



EMPLOYEE HANDBOOK

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Welcome to Connect Equipment Corporation

Connect Equipment Corporation “CEC” prepared this handbook to provide you with an overview of CEC’s policies, benefits, procedures and rules. It is intended to familiarize you with important information about the company, as well as provide guidelines for your employment experience with us in an effort to foster a safe and healthy work environment. Please understand that this booklet only highlights company policies, practices, and benefits for your personal understanding and cannot therefore, be construed as a legal document. It is intended to provide general information about the policies, benefits, and regulations governing the employees of the company, and is not intended to be an employment contract. The guidelines presented in this handbook are not intended to be a substitute for sound management, judgment, and discretion.

All employees are required to review and understand the contents of the Employee Handbook.

Circumstances will require that policies, practices, and benefits described in this handbook change from time to time. Accordingly, the company reserves the right to modify, supplement or revise any provision of this handbook as it deems necessary in its sole discretion. Management will communicate these changes as necessary.

All of us must work together to make the company a viable, healthy, and a profitable organization. This is the only way we can provide a satisfactory working environment that promotes genuine concern and respect for others including all employees and our customers. If any statements in this handbook are not clear to you, please contact your supervisor for clarification.

Letter from Connect Equipment Corporation

On behalf of Connect Equipment Corporation and its members, welcome to our team. We are pleased you have join us and we believe your employment here will be interesting, rewarding, and exciting!

Connect Equipment Corporation is one of the largest AGCO dealers serving South-Western Ontario. In 2010, a number of AGCO dealers united to improve the customer experience with quality service, reliability, innovation and cost containment. Your involvement in, and commitment to customer service and teamwork, will enhance our reputation as the company of choice amongst our competition. We want you to share in the pride we have for our company, our products and quality of work. We believe this approach is essential to customer satisfaction and achieving positive results. In return for your hard work and loyalty, we strive to provide job security, a safe and healthful workplace, competitive wages, benefits and opportunities for development. To enhance the productivity and profitability of our customers, we provide a combination of industry-leading technology, effective solutions and reliability. To deliver this to our customers takes a great deal of skill, responsibility and teamwork. We have chosen you as a member of this team because we feel you are that type of person. With that in mind, we wish you a satisfying and successful career at Connect Equipment Corporation.

Yours sincerely,

The Management Team of Connect Equipment

Connect Equipment Corporation

Mission Statement

Provide superior products and customer service targeted to the various customer segments we serve – before, during and after the sale.

Committed to creating a dedicated community of people who are driven by the quality products it sells and services.

The Evolution of Connect Equipment Corporation

A group of established AGCO dealers came together in February 2010 to form CEC. This amalgamation included several of the largest AGCO dealerships in Central Ontario Today CEC is operating through five stores in Chepstow, Innerkip, Kitchener, Mildmay and Rockwood. The largest focus of the business is on AGCO brands including Massey Ferguson, Fendt, Challenger, Gleaner, Sunflower and White Planters. Complimentary short-lines provide a wider range of offerings and include Vaderstad, Gehl, Krone, Kuhn, Echo, Ferris, Stihl and Briggs & Stratton.

Company Values

CEC is dedicated to creating a results-orientated team culture where everyone's contributions are valuable. We are all equally important regardless of position, as we are all working towards a common goal; achieving long-term success through growth and superior customer service.



Confidentiality

It is important to our future that you maintain confidentiality regarding CEC's business activities.

Any request for information about CEC should be referred to Management. You may not give out information about our company or the corporation without permission.

Information about yourself or information contained in your associate file will not be released without authorization or your permission.

Salary Confidentiality Policy

Intent

It is the objective of this policy to establish the importance of discretion and confidentiality in terms of salary information. Salary is determined considering a large array of factors which may not be immediately apparent to every employee. As such, in an attempt to minimize any feelings of confusion or doubt in regards to the application of fairness in the levels of compensation provided to our employees, CEC has adopted this policy in an effort to provide clear guidelines of the expectations for confidentiality.

As the provision of competitive wages is paramount to our success, CEC strives to ensure that we provide appropriate and fair wages for our employees in an effort to retain, motivate and provide maximum benefit for our staff. As such, our wages and other forms of compensation are determined based on a large number of factors (e.g. performance reviews, years of experience, years worked at CEC, etc.).

Guidelines

All salary information is confidential and should not be disclosed for any reason, other than as required for appropriate financial reporting purposes.

CEC requests that all employees keep their wages, benefits, bonuses and any other form of compensation confidential, and avoid providing or otherwise broadcasting this information with other employees, or with any third-party that does not have a bona fide need to know.

Any unauthorized disclosure of confidential information by employees may impede our ability to effectively compete for talent, may create unnecessary conflict and disputes, and could lead to disciplinary action up to and including termination of employment.

Excess Hours of Work Agreement

The Ontario Employment Standards Act sets maximum number of hours of work per day and maximum hours of work per week.

Considering the Company's special needs at certain times, The Ministry of Labour has given authorization for the CEC Employees to work hours in excess of 48 hours per week.

The undersigned agrees that he/she may be scheduled to work up to 12 hours per day, with appropriate notice, overtime pay and time off between shifts as prescribed by the Employment Standards Act.

The maximum number of hours per week an employee can be asked to work is 60 hours per week. CEC will not average your hours over a two-week period for the purposes of over time calculation.

Health & Safety Policy

Management of CEC is vitally interested in the health and safety of its employees. We are committed to providing a safe and healthy workplace for everyone. This commitment requires that we work together to establish safe working conditions, safe work procedures and safety training.

Our goal is to develop, implement, and continuously improve our health and safety standards in order that they comply with, or exceed where possible, all applicable health, safety and environmental laws, regulations and requirements. Management, supervisors and workers must be dedicated to the continuing objective of reducing risk of injury, illness and disease. Workers must receive adequate training in their specific work areas to protect their health and safety.

Each member of leadership:

- Is responsible to pro-actively identify and eliminate health and safety hazards from the workplace in order to prevent accidents
- Has the authority to take corrective action for any unsafe situation or accident that has occurred and provide instruction to employees about the prevention of such accidents in the future
- Is accountable in their area for implementing safe work practices and monitoring procedures
- Responsible to ensure that machinery and equipment is safe and that workers work in compliance with established safe work practices and procedures

A safe and healthful workplace requires cooperation from every team member, and it is everyone's responsibility to act in accordance with the provisions of the Occupational Health and Safety Act of Ontario and to follow rules and procedures contained in the Health and Safety Program established by the company.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety is an important part of this organization, from the Management to the Workers. There is no job so urgent that we cannot take the time to do it safely.

Health & Safety Representative

Our company is committed to offering on-going support for a strong health and safety program. To ensure the well-being of our employees and in lieu of having a formal corporate committee, CEC requires your help. You may be required to take on the role of Health and Safety Representative at least once during your employment for your location. Any needed training will be given and you will be supported by the location Manager and the management team. Generally, we try to have someone volunteer, but if there are no volunteers, we will follow the vote method as prescribed by the Occupational Health and Safety Act.

Accessible Customer Service Policy

Policy Statement

We are committed to providing all customers, suppliers, visitors and contractors, including those with disabilities, the best customer service experience during all visits to any of our locations. Each individual will receive the same level of respect and care, and be granted an experience from CEC free from discrimination. Should any individual require accommodation, CEC employees will be willing to assist, up to the point of undue hardship.

Purpose

This Accessible Customer Service Policy is put in place to benefit all customers, clients, suppliers or contractors, while informing employees of legislation, including the Accessibility for Ontarians with Disabilities Act.

Scope

This Policy applies to all employees of CEC. This policy applies not only to working time, but also to any activities on or off CEC which could be reasonably associated with the workplace.

Policy Requirements

Wheelchair Accessible Entrances

All CEC locations are equipped with wheelchair accessible entrances to ensure all customers, employees, third party affiliates and applicants are able to access the premises.

Service Animals and Support Workers

Any customer requiring the use of a service animal or a support worker will not be discriminated against. CEC will accommodate those requiring the use of service dogs up to the point of undue hardship. Remember, a service animal is not a pet, it is a working animal. When dealing with individuals with a support worker, remember to speak to the human, not their aid if possible.

Visual Disabilities

CEC will assist those requiring aid due to visual disabilities. Discrimination of those with visual disabilities will not be tolerated in any CEC location. CEC will accommodate those with visual disabilities up to the point of undue hardship. Methods which can be used to accommodate individuals with visual disabilities include:

- Don't assume some individuals cannot see you
- Identify yourself when you approach a customer
- Offer to read aloud printed material
- Offer to help guide customers if needed; never touch a customer without their permission

Physical Disabilities

CEC will accommodate those with physical disabilities up to the point of undue hardship. Discrimination against those with physical disabilities will not be tolerated. Methods which can be used to accommodate those with physical disabilities include:

- Offer to sit to communicate with someone who uses a wheelchair
- Do not touch canes, crutches, etc.

Hearing Disabilities

CEC will accommodate those with hearing disabilities up to the point of undue hardship. Discrimination of those with hearing disabilities will not be tolerated. Some methods which can be used to accommodate those with hearing disabilities include:

- Offering to use a pen and paper to communicate
- Make sure you are in a well-lit room and looking at the individual with the disability to ensure they are able to see your face and read your lips
- Reduce background noise if possible
- Attract the individual's attention prior to communicating

Speech or Language Impairments

CEC will accommodate individuals with speech or language impairments up to the point of undue hardship. Discrimination against those with a speech or language impairment will not be tolerated. Methods which can be used to accommodate those with speech or language impairments include:

- Don't assume that an individual with a speech or language impairment has another disability
- Attempt to only ask questions which can be answered with "yes" or "no"
- Be patient, allow them enough time to communicate

Developmental or Intellectual Disabilities

CEC will accommodate those with a developmental or intellectual disability up to the point of undue hardship. Discrimination against those with developmental or intellectual disabilities will not be tolerated. Methods which can be used to accommodate those with developmental or intellectual disabilities include:

- Do not make assumptions about individual's capabilities
- Use simple, plain language
- Do not overload with information, address one piece of information at a time

Adaptive Technology

CEC will accommodate individuals requiring the use of adaptive technology up to the point of undue hardship. Adaptive technology can be defined as objects which have been designed for the use by individuals with disabilities with the purpose to increase and/or maintain the functional capacities of that individual. Discrimination against those requiring the use of adaptive technology will not be tolerated. Methods which can be used to accommodate those requiring the use of adaptive technology include:

- Offering to read aloud print for those who are unable to read it
- Be patient while assisting those requiring the use of adaptive technology

Assistive Technology

CEC will accommodate those requiring the use of assistive technology up to the point of undue hardship. Assistive technology can be defined as objects which have been designed for the use by individuals with disabilities with the purpose to increase or maintain the functional capacities of an individual. Discrimination against those requiring the use of assistive technology will not be tolerated. Methods which can be used to accommodate those requiring the use of assistive technology include:

- Do not touch or move any assisted devices without permission
- Ensure individuals requiring the use of assistive technology are aware of accessible bathrooms, exits, etc.

Receiving and Responding to Feedback of Individuals with Disabilities

In the situation where an individual would like to offer feedback regarding CEC's Accessible Customer Service policy or other comments regarding the manner in which CEC offers services, they are encouraged to email our Human Resources Department, call (888)-572-4131 or in person. All concerns, complaints and feedback will be dealt with in a timely, appropriate manner. Proper investigations will occur to understand and correct the situation.

Accommodations for Employees with Disabilities Policy

Policy Statement

CEC is committed to providing those with disabilities equal employment opportunity as that of other applicants. CEC is an organization committed to workplace diversity and is pleased to accommodate applicants with disabilities. CEC will not tolerate discrimination of any sort towards customers, employees, contractors, third party affiliates or applicants. CEC is pleased to accommodate applicants with disabilities throughout our recruitment process, and onto employment.

Purpose

This Accommodations for Employees with Disabilities Policy is in place to benefit all employees, and to inform employees of legislation, including the Accessibility for Ontarians with Disabilities Act (AODA).

Scope

This policy applies to all employees, applicants, third parties and affiliates of CEC. This Policy applies not only to working time, but also to any activities on or off CEC premises which could be reasonably associated with the workplace.

Policy Requirements

Wheelchair Accessible Entrances

All CEC are equipped with wheelchair accessible entrances to ensure all applicants, employees, customers and third parties are able to access the premises.

Service Animals and Support Workers

Service Animals and Support Workers are always welcome to join applicants throughout our recruitment process. Applicants who are successful in the recruitment process will be accommodated to include Service Animals or Support Workers in their regular employment.

Upon hire, individuals with reliance on a service animal or support worker will be entitled to a workplace free from discrimination and harassment. Service animals will be permitted so long as:

- a) The individual demonstrates a need for the companion due to disability
- b) The presence of the companion does not place a burden on CEC
- c) The presence of the companion does not interfere with daily activities of the organization

CEC will accommodate individuals requiring the assistance of a service animal or support worker up until the point of undue hardship.

Visual Disabilities

The selection process at CEC does not discriminate against any individual with a visual impairment. During the selection process and during employment, CEC will accommodate individuals with visual disabilities up until the point of undue hardship.

Hearing Disabilities

The selection process at CEC does not discriminate against any individual with a hearing impairment. Interviewers understand to not turn or lower their heads when speaking, and to maintain an eye contact to ensure the best possible accommodation for applicants with a hearing impairment. If necessary, written documentation will be provided to accommodate. CEC will accommodate any individual with hearing disabilities up until the point of undue hardship.

Adaptive Technology

CEC will accommodate individuals requiring the use of adaptive technology up until a point of undue hardship. Adaptive Technology can be defined as objects which have been designed for the use of people with disabilities with the purpose of increasing and/or maintaining capabilities of already existing technology. Examples of adaptive technology include; adaptive keyboards, closed captioning programming and telephone typewriters.

Assistive Technology

CEC will accommodate individuals requiring the use of assistive technology up until the point of undue hardship. Assistive technology can be defined as objects which have been designed for the use by people with disabilities with the purpose to increase or maintain the functional capacities of an individual. Examples of assistive technology include; wheelchairs, hearing aids or prosthetic devices.

Feedback, Concerns or Questions?

If any employee, applicant, customer, third parties or affiliates have a question, concern or comment regarding the Accommodations for Employees with Disabilities Policy, they are encouraged to forward their message to CEC's HR designate, call (800) 561-1801, or in person. All concerns, comments and feedback will be reviewed confidentially, and when necessary, proper investigation will occur.

Workplace Harassment & Sexual Harassment Policy

The Company strives to provide all employees with a work environment protected from threats, harassment, violence or exploitation, and will not tolerate any employee being harassed by any other employee or member of the public for any reason. The Company will treat any formal report of harassment as a serious matter. Workplace Harassment will not be tolerated from any person in the workplace. Everyone in the workplace must be dedicated to preventing workplace harassment. Stakeholders, Managers, Supervisors, and Workers are expected to uphold this policy, and will be held accountable.

Harassment is defined as:

“Engaging in a course of vexatious comments or conduct that is known or ought reasonably to be known to be unwelcome”.

This includes, but is not limited to, supervisor or co-worker's comments, threats, or conduct which is recognized or perceived as being purposely intimidating, annoying, hurtful, or malicious towards another employee.

Every employee has a right to freedom from:

- a) Sexual solicitation or advance by a person in a position to confer, grant or deny a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know it is unwelcome.
- b) A reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant or deny a benefit or advancement to the person.

Harassment may involve name-calling; jokes; stereotyping; crude sexual jokes; the display of obscene or pornographic material; sexual advances; grabbing; touching; a reprisal against an employee who refuses a sexual advance; or other demeaning and insulting behavior. Harassment does not include properly applied supervisory responsibilities, including the delegation of work assignments, performance management or the application of progressive discipline. Any person who persists in such behavior when it is known or should reasonably be known to be unwelcome is guilty of harassment. One incident may constitute harassment if it is significant or substantial enough. If you feel you are being harassed, first promptly ask the person to stop. The person may not realize they are being offensive. If you continue to feel harassed or feel you are the victim of harassment, you should immediately report the matter to Management. In the event your alleged harasser is your supervisor or manager, inform any other member of management you feel comfortable with. CEC will promptly investigate such allegations and take appropriate corrective action if warranted. All complaints will be kept confidential to the extent possible. Please be aware that anonymous claims cannot, for legal and practical reasons, be investigated. Anyone (employee, supervisor, manager) who is found to be engaging in harassment will be subject to discipline up to, and including, termination, depending on the severity of the offence as outlined in the Procedures. Making false or malicious claims of harassment or discrimination is also a serious matter, and if following an investigation, it has been determined that a frivolous complaint has been made in bad faith; progressive discipline will also be applied.

It is a violation of this policy for anyone to knowingly make a false complaint of sexual harassment or to provide false information about a complaint. Individuals who violate this policy are subject to disciplinary and/or corrective action, up to and including termination of employment.

Workplace Violence Policy

CEC is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources. "Workplace violence" includes:

- a. The exercise of physical force by any 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 behavior that it 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.

Violent behaviour in the workplace is unacceptable from anyone. This policy applies to all employees and management of CEC and includes visitors, clients, suppliers, contractors and customers. Everyone is expected to uphold this policy and to work together to prevent workplace violence. There is a workplace violence program that implements this policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents, or raise concerns. This information is found in the Health and Safety Binder and Employee Handbook. CEC as an employer will ensure that this policy and the supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence in the workplace. Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise concerns about workplace violence and to report violent incidents or threats. Employees have the right to refuse work if they feel they are in an unsafe situation because of the potential for a violent situation arising. Management pledges to investigate and deal with all incidents and complaints of workplace violence in a timely and fair manner, respecting privacy of all those concerned to the extent possible. If you are found to be engaging in violent activities you will be subject to discipline up to, and including, termination, depending on the severity of the offence. As outlined in the procedures. Making false or malicious claims of workplace violence is also a serious matter, and if following an investigation, it has been determined that a frivolous complaint has been made in bad faith; progressive discipline will also be applied.

Integrity Policy

CEC is committed to unyielding Integrity and high standards of business conduct in everything we do.

CEC Code of Conduct

Each CEC employee must commit to the following core integrity obligations:

1. Obey the applicable laws and regulations governing our business conduct.
2. Be honest, fair and trustworthy in all of your CEC activities and relationships.
3. Avoid all conflicts of interest between work and personal affairs.
4. Foster an atmosphere in which fair employment practices extend to every member of the diverse CEC community.
5. Strive to create a safe workplace and to protect the environment.
6. Through leadership at all levels, sustain a culture where ethical conduct is recognized, valued and exemplified by all employees.

Employees are also expected to conduct themselves in a professional manner whenever they are on duty. The following list includes examples of conduct that is unacceptable for employees and could result in disciplinary action up to and including dismissal:

1. Falsifying any report or records (including time sheets, application forms or resumes), or giving false information with respect to employee absence, sickness, or falsely making injury claims.
2. Repetitive or habitual absenteeism and lateness.

3. Neglect, willful abuse, destruction, or stealing of company property, tools, equipment, or property of fellow Employees.
4. Posting or removal of notices, signs or writing in any form, on any bulletin board on company property without permission from Management.
5. Bringing firearms or weapons of any kind to places where CEC conducts business.
6. Reporting to work, or being present where CEC conducts business under the influence of alcohol, marijuana, narcotics or drugs that have not been prescribed by a medical doctor, or dispensing narcotics or non-prescription drugs where CEC conducts business.
7. Threatening, intimidating, or coercing fellow employees at any time.
8. Fighting or attempting to injure a person at any place where CEC conducts business or the use of profane, abusive, racist, sexist, or threatening language toward another Employee.
9. Interfering with others in the performance of their jobs or causing a restriction or slowdown that negatively affects the Company.
10. Failure to give a satisfactory explanation of whereabouts, or presence at unauthorized locations during the course of working hours.
11. Operating tools, machines, or equipment that Employees do not have authorization or been properly trained to use.
12. Smoking in prohibited areas.
13. Ignoring or violating safety rules or common sense safety practices.
14. Engaging in horseplay or playing practical jokes, rough-housing, unnecessary running, or contests of strength.
15. Lack of attention to work responsibilities and duties or insubordination.
16. Disciplinary action may be taken for any other conduct which the company determines to be inappropriate, harmful, dangerous or contrary to business interests.

No matter how high the stakes, no matter how great the challenge, CEC will do business only by lawful and ethical means. When working with customers and suppliers in every aspect of our business, we will not compromise our commitment to integrity.

CEC Compliance Obligations

All CEC employees are obligated to:

Emission Regulations & Standards

CEC employees will not condone, endorse, repair, sell or install any aftermarket engine tuning devices. The aftermarket products include hardware components and electronic tuning software that hack into and reprogram a motor vehicle's electronic control module to alter engine performance and enable the removal of filters, Diesel particulate filters, catalysts and other critical emissions controls that reduce air pollution. If repair work is done on equipment that relates to components impacted by defeat devices, the equipment should be returned to factory specifications as part of the job at the customer's expense. If the repair is unrelated to those components, then the equipment does not need to be returned to factory settings, but the customer should be informed of the impact on warranty claims and company policy.

Intentionally altering factory specifications is likely to result in voiding manufacturer warranty and effectively breach CEC's dealer agreement. Aftermarket components or adjustments claiming horsepower gains or increased fuel efficiency can easily result in machine designs being exceeded and potentially lead to rapid engine and power train component wear and/or failure. If the wear/failure is the result of changes made to equipment after the equipment left the manufacturer, a denial of a warranty claim is likely. Certain failures can and will be non-warrantable by CEC and manufacturers including AGCO Corporation.

All staff shall inform customers of the potential to lose warranty coverage if these emission control bypass kits or equipment is installed after sale. With every power unit being traded into Connect Equipment, the sales person shall have a Declaration and Indemnity regarding the Tuning/Modification of Engine Powered Machinery form completed and filed. Forms are available on the Employee Portal.

New off-road diesel engines must carry the National Emissions Mark described in the Canadian Environmental Protection Act. The Mark must be affixed to vehicles, engines or equipment and serves as an affirmative representation that the vehicle, engine or equipment conforms to the applicable emissions standards. The Mark is the responsibility of manufacturers, importers or a person who is engaged in the selling of vehicles, engines or equipment for the purpose of resale. Regulations also prohibit manufacturers, importers and distributors from installing defeat devices.

The Company has provided employees with the Ministry of Labour's information sheet regarding hours of work (Posted at each location and in each Policy Binder).

Improper Payments

- Always adhere to the highest standards of honesty and integrity in all contacts on behalf of CEC. Never offer bribes, kickbacks, illegal political contributions or other improper payments to any customer, government official or third party.
- Do not give gifts or provide any entertainment to a customer or supplier without prior approval of CEC management. Make sure all business entertainment and gifts are lawful and disclosed to the other party's employer.
- Employ only reputable people and firms as CEC representatives and understand and obey any requirements governing the use of third party representatives.

Money Laundering Prevention

- Follow all applicable laws that prohibit money laundering and that require the reporting of cash or other suspicious transactions.

Privacy

- Never acquire, use or disclose individual information in ways that are inconsistent with CEC privacy policies or with applicable privacy and data protection laws, regulations and treaties.
- Maintain secure business records of information, which is protected by applicable privacy regulations, including computer-based information.

Supplier Relationships

- Only do business with suppliers who comply with local and other applicable legal requirements and standards relating to labour, environment, health and safety, intellectual property rights and improper payments.
- Follow applicable laws and government regulations covering supplier relationships.

Environment, Health & Safety

- Conduct your activities in compliance with all relevant environmental and worker health and safety laws and regulations and conduct your activities accordingly.
- Use care in handling hazardous materials or operating processes or equipment that use hazardous materials to prevent unplanned releases into the workplace or the environment.
- Report to CEC management all spills of hazardous materials; any concern that CEC products are unsafe; and any potential violation of environmental, health or safety laws, regulations or company practices or requests to violate established EHS procedures.

Fair Employment Practices

- Extend equal opportunity, fair treatment and a harassment-free work environment to all employees, co-workers, consultants and other business associates without regard to their race, color, religion, national origin, sex (including pregnancy), sexual orientation, disability, or other characteristic protected by law.

Conflicts of Interest

- Financial, business or other non-work related activities must be lawful and free of conflicts with one's responsibilities to CEC.
- Do not use CEC equipment, information or other property (including office equipment, email and computer applications) to conduct personal or non-CEC business without prior permission from the appropriate CEC manager.

Corporate Business Records

- Keep and report all CEC records, including any time records, in an accurate, timely, complete and confidential manner. Only release CEC records to third parties when authorized by CEC.
- Follow CEC's accounting procedures, as well as all generally accepted accounting principles, standards, laws and regulations for accounting and financial reporting of transactions.
- Financial statements and reports prepared for or on behalf of CEC (including any component or business) must fairly present the financial position, results of operations and/or other financial data for the periods and/or the dates specified.

How to Raise an Integrity Concern

Subject to any legal restrictions applicable to such reporting, each CEC employee is expected to promptly inform CEC of any Integrity concern involving or affecting CEC, whether or not the concern

involves another employee or a customer or supplier, as soon as the employee is aware of an integrity concern. Define your concern:

1. Who or what is the concern? When did it arise? What are the relevant facts?
2. Prompt reporting is crucial - an Integrity concern may be raised by a CEC employee as follows:
 - By discussing it with your manager
 - By contacting the manager of your location; or
 - By contacting a member of the Management Team who will escalate as required

Violating the Policy may give rise to discipline, up to and including termination of employment for cause.

Reporting a Workplace Injury or Illness

It is your responsibility to report any incident, accident, injury or occupational illness (no matter how minor) to your supervisor. We need to make sure that your treatment is appropriate, properly documented, and measures are taken to prevent a recurrence. CEC is required by law to report all work-related health care and lost time injuries to the Workplace Safety and Insurance board (WSIB) on a document called a Form 7. If you fail to report a work-related injury and we do not file a Form 7, any benefit entitlement may be delayed or denied.

Employee Files

Confidential files for each employee are maintained by the human resources department. Materials for inclusion in an employee file include:

- Resume
- Letters of reference
- Copies of professional registrations, certificates, etc.
- Interview record
- Employment agreement/ job offer
- Signed job description
- Employee handbook acknowledgment
- Confidentiality agreements
- Acceptable internet usage agreement
- Disciplinary notices
- Training records
- Health and Safety training records
- Vacation/ leave requests

Access to Employees Files:

An employee will be permitted to make an appointment to review his/her files in the presence of Human Resources.

Managers and Human Resources have access to the employee files of their staff.

Release of Information on Employee's Files

Information in employee's files shall be treated as confidential and will not normally be divulged without appropriate approval from the employee. Files are kept locked at all times.

Routine responses to verbal and written employment verification about an employee from another employer are appropriate, but the following conditions apply:

Employment Verification: Where employment verification is initiated by another employer, the HR department must satisfy that the request is authentic, verifying the name of the caller and the employer in question through appropriate means. Only information on length of service and positions held may be released verbally. No other information from an employee file that is requested by another employer shall be provided without written authorization from the employee or former employee.

References: Supervisors who are asked for references about present or former employees should exercise appropriate judgment in providing information about job responsibilities and performance. An employee should request permission from a supervisor or senior management before using them as a reference.

The HR department or senior managers will provide information to external organizations regarding an employee's eligibility for credit (example: for a mortgage application). This information would normally be limited to current salary and employment status and would only be provided with the approval of the employee.

Removal of Documents from Employee Files

No document may be removed from an employee file except with the approval of senior management.

Managers and Human Resources have access to the employee files of their staff.

Acceptable Network Usage Policy

The purpose of the Acceptable Network Usage Policy is intended to sustain a culture of trust and integrity. The design of this policy was intended to protect CEC and any individuals accessing CEC systems. Inappropriate use of the network exposes CEC to risks including virus attacks, compromise of network systems and services, and legal issues.

Internet/ Intranet/ Extranet and related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, browsing, and File Transfer Protocol (FTP), are the property of CEC.

These systems are to be used primarily for business purposes in serving the interest of CEC. Employees and authorized individuals should take all necessary steps to prevent unauthorized access to confidential information. All employees and authorized individuals are required to sign a confidentiality agreement. It is the responsibility of every computer user to know these guidelines and to conduct their activities accordingly. This policy applies to employees (temporary or permanent), including all personnel affiliated with third parties. This policy applies to all equipment and information that is owned or leased by CEC.

General Use & Ownership

1. While CEC works to provide a reasonable level of privacy, users should be aware that the data they create on the corporate system(s) remains the property of CEC.
2. Employees and authorized individuals are responsible for exercising good judgment regarding the appropriateness of personal use. If there is any uncertainty, employees and authorized individuals should consult their manager.
3. For security and network maintenance purposes, authorized individuals within CEC may monitor equipment, systems and network traffic at any time.
4. CEC reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

Security & Proprietary Information

1. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts.
2. All workstations, laptops, tablets, etc. should be secured with a password.
3. As information contained on portable computers is especially vulnerable, special care should be exercised.
4. Employees and authorized individuals must use extreme caution when opening email attachments received from unknown senders, which may contain viruses, email bombs, or Trojan horse code.

Unacceptable Use

Employees and/or authorized individuals may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g. system administration staff).

Under no circumstances is an employee and/or authorized individual of CEC authorized to engage in any activity that is illegal under local or international law while utilizing CEC owned resources.

System and Network Activities

The following activities are strictly prohibited with no exception:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution or "pirated" or other software products that are not appropriately licensed for use by CEC.

2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which CEC or the end user does not have an active license is strictly prohibited.
3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, email bombs, etc.).
5. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home or offsite.
6. Using CEC computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
7. Making fraudulent offers of products, items, or services originating from any CEC location.
8. Intentional interference such as denial of service to any user other than the employee's and authorized individual's host (e.g., denial of service attack) account.
9. Using any program/ script/ command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/ Intranet/ Extranet.
10. Providing information about or lists of CEC employees to parties outside CEC.

Email and Communications Activities

Data originated on the company network is owned by the company and may not be distributed outside the corporation without proper authorization.

Restricted Use Guidelines Acceptable Telephone, e-mail or Internet Use:

- Participating in professional, job-related research
- Distributing work-related correspondence, minutes, agendas, reports, etc.
- Communicating with staff, vendors and customers
- Responding to customer inquiries
- Accessing approved training course
- Participating in job-related list-serves or mailing lists

Prohibited Telephone, e-mail or Internet Use (including but not limited to):

- Creating or forwarding "chain letters" or other "pyramid" schemes of any type.
- Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
- "Streaming" –playing or downloading music, video clips, movies, news, sports, etc.
- Sending or receiving large or frequent files for personal use

- Storing games, game-related data, personal pictures or personal web site material on any network server
- Sending or receiving text messages for personal use
- Participating in internet chat groups or list-serves that are not work-related
- Sending fraudulent, harassing or obscene e-mail messages and/or materials, including, but not limited to, messages with inappropriate language and nudity, from company systems or storing them on these systems
- Accessing sites or transmitting inappropriate material which violates any Canadian federal or provincial law or management directive, including (but not limited to) pornographic, defamatory, discriminatory, or obscene materials
- Displaying electronic images, such as screen savers, of material that is otherwise prohibited in the workplace
- Using the Internet or e-mail system as a means of buying or selling personal goods or services.
- Any form of harassment via email, telephone or paging, whether through language, frequency, or size of message.
- Unauthorized use, or forging, of email header information.
- Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
- Use of unsolicited email originating from within CEC networks of other Internet/ Intranet/ Extranet service providers on behalf of, or to advertise, any service hosted by CEC or connected via CEC network.

Employees who violate the company's communications policy are subject to disciplinary action, up to and including termination.

Social Media

Social media is rapidly changing the way we discover, consume and share information. Interactive communication or social media refers to online services and tools used for publishing, sharing and discussing information in the form of text, photographs, video and audio. The company supports the responsible use of social media for business purposes. The company has established an official presence on a number of social media sites, including Facebook, Twitter, Instagram, Flickr, and LinkedIn. The company is using social media, in conjunction with traditional communications, to enhance and increase outreach and engagement with customers and employees, while providing a consistent level of service and access to information. The use of social media also provides opportunities to build and maintain trust, transparency and accountability. It may be used to recruit employees, promote events and sell goods and services offered by CEC.

Enforcement

Any employee and/or authorized individual found to have violated this policy will be subject to disciplinary actions. Serious misconduct and work performance problems, or violation of laws or company policies, procedures and practices, may warrant disciplinary action outside of the approach that is described, up to and including termination of employment.

IT Support

In the event of technical issues and you require assistance here are self-serve step 1 options you may use or you may contact it.support@connectequipment.com for assistance.

Email

help@exacthosting.com
844-818-1150

Computer

ANYTHING AGCO related contact AGCO support.
EG: Issues with my.oneagco.com, Solutions, and Epsilon

dss.support@agcocorp.com
800-225-6782

Keystone related issues: CALL DIS

EG: Easy file
Keystone invoices not printing
Keystone not running
P.O.S.

support@discorp.com
800-426-8870

If the issue cannot be resolved using Step 1 Options or you are unsure who to contact for your issue please email it.support@connectequipment.com and await direction.

Under no circumstance is any store or person to contact Armitage directly without authorization from CEC's IT Support Persons who will send an authorization request directly to Armitage on your behalf.

Probationary Period

The purpose of probation for new employees is to provide them, and the Company, with a period of time to assess suitability for continued employment.

All staff employed by the Company will be on probation for a minimum of three months. Some employees may be on probation for up to one year. During the probation period, an employee who fails to render satisfactory service may have their employment terminated at any time, with or without cause. Employees who are on extended probation past three months who fail to render satisfactory service may have their employment terminated upon one week's notice, unless for cause. For cause, employment may be terminated immediately.

In the case of an employee who fails to render satisfactory service during the probation period, Management may extend the probationary period. This extension of probation will be confirmed in writing and will include the goals to be met, the areas in which the employee has failed to render satisfactory service, how the improved performance will be evaluated, the length of the extended probationary period and any other information which is appropriate. A copy of the extension of probation letter will be kept in the employee's personnel file.

Vacation Entitlement and Pay

Employees are entitled to vacation time and vacation pay as per the current Ontario Employment Standards Act.

To recognize the company's ongoing commitment to promoting a strong work/life balance we allow newly hired employees to take a pro-rated amount of vacation in the first year of employment.

It is necessary to ensure that enough people will be available to meet Company and Customer requirements. Vacations will be granted on a first-come, first-serve basis and will be determined according to employee preference and staffing needs. All accrued vacation is paid out in full at the end of each calendar year.

Compassionate/Bereavement Leave

In the event of the death of an employee's Spouse, Child, Father, Step-father, Father-in-law, Mother, Step-mother, Mother-in-law, Brother, Brother-in-law, Sister or Sister-in-law or a relative of the employee who is dependent on the employee for care or assistance; the employee will be allowed up to three days off with pay.

In the event of the death of a Grandparent or a Grandchild, the employee shall be allowed one day off with pay. Time off with pay will not normally be granted to attend funerals of other people outside this family relationship. You may take additional unpaid leave if required and requested.

Eating Periods

Employees of CEC will be entitled to one 30-minute eating period for each shift which exceeds 5-hours. With prior approval from the employee's supervisor, the employee may split their break into two 15-minute breaks, so long as the employee receives a total of at least 30 minutes.

Please note that all eating periods are unpaid and a 30-minute eating period will be subtracted from the total number of hours scheduled each day, unless scheduled shift is less than 5-hours. Because eating periods are not considered hours of work, they do not count towards overtime.

Attendance & Punctuality

Tardiness in reference to this policy is defined as the fact of being late to begin work at your scheduled time. Absenteeism in reference to this policy is defined as not being present at work for your scheduled time or shift.

The company will maintain records of time worked by each employee. It is your responsibility to show up for work regularly and on time. Regular and punctual attendance is an essential requirement of your job.

If you develop poor work habits involving absenteeism or lateness, your supervisor will work with you to correct the problem. If your lateness and absenteeism does not improve, you will be subject to progressive discipline up to and including termination.

For payroll, audit and employee benefits administration purposes, it is essential that CEC maintain complete record of full-time and part-time employees' attendance. Pre-planned absences, such as vacation, leave of absence (with or without pay), seminars, conferences or training courses must be

approved by the immediate supervisor. It is the responsibility of the supervisor to report all absences to human resources for record keeping purposes. However, situations of a unique or highly confidential nature should be reported to Human Resources.

Personal Paid Days

In an effort to enhance employee's work life and help balance non-emergency responsibilities, permanent employees shall be granted up to five (5) Paid Personal Days per year after the first calendar year of service.

New employees are eligible for Personal Paid Days after successfully completing their Probationary Period. After three (3) months of continuous employment, new employees are eligible for two (2) Personal Paid Days during the calendar year in which they are hired. Each succeeding calendar year, employees will be eligible for five (5) Personal days. Personal days may be used at the employee's discretion for religious holidays and personal matters.

For you to receive statutory pay for holidays, you must work your scheduled shift before and after the Holiday. If you call in a Personal Paid Day the day before or the day after a statutory Holiday, you have not worked your scheduled shift and will not qualify for Holiday Pay. You will receive Personal Day Pay for the day you are absent.

Statutory Holidays

Employees are entitled to paid public holidays on the following days:

New Year's Day	Family Day	Good Friday	Victoria Day
Canada Day	Civic Holiday	Labour Day	Thanksgiving Day
Christmas Day	Boxing Day		

*Civic Holiday - Although not a Statutory Holiday, CEC recognizes Civic Holiday as a Paid Public Holiday.

In order to be paid for any public holiday, employees must work all of their regularly scheduled day of work before and after the public holiday (unless they can show reasonable cause for failing to work), this is known as "The First and Last Rule". However, the regularly scheduled days of work before and after the public holiday does not have to be the day right before and right after the holiday. Holiday pay is calculated in accordance with Ontario Employment Standards by taking all regular wages earned and vacation pay paid in the previous four workweeks before the week of the holiday and dividing that number by 20.

Overtime

The Company will have the right to request employees to work reasonable hours beyond the standard number of hours per week up to a maximum of 48 hours from time to time as required to meet customer requirements. All overtime must be approved in advance by Management. Overtime will be offered in as equal a manner as possible.

If applicable, time in excess of 44 hours in a week will be paid at 1 1/2 times the employee's regular hourly rate. Overtime is calculated on a weekly basis, not daily.

Jury Duty/Subpoena Notice

1. An employee who is required to serve as a juror by any court shall be granted a leave of absence, without pay.
2. When an employee is subpoenaed by the courts on matters related to his/her employment, the company shall be responsible for all reasonable expenses that the employee incurs. Any compensation the employee receives for expenses from the court, shall be paid to CEC by the employee.

Smoking Policy

This Smoking Policy is intended to benefit customers, as well as to protect employees of CEC. This policy is designed to inform employees of legislation.

It is the responsibility of every employee to know the guidelines, and to conduct their actions in accordance with the policy.

This policy outlines the rules in place regarding smoking in the workplace. These rules are in place to protect employees as well as CEC. Violations of this policy may lead to decreased customer satisfaction, as well as legal issues.

This policy applies to all employees, contractors, consultants, and temporaries of CEC, including all personnel affiliated with third parties. For the purpose of this policy, smoking includes but is not limited to vaporizing, cigarettes, e-cigarettes, marijuana & cigars.

General Rules

1. Smoking is strictly prohibited in an enclosed workplace [O.Reg. 336/15, s.9 (1)]. All employees, contractors, consultants, customers and temporaries of CEC are asked to use the designated smoking areas.
2. Employees, contractors, customers, consultants and temporaries of CEC are prohibited from smoking within a 9 meter radius surrounding any entrance or exit of any CEC location [O.Reg. 336/15, s.12 (5)].
3. Employees should always ensure all tasks which are necessary to be completed take priority prior to taking a smoke break.
4. Employees must inform and receive permission from their supervisor (if applicable) when taking a smoke break, as well as informing other employees prior to taking the smoke break.

Enforcement

Any employee who fails to comply with this policy will be subject to disciplinary action, including verbal warnings, written warnings, suspension and possible termination for continued violations.

WHMIS

Employees of CEC will receive WHMIS training upon hiring as per the Occupational Health & Safety Act and the WHMIS Regulation. Annually thereafter, all employees will receive refresher training.

Personal Protective Equipment

Employees in the parts and service area are required to supply, maintain and replace their own safety boots and shop gloves. The company will supply standard issue safety glasses, earplugs and welding gear as needed. Employees are free to purchase other equipment for personal use provided it is approved safety equipment (see your manager for approval).

The Company provides ear protection. Employees are expected to use their own judgment when working with loud equipment. All employees must wear safety glasses when required at all times, including when working in the field on service calls. Safety glasses are provided by the Company. Prescription safety glasses are not provided by the company and must have side shields.

Watches, rings, neck chains, pendants, bracelets, and dangling earrings should not be worn by employees who work on the shop floor or out in the field during service calls. Small non-dangling stud earrings are acceptable. Shoe laces are to be kept tied at all times.

Whenever prescribed, Personal Protective Equipment must be worn. Loose, bulky or dangling clothing is not allowed while on shop floor premises or while working in the field.

CEC is committed to providing a safe and healthful workplace for everyone. In accordance with the Occupational Health & Safety Act, workers are responsible to use personal protective equipment and clothing as directed by the employer. Failure to follow this policy could lead to disciplinary action up to and including termination.

Company Image

It is the responsibility of all CEC employees to present themselves and the company in a professional manner. Staff should come to work in presentable, clean and appropriate attire to complete their daily duties. Front line staff should wear CEC or other suitably branded clothing while front facing customers. Vehicles, facilities and all areas of the business which are customer facing are to be presented in a clean and professional manner at all times.

Housekeeping Policy

Good housekeeping not only reflects the pride we have in our company, but it is one of the basic rules of accident prevention. Everyone is responsible to keep areas clean, tidy and free from hazards. Slip and trip hazards must be cleaned up immediately before they cause an accident. Your supervisor will provide you with proper procedures for disposal of hazardous materials that cannot be reused.

Company vehicles and work areas are to be kept neat, washed and organized at all times.

Company Vehicles

In order to drive company vehicles, you must be put on CEC's insurance list and hold a valid driver's license. You are also required to provide a valid Driver's Abstract as a condition of employment if requested.

If you do not provide a valid driver's license and abstract, you do not have the proper authorization to drive the vehicles and you are not covered under the company insurance policy. Operating vehicles

without proper authorization or allowing others not employed by CEC, may be grounds for discipline, up to and including termination.

Due to our Insurance policy, personal use of company vehicles outside of business activities is strictly prohibited. CEC's insurance contract does not cover personal use, and employees who abuse this company vehicle policy may have their privileges revoked and be required to park the vehicle and pick it up from the dealership daily. Vehicle circle checks must be conducted daily and mileage logs must be completed and submitted monthly. In accordance with government legislation any mileage accumulated for personal use including personal errands between business activities, to commute between the workplace and home (exceptions apply for individuals whom are asked to take vehicles home), travel to non-business related activities, places or functions considered non-business related must be accounted for in the monthly mileage log. All work safety rules continue to apply when a company vehicle is used for personal purposes.

A company cell phone, charger and Bluetooth device may be available for those who have to travel for CEC business. Vehicles may or may not be equipped with hands-free technology. It is your responsibility to obey rules governing cell phone use while driving.

Smoking, drinking and consumption of non-prescribed drugs is prohibited in all Company facilities, in any client facilities, and in all Company vehicles and equipment. It is CEC's Policy that employees obey all traffic laws while driving company vehicles. If you break these laws you will be subject to progressive discipline. Employees are responsible for their own infractions (tickets, fines) while driving CEC vehicles and must obey all Ministry of Transportation laws including no-smoking in company vehicles, Hands-free talk or texting laws while operating any CEC vehicles or equipment.

Vehicles are to be kept clean and presentable at all times. Employee should ensure all company assets including vehicles are kept clean, and report any damages or safety concerns to their manager.

Company vehicles are a privilege not a right. CEC holds the right to suspend company vehicle privileges if the staff member does not follow the above noted guidelines or other employment requirements.

Clothing Guidelines

Our goal at CEC is to protect a professional company image. You are expected to always use good judgement when choosing your attire. Clothing should always be in good repair, task appropriate, safe, without worn or faded areas and should fit appropriately. There will be occasions when more traditional business attire is warranted, and if situations arise and you are in doubt, you should always choose to dress more professionally than casually.

Remember, you never get a second chance to make a first impression!

The following guidelines are provided to help define what is considered appropriate attire. This policy does not attempt to define all examples of attire that will be considered appropriate or inappropriate. In some circumstances Managers may make exceptions to the general dress code standards outlined below and, in such cases, will notify their staff accordingly. Clothing bearing the company name will be made available to order through a subsidized semi-annual clothing order program.

Appropriate Attire: uniform dress shirt, sweater, turtleneck, sweaters, blouses, golf shirt, dress pants, skirts, dresses, cotton twill pants, coveralls, technician uniforms, dress shoes or appropriate safety footwear. In all cases, clothing should fit properly and undergarments should not be visible.

Inappropriate Attire: Swim shorts, clothing bearing advertising (except brand insignia) or offensive graphics, tank tops, halter tops, bare-midribs, excessively short skirts or dresses (above mid-thigh), sport sandals, athletic clothing and any clothing that is in poor state of repair.

Employee Discounts

After successful completion of probation and as an incentive to CEC employees, it is our policy to extend a discount on products and merchandise. This discount may be used by eligible employees to purchase products and merchandise for personal use. Employees are not authorized to resell any discounted items as this may create unfair competition for CEC and may violate an employee's Conflict of Interest Agreement signed at time of hire.

To obtain eligibility for CEC discounts, employees are required complete three months of employment. After this three (3) month period, employees are entitled to certain discounts when purchasing CEC merchandise, products and whole-goods with appropriate management approval.

Receivable Accounts

Effective March 1, 2019 CEC eliminated in-house receivable charge accounts with the exception of select approved accounts (ex. Municipalities, suppliers, etc).

Personal Calls, Visits and Business

CEC expects the full attention of its employees while they are working. While it is understood that on occasion an employee must take care of personal matters during the workday, every attempt should be made to conduct such personal business either before or after the workday or during breaks. Personal matters include phone calls, text messages and email for non-business. Personal communication devices such as cellular phones and electronic devices should remain off during work.

Employees should also limit incoming personal calls, visits, or personal transactions as much as possible during business hours. CEC phones should be available for business related calls only. A pattern of excessive personal phone calls, personal visits, and/or private business dealings is not acceptable and may lead to disciplinary action.

There are several reasons why cell phone use is restricted. Here are a few:

1. If you operate or work with equipment that could be dangerous, (that can injure or kill), then you may not have a personal cell phone in your possession while on duty. Why? Not only are personal calls, texts and emails especially distracting, they could lead to errors in workmanship or worse. The sudden ring or vibration of the personal phone can be startling or distracting and could cause an injury.
2. We are unable to accept responsibility for your personal telephone if it is lost or stolen while you are at work.

3. Additionally, many cellular phones have MP3 player capabilities, mobile internet access and video games, creating even more potential for distractions, errors and possible injury to yourself and others.

Payroll

Pay for all CEC Employees are paid by direct deposit to the bank, major trust company or credit union of the staff member's choice. CEC uses a bi-weekly payroll schedule.

Bi-weekly payroll refers to paydays that occur 26 times per year. Utilizing this schedule, paydays will occur on alternating Thursdays.

Employees required to submit a pay sheet to their supervisor or manager by **9am** on the Monday immediately following the end of the pay period. Failure to submit hours by the deadline may result in the employee's payroll not being processed on time.

Group Benefits

CEC has a comprehensive benefits plan that includes life insurance, extended health care, drug coverage, long-term disability, dental coverage and out-of-province health coverage. The details of this Plan are available from CEC's HR Representative.

The Employee and the Company contribute equally to the required premiums. The employee must pay income taxes for the portion of CEC paid premiums for Long Term Disability, Accidental death and dismemberment and Life Insurance for those benefits to remain tax free when/if claimed. Contact Human Resources for more information about this if you are unsure. Under the contract, participation is mandatory for all team members of CEC who work more than 20 hours per week. Employees may opt out of Health and Dental coverage provided they have existing coverage provided by a recognized benefits provider. Proof of such coverage will be required.

All life, health and dental benefits are reviewed from time to time. The final decision as to coverage and carriers is made solely by the Company. Each employee is given a booklet outlining the coverage provided by CEC's Benefits plan.

Benefit Claim Instructions

Drug coverage takes place right at the pharmacy

- Present your drug card, given to you when your benefits became active
- The pharmacist will take your prescription and you will pay any portion of the dispensing fee or drug cost that is over and above our current coverage cap.

Medical Coverage

All services must be provided by an approved service provider to be eligible for reimbursement. If you are unsure if the person is an approved provider, call CEC health care benefit provider before the service is provided.

Some Health Care providers will electronically submit your claim for you. If your provider does not offer this convenience, you will pay for the service then submit your claim for reimbursement. To submit your claim, you must fill out a "Healthcare Expenses Statement Form". All the required numbers on the form can be found on your card(s), given to you when your benefits became active. After making a copy for yourself, submit original receipt along with your Health Care Expenses Form to the company's health care benefit provider.

Dental Claims

Depending on your dentist, some will process your claim automatically. If not, you need to fill out the "Dental Claim Form". Make a copy of the receipt for your own records then send the form along with the original receipt to the address on the form. All the required numbers on the form can be found on your card(s), given to you when your benefits became active.

Employees are responsible for mailing out their own benefits. If you require assistance or forms please feel free contact Human Resources or your Manager.

Job Opportunities

CEC may give first consideration to finding qualified applicants internally for job openings. From time to time, we may also offer temporary transfers or developmental opportunities. These positions may be offered to meet business requirements and avoid layoffs or to allow employees to learn new skills or gain experiences that will allow them to contribute to a wider variety of CEC functions.

All our employment decisions are made with-out favoritism, considering applicants skill, ability, experience, qualifications, and seniority. Jobs are offered in accordance with the following procedures.

1. Internal Job openings will be listed on the company's website career page.
2. Probationary employees will only be considered in the event that no full time employee is suitable for the position.
3. Employees with approved time off (e.g. vacation) may submit an application prior to leaving in order to qualify for any position posted during their absence.
4. Only applicants who meet the minimum criteria will be eligible to continue in the selection process. The selection criteria used may be based on, but not limited to, skill, ability and experience required for the job, overall work performance (including discipline), quality and quantity of work, on the job experience, interaction with others, and work habits. Some positions may require the employee to complete appropriate testing to determine their suitability.
5. In the event two or more applicants are equal in a job posting competition, the employee with the most seniority will be awarded the position.
6. Successful applicants are entitled to the starting rate of pay applicable to the new position. The successful candidate will be confirmed in the new position upon successful completion of a three-month trial period. Applicants who do not pass the trial period will be offered a position similar to their original position at their previous rate of pay.

Employee Referral Bonus Program

August 2019 - We want you to help us find the best talent we are always looking to grow our teams with talented people, just like you. That's why, we are excited to announce CEC's Employee Referral Bonus Program. Refer a qualified candidate and as a "thank you," we will offer you a paid bonus.

In order to be eligible for the referral bonus submit your referral's name and contact information ahead of their application. Should we hire the candidate and they remain on employed with CEC for a minimum of 3 months you will receive the bonus amount. Bonus will be paid through payroll and will be subject to all applicable taxes, etc.

How to Refer a Candidate

If you know someone who you think would be a good fit for our company simply email jobs@connectequipment.com with a subject line: "Referral" and include the individuals name and contact information (phone or email), job position and store.

Layoff & Recall

A lay-off is defined as a shortage of work of more than five days duration. In any instance where a lay-off is necessary, CEC will give as much notice as business conditions will allow. Although we have been very successful at avoiding layoffs, employees must acknowledge that temporary layoffs may be necessary from time to time, for up to the maximum durations permitted by applicable employment standards legislation and furthermore, that such temporary layoffs do not constitute an immediate or imminent termination, rather temporary layoffs are a reflection of business conditions.

No notice is required if an employee is temporarily laid off because of a lack of suitable work or if the work cannot be carried out because of some circumstance such as fire, natural disaster, weather or flood.

In the event of a layoff, employees will be laid-off based on location, skill, ability and seniority, with employees having the least skill, ability and seniority at that location being laid-off first.

Disciplinary Procedure

CEC may use disciplinary actions to assist supervisors and staff members in resolving unsatisfactory job performance, misconduct, or behaviour that violates company policies, procedures or practices. Disciplinary procedures will be administered consistently and are intended to be corrective. This process is an important component of CEC's goal of maximizing and sustaining the performance of its employees, and in maintaining a safe and productive work environment.

Disciplinary actions are usually corrective and progressive; however, serious misconduct and work performance problems, or violation of laws or company policies, procedures and practices, may warrant disciplinary action outside of the approach that is described below, including termination of employment.

There are 5 stages of disciplinary action that may be taken: counselling, verbal warning, written warning suspension and termination.

Counselling:

Poor work habits or performance problems will be brought to your attention and will be discussed with you e.g. what went wrong and how to keep it from happening again. Counselling may be accompanied by the following four stages:

First Warning (Verbal):

Initial disciplinary actions can be oral or written, depending on the severity of the situation. The supervisor will meet with the employee to discuss the performance problem or inappropriate behaviour and outline the steps necessary to correct it. If the problem continues, or if the severity of the offense warrants, the supervisor will give the employee a formal written warning. The warning will include a description of the problem, specific steps needed to correct it, timeline for correction and a scheduled time for a follow up meeting.

If, after the written warning, the problem continues, further disciplinary action may include a suspension or termination, depending on the situation.

Written Warning:

If problems still persist, your Supervisor will have no choice but to issue you a written warning. Both you and your Supervisor will acknowledge the written warning. Your Supervisor and Human Resources will also record what took place, what measures are to be taken to correct the problem and what the next disciplinary action will be if the problem continues. The report will also include any comments you would like add.

Second Warning (Written) resulting in Suspension:

Disciplinary suspensions are used to address serious misconduct. They may also be used when oral and written warnings have not corrected deficient work performance or inappropriate behaviour. Disciplinary suspensions are generally unpaid, and range from one to three consecutive work days.

Termination:

An employee may be terminated for performance deficiencies that are not corrected, or for serious misconduct.

Open Door Policy

If you have a company-related concern, these are the recommended ways to deal with it. If you do not feel comfortable at step 1, begin at step 2 or 3. If you are still not satisfied or if you feel that you cannot discuss the issue with any of the people in steps 1, 2 or 3, then begin at step 4.

- 1) Bring the issue and potential solutions to the attention of your immediate supervisor.
- 2) If possible, discuss the issue at a meeting, or with your Store Manager.
- 3) See a trusted member of the Senior Management Team, who can assist you with any concerns and will bring your concern to required members of the Management team to be addressed.

- 4) If you are not satisfied that the issue has/will be addressed or if the issue affects more than one location or employee group, request a meeting or conference call with members of the Senior Management team.

All concerns will be handled promptly, confidentially and discreetly.

Resigning from Connect Equipment Corporation

We hope you will enjoy working at CEC. However, if you decide to leave, please give us at least two (2) weeks written notice so we can make the necessary arrangements. Upon notification, we may request a voluntary Exit Interview with you.

There are a number of important reasons why you will want to have an Exit Interview: First, we like to make sure your reason for leaving is not because of a misunderstanding or situation we could correct. It is also important to discuss future references, final pay, and any other instructions as required. Finally, the Exit Interview provides you with a last opportunity to tell us what you think of CEC. Your comments provide us with a good opportunity to learn, grow and improve.

Before you receive any final pay, you will be required to return all company property. Please note that all Records of Employment (ROEs) are sent to the Government electronically and a paper copy may be mailed to you for your records.

Acknowledgement of Receipt of Handbook – EMPLOYEE COPY

I have received the current company employee handbook and have read and understand the material covered. I have had the opportunity to ask questions about the policies in this handbook, and I understand that any future questions that I may have about the handbook or its contents will be answered by my supervisor. I agree to and will comply with the policies, procedures, and other guidelines set forth in the handbook. I understand that the company reserves the right to change, modify, or abolish any or all of the policies, benefits, rules, and regulations contained or described in the handbook as it deems appropriate at any time, with or without notice. I acknowledge that neither the handbook nor its contents are an express or implied contract regarding my employment.

This handbook is company property and must be returned upon separation.

Signature

Date

Employee Name (Printed)