many work methods which are now considered unsafe or too risky have been a “traditional” way of doing things. These old work methods must be replaced with new ones, and the process of explaining and demonstrating these methods is a form of on-the-job training. However, the need for repeated correction of poor work habits due to negligence or a poor work attitude on the part of the worker will result in disciplinary action.

Disciplinary Procedure: The purpose of this procedure is to provide a basis for ensuring fair and consistent handling of all situations in which disciplinary action may be deemed necessary, and to identify and correct situations where there may be barriers which prevent the workers from meeting company standards.

Step 1. Verbal Warning (documented): When a worker violates a rule or regulation, or fails to meet established performance standards, a member of the management team (the “manager”) will meet with the worker to discuss the matter. The outcome of the discussion will be noted in the personnel file.

Step 2. Written Warning: If the worker repeats the same infraction, or a different one, the manager will prepare a Step 2 written warning, which will be delivered to and discussed with the worker. A copy of the written warning will be retained in the worker’s personnel file. If the involved worker or the manager is dissatisfied with the results of the written reprimand discussion, either party may request a further meeting involving worker, manager and an additional member of the management team.

Step 3. Suspension: Where the worker continues to fail to meet established performance standards, an unpaid suspension may be implemented to give the worker the opportunity to consider the consequences of his or her actions and the success of the employment relationship. Step 3 suspension may consist of one or both of the following suspension periods:

- (a) one-day unpaid suspension
- (b) one-week unpaid suspension

Where a Step 3 suspension is implemented, the worker will report to the department manager at a pre-arranged time prior to returning to work.

Step 4. Termination of Employment: Where the above disciplinary process is not successful in correcting the problem behaviour or performance, the worker's employment with NexGen Mechanical Inc. will be terminated. In most cases a worker will be given three warnings prior to employment termination being implemented, and the three warnings may be in any form. Depending on the seriousness of the infraction, the warning process may be bypassed completely and immediate suspension or employment termination implemented.

Appeal Procedure: The purpose of this procedure is to provide a system through which a worker can discuss a problem or concern and is assured that the problem will either be resolved, or an explanation of why changes cannot be made will be given. The system is designed to resolve concerns between levels of supervision; in other words, a worker can go around the immediate supervisor without fear of recrimination if the worker perceives that individual to be the problem. NexGen Mechanical Inc.’s management team is committed to assisting workers in removing barriers to performance and effectiveness.

If a worker wishes to have something explained to them, or disagrees with a policy, procedure or condition, the worker should discuss it with their manager. The manager will listen to the worker's viewpoint, and then explain why things are the way they are or initiate change. If the worker is not satisfied with the explanation or feels the issue is still unresolved, he or she is encouraged to speak with the Marketing and Administration Manager or to the Director / Operations Manager.

Subcontractor Non-compliance

Where a subcontractor is found to be in non-compliance with the safety requirements on a NexGen Mechanical Inc. job site or at company-owned facilities, a written non-compliance notice may be issued to that subcontractor. Serious or repeated instances of non-compliance on the part of a subcontractor may result in the termination of that subcontractor's services by NexGen Mechanical Inc..