



COMPANY POLICIES

Fuerste Vaccination Services

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Health & Safety

Fuerste Vaccination Services 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 Vaccination.

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.

All required PPE will be determined by reviewing the applicable Safety Data Sheets, (SDS). The required PPE will be obtained by the Production Manager and made available at all work sites where the hazardous material will be present. SDS will be distributed to all employees for review and be available on the company website.

Personal Protective Equipment

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 Crew Members manually administering oil-based vaccines are advised to wear a Turtle Glove on their pickup hand to minimize the risk of a self-injection and/or a poke or scrape. Turtle gloves must be covered with a nitrile glove to protect the fish smolts.

Nitrile gloves must be worn at all times during machine or hand 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 if indicated in the relevant SDS.

Safety Data Sheets

All SDS (Safety Data Sheets) are kept at the hatcheries in the company tablet 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 PPE. Crew Members are required to review the appropriate SDS and sign off on acknowledgement at orientation prior to first shift.

Injury & Accident Reporting

All injuries, no matter how minor, must be reported to the Crew Leader. Once reported, a Fuerste Vaccination Services First Aid Report must be completed and submitted to the Director.

For Accidents/Incidents Requiring Medical Attention

Any incident or injury that requires treatment from a doctor or potential time missed from work requires that the appropriate Workers Compensation form be completed as soon as possible and provided to the Crew Leader or Production Manager. The forms are available at each site, and available on our website, as well as online. Any unnecessary delays in completing the required form(s) may delay a Workers Compensation claim.

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.

Needle Stick Injuries

In addition to following the policies above regarding reporting, any needle stick injury by either the IP needle or the IM needle should be followed up with a visit to a doctor 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 driver will escort the effected Crew Member to the emergency room at the nearest hospital immediately. In the case of hand vaccinations, the First Aid attendant will have access to an epi pen should an allergy arise and will transport it with the employee to the nearest hospital. SDS information is available in company vehicles and in 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, Crew Members are required to complete a Near-Miss form that is available in the company tablet at each site as well as on the staff website. The Near Miss should be completed and forwarded to the Production 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 behavior towards hatchery staff.

Dress Code

Fuerste Vaccination's 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. 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 and to prevent injury.

Staff are permitted to use individual music devices with ear buds, set at an appropriate volume level while working to hear other employees. 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 closely with our co-workers at Fuerste Vaccination Services. 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 odors.
- Wearing clean laundered clothing
- Not using heavily scented perfumes, colognes, lotions, and hair products. These can cause allergic reactions, migraines, and respiratory difficulty for your co-workers.
- Maintaining clean and trimmed fingernails
- 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 accommodation from this policy for medical or other reasons can speak to the Production Manager 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. Moving fish across the table should be done gently as to not cause damage. Our employment depends upon these

fish, and they must be treated with kindness and care.

Biosecurity

Preventative measures are enforced to eliminate the transfer of disease from one hatchery to another, or from another environment into the hatchery. If proper biosecurity is not followed it is possible to transfer viruses and diseases from rivers and the ocean into the hatchery. Because the fish are unvaccinated those viruses and diseases may impact the fishes health, the fish may need to be culled and the hatchery closed if the case is severe enough.

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 Crew Leader and hatchery management.
- If provided, 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 in a dryer
 - This includes hats, backpacks, phones, and ear buds, lunch bags, etc
- Items that can't be disinfected are **strictly prohibited** from entering the hatcheries.

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. The storage container is considered a bio security environment and only to be accessed 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 or the side yard.
- 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 Production Manager.

COMPANY POLICIES

Travel Time and Mileage

Travel Time

This policy is aligned with the Provincial Employment Standard Acts. Travel time will be paid at the current Provincial minimum wage rate.

Employees are expected to clock in for travel time at the beginning of their journey and clock out of travel time as soon as they reach their destination. Delays outside of our control like weather, strike action, construction, road closure may not be paid out at an hourly rate.

You will be paid travel time in the following scenarios:

- If you are asked to report to work to a hatchery that is further than 100kms from your house, you will be paid travel time from your house to the hatchery.
- If your house is further than 100kms from the marshalling point, you will be paid travel time from your house to the marshalling point.
- If the distance is further than 100km Travel time from the marshalling point to the hatchery or accommodations, you will be paid travel time from the marshalling point.

Marshalling points are as follows:

Head Office located at: 2140 15th Ave in Campbell River.

Town of New Glasgow, Nova Scotia

Mileage

If asked to use your own vehicle:

- If you are asked to join a crew that has already begun working and the crew vehicle is with them, or there is no crew vehicle to be used, you will be paid mileage and travel time on your trip to the accommodation, and then home after the contract is completed.
- If you decide to use your own vehicle to go home on the weekends, you will only be paid travel time.

If using a company vehicle:

- If you join the carpool and drive with the team in the company vehicle, you will only receive travel time.
- If you have the ability to join the carpool but choose to drive your own vehicle, you will only receive travel time.

If you have any questions regarding a particular scenario, please contact the Production Manager.

Code of Conduct

Employees of Fuerste Vaccination 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 are required of all staff and which external parties can expect from us.

Drugs & Alcohol

Fuerste Vaccination Services has zero-tolerance for drugs and alcohol in the workplace. Employees are not permitted to be under the influence while on company time, doing so creates a safety concern for the impaired individual, the individual's co-workers, the fish being handled and affects job performance. 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 at 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 will not allow staff members to 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 the Production Manager 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 because of medically approved cannabis use.
- To report unfit co-workers to the crew leader or Production Manager.
- To seek advice or appropriate treatment, where required.
- To communicate dependency or emerging dependency.
- There will be zero tolerance of drunken or disruptive behaviours in staff accommodations.

In addition, your Production Manager 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. Employees 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, Head Office or staff accommodations. Employees are expected to wash hands after smoking and prior to starting work.

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.

Any concerns or difficulties with hatchery staff are to be brought forward to the Production Manager. If hatchery staff wish to voice any concerns, they can also be directed to the Production Manager or the Crew Leader.

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

Staff are prohibited from sharing pictures and information regarding the hatcheries and Fuerste Vaccination 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 Vaccination simultaneously without explicit consent. This includes entering into any agreement, tacit or other understanding with Fuerste Vaccination Services' competitors or customers.

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 the Production Manager 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 Leader.** Failure to provide enough notice where a casual staff member can be called in will result in disciplinary action.

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.

Upon the completion of the probationary period, and if required by Provincial Law, staff are

days per calendar year. Paid sick days must be approved by your Production 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.

Cell Phones & Electronic Devices

Inappropriate usage of cell phone and electronic devices at work can cause injury to employees 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.

Fuerste Vaccination Services allows its employees to listen to music/podcasts, etc. while performing work (see Dress Code Policy). While using a device to listen to music, the following requirements must be adhered to:

- Employees are not permitted to 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 Vaccination. 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 supervisor 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 Vaccination has a **zero-tolerance** policy for bullying and harassment. All employees should contact their direct supervisor if bullying or harassment is observed or experienced. If an employee is uncomfortable going to their direct supervisor, they can contact the Production Manager. 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. Employees 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 belonging to a Crew Member
- Possessing a weapon while on employer or customer property or while on duty

Off Duty Conduct

While our off-duty conduct is a private matter, we expect our employees 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 employees 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;
- Leads other employees to refuse, be reluctant or unable to work with the company;
- Render the company guilty of a serious breach of the Criminal Code; or
- 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 and other accommodations

At times, crew houses or other types of accommodations such as a hotel room or Air BnB 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 Production Manager are permitted to stay on these sites. Other members of the Crew who live locally, friends, family, significant others, etc. are not allowed to stay at the crew house or any other type of accommodation without explicit consent from either the Production Manager.

All company policies and guidelines apply during and after work hours, professional conduct, including respect for your housemates and the property, are expected, and enforced. No drunken or intoxicated behaviour will be tolerated. If an employee causes disturbance and negatively impacts his or her co-workers they may be asked to leave the crew house and additional disciplinary actions may occur up to and including termination.

Company Property

Fuerste Vaccination Services provides its staff with the necessary equipment to perform their roles safely and effectively. 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 that assigned by Fuerste Vaccination Services.

Crew Vehicles

In most cases, Fuerste Vaccination Services will offer a company vehicle to assist in transporting staff from a designated meeting place 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 vehicles should only be used to travel to and from worksites. Any other use, including but not limited to: personal errands, dropping off and/or picking up Crew Members at their homes, is not allowed unless permission has been given by your Production Manager. The vehicles must be returned to the Head Office in Campbell River, at Janice Cunningham's house or at the crew house at the end of every shift. Any changes to the status of a Crew Member's Driver's License must be reported to the Production Manager immediately.

All Provincial laws must be complied with when driving company vehicles. The vehicles are to be driven in a safe and responsible manner. 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 Production Manager. 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 shall 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 Production Manager right away. The issue will be attended to as soon as possible.

Anyone operating a company vehicle must fill out the kilometer recording logbook located in each vehicle. Failure to do so may result in driving privileges being taken away.

A dash camera is present in many company vehicles for insurance reasons, safety, and the driver's protection. This camera will turn on and off automatically with the 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 Production Manager right away.

Hand guns are surprisingly expensive and need to be treated with care. Please ensure your counter is turned correctly and audit the count to make sure it is working throughout the day. Leave your gun cleaned and washed with soapy water or isopropanol alcohol at the end of the day and end of the week. If a Crew Member notices supplies getting low, they are required to inform the Crew Leader as soon as possible so additional supplies can be sent to the hatchery and production is not interrupted.

Safe Driving

Pre-Planning for the Trip

- The driver shall check traffic, road and weather conditions to determine if they will pose unacceptable delays or hazards during the drive. Should the driver determine that an unacceptable delay or hazard is present, they will contact the Crew Leader immediately for direction.
- For journeys that involve travel to high-risk locations, travel outside your municipality, or areas without cell service, the Person Check procedure shall be initiated as per the Working Alone procedure, (refer to staff pages in the website).
- A vehicle inspection shall be performed by the driver prior to the trip. If the inspection identifies any conditions that may affect the safe operation of the vehicle, the Machine Technician shall be contacted immediately, and another vehicle will be used until repairs are made.
- Ensure that the driver's license and the vehicle's insurance papers are present in the vehicle prior to departure.
- Secure any loose items within the vehicle and adjust the driver's seat and mirrors to optimal position.
- The driver shall ensure they are fit to drive. Never drive when under the influence of drugs or alcohol, including prescription and over the counter drugs if they cause drowsiness. Also never drive when too fatigued.

Driving

- A seatbelt shall be worn by all passengers of the vehicle whenever the vehicle is in motion.
- Breaks shall be taken by the driver once every two hours to stretch and rehydrate.
- The driver is required to pay attention and avoid distractions. Cell phones and GPSs are not permitted to be used while driving. When behind the wheel, driving is your only focus.
- Speed limits are set for **optimal** driving conditions. The driver is required to adjust their speed, so it is optimal for the vehicle in those conditions.

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
- ☐ Cell Phone & Electronic Devices
- ☐ Bullying & Harassment
- ☐ Violence in the Workplace
- ☐ Off Duty Conduct
- ☐ Crew Vehicles
- ☐ Travel Time
- ☐ Equipment
- ☐ Driving

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

Date: _____

Signature: _____

COMPANY POLICIES