



# COMPANY POLICIES

Fuerste Vaccination Services

## Contents

Health & Safety .....	2
Chemical Safety .....	2
Injury & Accident Reporting .....	4
Professional Etiquette.....	5
Dress Code .....	5
Personal Hygiene .....	5
Fish Handling .....	6
Biosecurity .....	6
Code of Conduct .....	7
Drugs & Alcohol .....	7
Smoking .....	8
Internal & External Communications .....	8
Non-Competition.....	9
Non-Disclosure .....	9
Attendance/Sick Time.....	9
Cell Phones & Electronic Devices.....	10
Bullying & Harassment .....	10
Violence in the Workplace .....	11
Off Duty Conduct .....	11
Crew Houses .....	12
Company Property .....	12
Crew Vehicles .....	12
Equipment .....	13
Resolution Process .....	14
Whistleblowing .....	14
Company Policy Acknowledgment Form .....	16
Option to Bank Overtime/Vacation Pay .....	17

## Health & Safety

Fuerste Vaccinations prides itself on being progressive and diligent in all areas of staff health and safety. Health and safety are primary in everything we do and should never be compromised for any reason during your employment with Fuerste Vaccinations.

### Chemical Safety

Fuerste Vaccination Services works with a variety of different hazardous materials ranging from everyday cleaners to vaccines, to sedatives. Therefore, it is important that proper chemical control and safety measures are in place to prevent incident or injury.

#### *Labelling*

Any container, bottle or sprayer that contains any chemical/hazardous material must have a label identifying the contents. For example, a spray bottle containing isopropyl alcohol or Vidalife must have a label attached to the bottle with "Vidalife or Isopropyl Alcohol" clearly written and the applicable SDS must be present and accessible on site.

Any labels which are faded, damaged or illegible must be immediately re-labelled. If a container is present where the contents are unknown, it must be safely transported back to home office where it can be safely disposed of.

#### *Introduction of a new Hazardous Substance*

Many chemicals have the potential to cause injury, illness or damage if used incorrectly or without adequate knowledge of the chemical.

Any new hazardous substance that is introduced to the workplace will undergo the following implementation process:

#### **Risk Assessment**

A full risk assessment will be conducted by the HR Manager. The assessment will include reviewing the manufacturer provided Safety Data Sheet and will consider all possible uses of the hazardous material. Feasible control measures will be considered and researched. The risk assessment will be made available to all members of the organization via the company website.

#### **Implementation of Control Measures**

Upon determination of suitable control measures during the risk assessment, the Leadership Team will be responsible for the implementation and communication of these control measures to all employees who may have exposure to the hazardous substance. The Leadership Team will

## COMPANY POLICIES

also ensure that proper emergency procedures are in place in the event of an accident (ie: eyewash stations are available).

In addition, proper storage of the hazardous material will be determined by reviewing the SDS. The Crew Supervisor will ensure that safe storage is implemented at all work sites where the hazardous material is stored.

**PPE/SDS**

All required PPE will be determined by reviewing the applicable SDS. The required PPE will be obtained by the Crew Supervisor and made available at all work sites where the hazardous material will be present. The HR Manager will distribute the SDS to all employees for review and will make the SDS available on the company website as well as in the site Health & Safety binders.

**Training**

Prior to the hazardous material being actively used, all employees will receive a copy of the SDS, review the potential hazards of the substance, and familiarize themselves with the proper protective measures that are required to use the substance.

*PPE*

All required personal protective equipment will be made available to Crew Members. Crew Members are required to wear the provided PPE as needed to safely perform their duties.

All Fish Vaccinator Technicians administering oil-based vaccines must wear a Turtle Glove on their pickup hand to minimize the risk of a self-injection and/or a poke or scrape. Vaccinators are not permitted to be at the table without this piece of safety equipment. Turtle gloves must be covered with a nitrile glove in order to protect the fish smolts.

Nitrile gloves must be worn at all times during vaccinating or fin clipping to protect both the Crew Members as well as the fish.

Additional PPE must be worn while working with the various chemicals and materials as per the relevant SDS.

*SDS*

All SDS (Safety Data Sheets) are kept at the hatcheries in the health and safety binder and can be accessed on the Fuerste Vaccination website on the Staff Page. Staff are required to review the SDS before the start of season and as needed throughout the season and to follow the recommendations for safe handling, including wearing the appropriate personal protective equipment. SDS training will be provided to all new Crew Members at the start of their employment. Crew Members are required to review the appropriate SDS and sign off on acknowledgement within 5 working days.

## **Injury & Accident Reporting**

All injuries, no matter how minor, must be reported to the Crew Leader/Supervisor, to the HR Department and to the Hatchery Manager. Once reported, a Fuerste Vaccination Services First Aid Report must be completed and submitted to the HR Manager.

### **For Accidents/Incidents Requiring Medical Attention or Modified Duties:**

Any incident or injury that requires treatment from a doctor or potential time missed from work, requires that a WorkSafe BC Form 6 be completed as soon as possible and provided to the Crew Leader/Supervisor. Form 6's are available at each site in the Health and Safety binder and can also be found online. Any unnecessary delays in completing the required form(s) may delay a WorkSafe BC claim. Failure to disclose an injury to a Crew Leader/Supervisor before leaving the worksite will result in the WorkSafe claim being objected to by the employer.

Whenever possible, Fuerste Vaccination Services will provide modified work duties to accommodate Crew Members who have suffered an injury and are not able to fulfill the full duties of their role as directed by a medical professional. Human Resources will work in partnership with your Crew Leader to determine a gradual return to work plan for injured Crew Members.

### **Needle Stick Injuries**

In addition to following the policies above in regard to reporting, any needle stick injury by either the IP needle or the IM needle should be followed up with a visit to a clinic to receive further in-depth cleaning and attention. Receiving a course of antibiotics is recommended as the water we work with contains bacteria.

Self-injection, or suspected self-injection, requires immediate medical attention. A first aid trained employee and a driver will escort the effected Crew Member to the emergency room at the nearest hospital immediately. The Epi-Pen will be retrieved by the first aid trained employee and will travel in the vehicle in case of an allergic reaction. SDS information is available in the company vehicles and within the employee pages on the company website.

### **Near-Misses**

A near-miss is an unplanned event that has the potential to cause, but does not actually result in human injury, environmental or equipment damage, or an interruption to normal operation. Some examples of near-misses are incidents that could have resulted in injury, unsafe conditions, improper use of equipment and not following proper procedures potentially leading to an accident or injury. It is everyone's responsibility to report and correct any of these potential hazards immediately. In addition to reporting the near-miss to the Crew Leader/Supervisor, Crew Members are required to complete a Near-Miss form that is available in the Health and Safety binder at each site and forward it to the HR Manager.

## Professional Etiquette

Staff must remember they are not hatchery workers, but employees of Fuerste Vaccination Services. Our continued employment by the hatcheries is largely dependent on our professionalism. All efforts should be made to look and present as professional workers, keep the boot room tidy, minimize foul language and maintain appropriate behaviour towards hatchery staff.

### Dress Code

Fuerste Vaccinations' dress code can be described as casual. Jeans, cargo pants, yoga pants, t-shirts and sweatshirts are all acceptable to wear to work. Sleepwear, sweatpants, revealing clothing and clothing with profanities or comments which may be considered offensive are not acceptable.

All staff are to treat the boots and any other equipment provided by FVS or the hatcheries with care to prevent unnecessary damage. Staff are not permitted to write on or mark equipment without permission from your Crew Leader/Supervisor. This includes writing names with a marker. It is also important to ensure that staff are wearing correctly fitting footwear to ensure safety and comfort.

Staff are permitted to use individual music devices with **one** ear bud in at a time while working. Please see the Biosecurity policy for information on limitations to personal items being brought inside the hatcheries.

Crew Members who are working with the NFT machines are not permitted to wear any clothing or items that hang loose and can potentially be caught in a moving tray. Hoody strings, ear buds, long hair, etc must be safely secured to prevent potential injury.

### Personal Hygiene

Hygiene is an important contributor to a healthy workforce. In addition, we work in close proximity to our co-workers here at Fuerste Vaccination Services. Therefore, employees are expected to follow good personal hygiene practices in the workplace during regular business hours for the duration of their employment.

Minimum hygiene requirements include:

- Maintaining personal cleanliness by bathing daily (see also Biosecurity requirements)
- Maintaining oral hygiene by teeth brushing
- Using deodorant or antiperspirant to prevent body odours
- Wearing clean laundered clothing
- Not using heavily scented perfumes, colognes, lotions and hair product. These can cause allergic reactions, migraines and respiratory difficulty for your co-workers
- Maintaining clean and trimmed fingernails

## COMPANY POLICIES

- Washing hands at the start and end of all breaks as well as after meals, using the washroom or smoking
- Tying long hair back (hair should not be in your eyes while working or come in contact with your co-worker(s))

Any Crew Member who requires an accommodation from this policy for medical or other reasons, can speak to the HR Department confidentially.

## Fish Handling

The fish we work with are living animals and must be treated with respect. There is zero tolerance for playing with the fish, any animal cruelty or rough handling. It is because of these fish we all have our jobs and they must be treated with kindness and care.

It is the responsibility of all staff to report any concerns around unprofessionalism or mistreatment to their Crew Leader.

## Biosecurity

Preventative measures are enforced in order to eliminate the transfer of disease from one hatchery to another, or from the environment into the hatchery. When staff members fish, swim or play in the ocean, they may be playing in diseased water. Wild Coho salmon are a known source of the IHN virus which can be present under your fingernails and spread to the hatcheries. Further, shoes that are worn at the beach are a potential carrier of Furunculosis. A mug used placed at a vaccination table or NFT machine could pick up fungus and be transferred to another hatchery.

### The following biosecurity measures are required of all staff when entering the hatcheries:

- Staff are not permitted to enter if they have been present at another hatchery within the last 24 hours without following enhanced biosecurity measures and explicit consent from both the Business Operations Manager and the hatchery management.
- All staff entering the hatcheries are required to step into a bath of Virkon and change their footwear when entering.
- Staff are required to use the provided hand sanitizer at every opportunity.
- Clothing, personal items and any personal equipment **must** be properly disinfected when moving between sites. This means:
  - Washing all items with soap and hot water
  - Drying clothing and items on **high heat**
  - This includes hats, backpacks, lunch bags, etc
- Items that can't be disinfected are **strictly prohibited** from entering the hatcheries. Fuerste Vaccination Services does allow staff to bring headphones and a music player into the hatchery. It is important to note that once these items have entered a hatchery, the same items **cannot** enter another hatchery, unless properly disinfected prior to re-entry.

## COMPANY POLICIES

- Staff are not permitted to enter a second hatchery within **24 hours** of being in the first hatchery. Delayed entry also applies if the employee has entered a fish processing plant or handled wild fish.

**The following biosecurity measures are required of all staff entering, exiting, and handling equipment at Head Office:**

- Staff bringing dirty equipment to Head Office are required to enter from the back door and dip the totes into a bath of Virkon.
- All dirty/used equipment must go directly into the kitchen area or on "dirty" storage rack. Equipment is not permitted to leave the kitchen area until it has been properly disinfected.
- Once equipment has been disinfected, it must be moved into the storage container. The storage container is only to be entered by authorized personnel.
- Clean equipment being taken out of the storage container and to a worksite, must go out the front door of the Office.
- All totes and storage containers must be clearly labelled with the name of the site.

Spreading disease to the fish can be devastating for all involved so our due diligence with biosecurity measures is extremely important. Please bring any questions or concerns to your Crew Leader or the Crew Supervisor.

## Code of Conduct

Employees of Fuerste Vaccinations are expected to act lawfully, ethically, honestly and in the best interest of the company while performing duties on behalf of Fuerste Vaccination Services. This code provides some guidelines for business conduct that is required of all staff and which external parties can expect from us.

## Drugs & Alcohol

Employees are not permitted to come to work under the influence of any substance. Doing so creates a safety concern for the impaired individual, the individual's co-workers, the fish being handled and effects job performance. Non-permitted substances include but are not limited to: prescription drugs as prescribed by a physician (if such drugs alter the employees ability to function normally), alcohol, non-prescription drugs, marijuana and illicit drugs. Employees will be asked to leave the worksite immediately without pay if they are found or suspected to be under the influence and will be subject to discipline up to and including termination of employment.

The following expectations apply to employees and management alike while conducting work on behalf of the company, whether on or off company property:

- To arrive to work fit for duty and able to perform their duties safely and to standard. To ensure their safety and that of all staff members, Fuerste Vaccination Services does not



## COMPANY POLICIES

allow employees or management to smoke or consume drugs or alcohol for a minimum of eight hours prior to starting their shift

- To remain fit for duty for the duration of their shift
- Use, possession, distribution, or sale of drugs or alcohol during work hours, including during paid and unpaid breaks, is strictly prohibited
- To refrain from reporting to work while under the influence of recreational cannabis and any other non-prescribed substances
- Anyone on medically approved medication must communicate to management any potential risk, limitation, or restriction requiring modification of duties or temporary reassignment
- To abide by all governing legislation pertaining to the possession and use of cannabis
- When off duty, refuse a request to come into work if unfit for duty
- To report limitations and required modifications as a result of medically approved cannabis use
- To report unfit co-workers to the Management Team
- To seek advice or appropriate treatment, where required
- To communicate dependency or emerging dependency
- To follow the after-care program, where one is established

In addition, Management will:

- Identify any situations that may cause concern regarding an employee's ability to safely perform their job functions
- Ensure that any employee who asks for help due to a drug or alcohol dependency is provided with the appropriate support (including accommodation) and is not disciplined for doing so
- Maintain confidentiality and employee privacy.

Employees found in violation of this policy may be subject to disciplinary action up to and including termination of employment. Where applicable, Fuerste Vaccination Services may also take legal action in accordance with the law.

## Smoking

Cigarette smoking, including vaping/e-cigarettes may only occur in designated areas. Staff are only permitted to smoke on their own scheduled break times and must ensure that cigarette butts are properly extinguished and disposed of in the appropriate receptacle. Smoking, including vaping/e-cigarettes is not permitted in the company vehicles or Head Office.

## Internal & External Communications

All employees of Fuerste Vaccination Services are expected to positively represent the company through all mediums of communication in order to preserve its reputation in the industry.

## COMPANY POLICIES

Any concerns or difficulties with hatchery staff are to be brought forward to the Management Team. If hatchery staff wish to voice any concerns, they can also be directed to the Leadership Team or the Crew Leader/Supervisor.

Discussions, or gossip, involving the hatcheries while at that site or any other site should be refrained from. This includes comparisons of daily targets, culls, quality of the fish etc. The companies we work for are in direct competition with each other and it is our duty to protect their business from its competitors by preventing the spread of information between sites.

Staff are not permitted to speak on behalf of Fuerste Vaccination Services or act as a representative of without prior consent from Senior Management. This includes all communication to the media or other external stakeholders.

Staff are prohibited from sharing pictures and information regarding the hatcheries and Fuerste Vaccinations with outside parties. This includes information and/or picture and video sharing on any social media platforms and the internet.

### **Non-Competition**

Staff are not permitted to be actively employed at any of our customer or competitor locations and Fuerste Vaccinations simultaneously without explicit consent from the Human Resources Department, Business Operations Manager or Company Owner. This includes entering into any agreement, tacit or other understanding with Fuerste Vaccination Services' competitors or customers. Staff should speak with the HR Department in the event of any activity that could raise competition issues or customer concerns.

### **Non-Disclosure**

Staff are not permitted to discuss any information pertaining to Fuerste Vaccination Service's practices, staff performance issues, confidential matters, gossip or accidents with any of our customers or competitors. Staff should speak with Senior Management in the event of any activity that could raise competition issues or customer concerns.

### **Attendance/Sick Time**

If a staff member is ill and not able to attend work, as much notice as possible must be given. **A phone call and email must be made to the Crew Supervisor (250-203-9470).** Failure to provide enough notice where a casual staff member can be called in, will result in disciplinary action.

Fuerste Vaccination Services will exercise its right to request a medical note any time it is felt that an absence requires substantiating or a return to work accommodation is being considered.

The nature of our business is largely dependent on punctuality and dependability; therefore, "no shows", tardiness and culpable absences for shifts will not be tolerated. Progressive discipline, up to and including termination of employment, will commence for any employee who does not satisfy this Attendance Policy.

All staff are provided with five (5) paid sick days per season upon the completion of the probationary period. Paid sick days must be approved by your Manager or the HR Manager with adequate notice provided. Paid sick time can be denied if it is determined that the absence is not deemed medical or substantiated.

Failure to communicate with your employer for three consecutive days, will be considered job abandonment which results in "Resignation" being reported on the employee's ROE.

### **Option to Bank Overtime & Vacation**

In an effort to mitigate financial hardship during our slow periods and off-season, all Crew Members have the option to bank any earned vacation time and/or overtime. Notice must be provided to the HR Manager that an employee wishes to bank either vacation time and/or overtime. This can be done on the acknowledgement page at the end of this document or by email.

To access banked OT or vacation pay, employees can contact the HR Manager no later than the pay period cut-off date to advise how many hours the employee would like paid out. No more than 40 hours per week can be added to payroll, inclusive of hours worked. All banked hours must be used and paid out by August 1<sup>st</sup> of each year. Upon termination of employment, all banked hours will be paid out on the employee's last cheque.

### **Cell Phones & Electronic Devices**

Inappropriate usage of cell phone and electronic devices at work can cause injury to Crew members as well as the fish. It also has a negative impact on our production and services to our customers. The devices covered by this policy include cell phones, smart watches, tablets, and any other electronic device.

While Fuerste Vaccination Services allows its Crew Members to listen to music while performing work (one ear bud only – see Dress Code Policy), the following requirements must be adhered to:

- Music playlists must be prepared and cued prior to the commencement of work.
- Crew Members are not permitted to change songs, create playlists, text, answer calls, take pictures, watch videos or use their cell phones or electronic devices in any other manner while they are considered to be working.
- Cell phones and other devices may be used before and/or after work and during breaks but must not cause disruption or offence to hatchery workers and members of the Crew.
- All cell phones and devices must be turned on silent/vibrate during work hours.

### **Bullying & Harassment**

Bullying and harassment is not acceptable nor is it tolerated at Fuerste Vaccinations. All employees will be treated in a fair and respectful manner. Bullying and harassment includes any

inappropriate conduct or comment(s) by a person towards an employee that the person knew or reasonably ought to have known would cause the employee to be humiliated or intimidated. This excludes any reasonable action taken by the employer or Manager relating to the management and direction of staff or the place of employment.

Examples of conduct or comments that might constitute bullying and harassment include verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings and spreading malicious rumours.

Fuerste Vaccinations has a **zero-tolerance** policy for bullying and harassment. All employees must make a report to their Crew Leader or the HR Department if bullying or harassment is observed or experienced. All claims will be investigated immediately and thoroughly.

### **Violence in the Workplace**

Fuerste Vaccination Services will maintain a work environment free from threats and acts of violence and will not tolerate any type of workplace violence committed by or against any of our Crew or hatchery staff. Crew Members are prohibited from making threats or engaging in any violent activity.

The following behaviours, while not exhaustive, provides an example of conduct that is prohibited:

- Causing physical injury to another person
- Making threatening remarks
- Acting out in an aggressive or hostile manner that creates reasonable fear of injury to another person or subjects another individual to emotional distress
- Intentionally damaging employer property or property of a Crew Member
- Possessing a weapon while on employer or customer property or while on duty

During any threat of safety, 911 will be called immediately and Crew Members will isolate themselves from the threat until otherwise directed by their Crew Leader or the Police. Any potentially dangerous situations must be reported immediately to the Crew Leader, Crew Supervisor and Human Resources. Fuerste Vaccination Services will take appropriate action if a hostile or violent situation occurs.

### **Off Duty Conduct**

While our off-duty conduct is a private matter, we expect our Crew Members to ensure that it does not negatively impact Fuerste Vaccination Services reputation or its ability to run its business. It is therefore expected that all Crew Members refrain from engaging in off-duty conduct that:

- Is harmful to Fuerste Vaccination Services' reputation
- Renders the company and/or it's workforce unable to perform its services in a satisfactory manner

## COMPANY POLICIES

- Leads other Crew Members to refuse, be reluctant or unable to work with the company
- Render the company guilty of a serious breach of the Criminal Code
- Makes it difficult for Fuerste Vaccination Services to manage its operations efficiently or direct its workforce

Off-duty conduct that breaches this policy, will lead to disciplinary action, up to and including termination.

## Crew Houses

At times, Crew Houses are provided to ensure safe housing for employees who are not able to travel home at the end of the workday. Only staff who are notified by the Crew Supervisor or HR Manager are permitted to stay in the Crew Houses. Other members of the Crew who live locally, friends, family, significant others, etc are not allowed to stay at the Crew House without explicit consent from either the Business Operations Manager, HR Manager or Crew Supervisor.

All company policies and guidelines apply during after work hours when present at a Crew House. Professional conduct, including respect for your housemates and the property, are expected, and enforced.

Some hatchery locations are considered "dry sites" such as Ocean Falls. This means that drugs and alcohol are not permitted to be on site, including at the Crew house, at any time. If a site is considered "dry" it will be communicated to the Crew prior to the start of the trip and Crew are prohibited from bringing any non-prescription drugs or alcohol with them.

Failure to comply with this policy must be reported to your Manager immediately so the issue can be investigated.

## Company Property

Fuerste Vaccination Services provides its staff with the necessary equipment to safely and effectively perform their roles. Staff are expected to treat this property with the utmost respect and care. This equipment is only to be used for the purpose of performing work duties and not for personal reasons, horseplay or performing work outside of Fuerste Vaccination Services.

## Crew Vehicles

In most cases, Fuerste Vaccination Services will offer a company vehicle to assist in transporting staff from Head Office to the worksite and back. Staff are not required to travel in them. Crew Members may travel in their own vehicle to and from the worksites. The use of company vehicles is a perk and employee benefit; therefore, abuse of this benefit will result in the employee no longer having access to company vehicles.

## COMPANY POLICIES

Company vehicles are not to be used for any reason other than travel to and from worksites. This means no personal errands or dropping off and/or picking up Crew Members at locations other than Head Office or Hatcheries. The vehicles must be returned to the Head Office in Campbell River at the end of every shift, unless the vehicle has attended camp. In order to operate a company vehicle, Crew Members must submit a copy of their valid Driver's License and Driver's Abstracts to the HR Manager at the beginning of employment and each subsequent season. Any changes to the status of a Crew Member's Driver's License must be reported to the HR Manager immediately.

All BC driving laws must be complied with when driving the company vehicles. The vehicles are to be driven in a safe and responsible manner (see FVS' Safe Drive Procedure for further details). If an employee does not feel safe with a particular driver, they are encouraged to speak up and offer to drive. Any concerns regarding unsafe driving should be immediately reported to the Crew Supervisor. Alcohol and drugs are not permitted in the vehicles at any time. Smoking and vaping is also not permitted in the vehicle at any time.

Staff are required to take all personal items and garbage with them at the end of the day and not leave them in the vehicles. Any spills or messes that occur are to be cleaned up promptly. Staff can decide upon a shared schedule for driving the vehicles. It is asked that the front passenger stay awake with the driver during the ride.

Fuerste Vaccination Services is diligent about keeping its vehicles clean, safe, and maintained for its staff. If a warning light or other maintenance issue is noticed, inform the Crew Supervisor right away. The issue will be attended to as soon as possible.

A dash camera is present in each company vehicle for insurance reasons, safety, and the driver's protection. This camera will turn on and off automatically with operation of the vehicle. Tampering with the camera or recording the crew may result in disciplinary action up to and including immediate termination of employment.

## **Equipment**

When working with the NFT machines, staff must only perform the duties they have been specifically trained to complete. Adjustment of calibration, needle depth or changing the computer settings by an untrained person can lead to the machine underperforming or damaging the fish. If a staff member notices a Hatchery Technician or other staff member adjusting the settings, please bring it to the attention of a Crew Leader or the Crew Supervisor right away.

If a crew member notices supplies getting low, they are required to inform the Crew Supervisor as soon as possible so additional supplies can be sent to the hatchery and production is not interrupted.

## Resolution Process

Disagreements are normal and sometimes even healthy for an organization. Employees of Fuerste Vaccination Services should feel free to express differences of opinion and constructively address and resolve them. While most disagreements can be solved informally, some are more complex and require more resources to find a resolution.

All employees of FVS who have successfully completed their probationary period are eligible to use this resolution process when a policy disagreement arises.

The participation in the resolution process will not cause any negative reflection on the individual employee or any individual participating in the process. Nor will it affect future employment, compensation, or work assignments for the employee.

### Dispute Resolution Process

1. Staff who believe that an employment policy has not been followed are encouraged to try to reach a resolution with their Manager first. In the event that the employee and their Manager are unable to resolve the dispute, the employee may contact the HR Manager within 14 calendar days of the Manager's decision.
2. Once contacted, the HR Manager will attempt to clarify and resolve the dispute.
3. The employee will receive written notice of the HR Manager's decision in 10 days or less.
4. If the employee remains dissatisfied with the outcome, the employee may request that the dispute be escalated to the Business Operations Manager/Company Owner for consideration. The dispute must be escalated to this step no later than 14 calendar days from receipt of the HR Manager's decision.
5. The employee will receive written notice of the Business Operations Manager and Company Owner's decision in 10 days or less.

## Whistleblowing

A whistleblower as defined by this policy, is an employee of Fuerste Vaccination Services who reports an activity that s/he considers to be illegal, unethical or dishonest. If an employee has knowledge of or a concern of illegal or dishonest activity, the employee is to contact their Manager or the HR Manager. The employee should exercise sound judgement to avoid baseless allegations. Any employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

This policy provides protection for whistleblowers in two areas – confidentiality and against retaliation. The confidentiality of the whistleblower will be maintained to the extent possible. Identity may have to be disclosed in order to conduct a thorough investigation, to comply with the law and to provide accused individuals their right to defense.

The company will not tolerate retaliation against a whistleblower. This includes but is not limited to: harassment, bullying, termination, compensation decreases, a decrease in hours or threats of

COMPANY POLICIES

physical harm. Any employee who retaliates against someone who has reported a violation in good faith will be subject to discipline up to and including termination of employment. Any whistleblower who believes they are being retaliated against, must contact the HR Manager immediately.



## Company Policy Acknowledgment Form

I, \_\_\_\_\_, have read and acknowledge the following company policies:

- Chemical Safety
- PPE
- SDS
- Injury & Accident Reporting
- Exposure Control
- Dress Code
- Personal Hygiene
- Fish Handling
- Biosecurity
- Drugs & Alcohol
- Smoking
- Internal & External Communications
- Non-Competition
- Non-Disclosure
- Attendance/Sick Time
- Option to Bank Overtime/Vacation
- Cell Phone & Electronic Devices
- Bullying & Harassment
- Violence in the Workplace
- Off Duty Conduct
- Crew Vehicles
- Equipment
- Resolution Process
- Whistleblowing

I understand that failure to comply with the company policies will result in discipline, up to and including termination of employment.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



### Option to Bank Overtime/Vacation Pay

I, \_\_\_\_\_, would like to exercise my option to bank (please check all boxes that apply):

Earned Overtime

Earned Vacation Pay

Date: \_\_\_\_\_

Signature: \_\_\_\_\_