

SECTION 5 –RULES AND BEHAVIOR

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GENERAL SAFETY RULES

General

1. The use of alcoholic beverages, drugs and their derivatives is strictly forbidden on the job site, including lunch breaks. No person shall enter a job site while her or her ability to work is impaired by any form of mood altering substances.
2. No employee shall enter the work site in possession or use of firearms or lethal weapons.
3. Hoses, cables, ropes, wires, etc., must be stored when not in use so to prevent tripping hazards.
4. Hazardous materials must be identified, stored and handled in accordance with the Workplace Hazardous Materials Information System (WHIMIS) regulations.
5. Keep your work area clean and tidy at all times. A daily cleanup is necessary.
6. If you have any doubt regarding a job procedure or the safety involved, consult with your supervisor before proceeding with the task.
7. Workers shall attend tool box/safety meetings.

Behavior

1. Harassment and/or violence including but not limited to: Abusive language, fighting, horseplay, practical jokes, or otherwise interfering with other workers is prohibited.
2. Theft, vandalism or any other abuse or misuse of company or another person's property is strictly prohibited.
3. Respect others.

Personal Protective Equipment (PPE)

1. Hard hats and safety boots must be worn at all times in work areas.
2. Safety Glasses must be worn when conditions, actions or job warrants the use of them.
3. Gloves must be worn when handling material with sharp edges or rough or abrasive surfaces.
4. Gloves should not be worn when using small power tools, which have rotating or reciprocating parts.
5. Rings, wrist watches, bracelets, or dangling neckwear must not be worn in any work situation where there is a hazard of them becoming caught in machinery or other objects.
6. Fall protection devices shall be used when working at elevations greater than 10 feet above grade or floor level.
7. All incidents that result in damage or injury, no matter how small, Must be reported to the supervisor and dealt with immediately.
8. All Hazardous conditions must be immediately corrected and/or reported to your supervisor.

Equipment and Machinery

1. Company vehicles, equipment and tools may only be operated by authorized personnel.
2. Do not operate machinery or equipment for which you are not trained.
3. All Safety guards, barriers, signs and tags must be followed and never render safety device inoperable.
4. Never point on air hose at another worker. Never clean clothes or skin with compressed air.
5. Gasoline powered motors must be stopped before refueling and the NO SMOKING rule observed.
6. Never leave machinery or equipment running while unattended or when cleaning or adjusting it.

Workers are to know and copy with the general safety rules. Failure to do so will result in disciplinary action up to and including termination.

ENFORCEMENT / DISCIPLINE POLICY

As part of GRD Construction Ltd Safety and Prevention Program, all workers must receive a job orientation and training on general rules, regulation, practices and procedures. Employees are expected to observe these common sense rules of honesty, common decency, and general conduct and to treat all individuals fairly and with dignity. In order to maintain safe work sites the following safety rules must be consistently enforced. The following system will be used to enforce the Safety Program.

This enforcement / Discipline policy shall be administered as follows.

Written documentation shall be kept of disciplinary actions.

First Offence:

The worker will be verbally warned of the unacceptable action and shall correct it accordingly. This offence does not need to be documented if the foreman judges the offence to be minor and non-life threatening. The foreman may record this in their daily notes and may speak to the manager or safety officer re: this offence.

Second Offence:

The worker will receive a written warning or safety policy infraction.

Third Offence:

Should the worker persist in performing unsafe acts of display disregard toward any safety requirements or supervisor, the worker will receive a second written warning and may receive a suspension or another form of disciplinary action that the foreman deems appropriate.

Fourth Offence:

The worker may receive another form of disciplinary action or may be terminated.

A worker who believed that a warning or a disciplinary action given to them was not appropriate, may take this issue to another Forman or management.

Note 1: The blatant disregard for any safety rules and practices, which seriously jeopardize the safety of the individual or others, may result in the immediate removal of that individual from the job site and/or termination of employment.

Note 2: The information in this policy does not take precedence over applicable government legislation, this which all employees should be familiar.

Date – August 1, 2013

Bobby Janjua – CEO of GRD Construction

EMPLOYEE WARNING REPORT FORM

Employee Name: _____

Date of warning: _____ Project: _____

Warning issued by (print): _____

Type of Violation: Health and Safety Other

Company Statement (Supervisor's Report)

Signature: _____

Employee Statement (Check the appropriate statement)

I agree with the company statement

I disagree with the company's statement for the following reasons (State below)

Employee Signature: _____ Date: _____

EMPLOYEE SUSPENSION / DISMISSAL REPORT

Employee Name: _____

Date of warning: _____ Project: _____

Warning issued by (print): _____

Employee: Suspended Dismissed

Duration of suspension: _____

Dismissed: Immediately At end of shift Other (State Below)

Company Statement (Supervisor's Report)

Signature: _____

Employee Statement (Check the appropriate statement)

I agree with the company's statement

I disagree with the company's statement for the following reasons (State below)

Employee Signature: _____ Date: _____

HARASSMENT POLICY

GRD Construction Ltd. is committed to healthy, harassment-free work environment for all employees and persons involved in our operations. The company has developed a policy intended to prevent harassment of any type of its employees and to deal quickly and effectively with any incident that may occur. This policy applied to all employees working for any and all subsidiaries and/or affiliated of the company.

In British Columbia and Alberta the Human Rights Legislation provides that no person shall discriminate against a person with respect to employment, or any term or condition or employment, on any of the following grounds:

- Age
- Ancestry
- Mental / Physical
- Source of Income
- Place of Origin
- Race
- Color
- Marital Status
- Family Status
- Sexual Orientation
- Sex (Gender)
- Religious

Harassment:

Examples of harassment that will not be tolerated in the company are: Verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts where the comments or behaviour are based on one or more of the prohibited grounds set out above. The company will not tolerate the display of racist or offensive signs or images; practical jokes that result in awkwardness or embarrassment; unwelcomed invitations or requests, whether indirect or explicit.

Sexual Harassment:

Sexual harassment, being discriminated on the ground of gender, is a violation of Provincial Human Rights Code. Unwanted sexual advances, requests for sexual favours and other unwanted verbal or physical conduct of sexual nature can constitute sexual harassment.

Workplace harassment is not limited to incidents, which occur within a workplace. Work related harassment can also occur at off-site business related functions such as social events related to work.

All harassment is offensive and in many cases, it intimidates others, it will not be tolerated within the company.

Note: The information in this policy does not take precedence over applicable government legislation, with which all employees should be familiar.

PROCEDURE FOR DEALING WITH HARASSMENT

If you are being harassed:

1. Tell the harasser her/her behaviour is unwelcome and ask him/her to stop. If you require assistance or support in this matter, speak to your foreman, another worker or management of the company with whom you are comfortable with.
2. Keep a record of the incidents and their details.
3. File a complaint. If, after asking the harasser to stop her/her behaviour, the harassment continues, report the problem to one of the following individuals:
 - a. Member of management
 - b. Safety Coordinator

All complaints must be brought within one year of the date of the incident.

It is desirable, if possible, to resolve complaints of harassment internally. However, the procedure set out in this paragraph does not preclude an individual exercising any rights under the applicable Provincial Human Rights Legislation.

Dealing with a Complaint

1. Once a complaint is received, best efforts will be made to maintain confidentiality. An investigation will be undertaken immediately and all necessary steps taken to resolve the problem. If appropriate, action taken may include conciliation. If a complaint is filed, a meeting will be held with management before and after the investigation.
2. Both the complainant and the respondent will be interviewed, as will any individuals who may be able to provide relevant information. All information obtained in the investigation will be kept in confidence subject to any limits, or disclosure requirements, imposed by law.
3. It is a requirement as an employee of the company to participate fully in any investigation and in any resolution options which may be recommended.
4. If the investigation reveals evidence of support the complaint of harassment, the respondent will be disciplined appropriately considering such factors as the severity of the harassment, whether such was intentional or unintentional, whether the incident is an isolated one and any mitigating circumstances. The range of disciplinary sanctions may include, but is not limited to, a letter of reprimand, suspension or dismissal. If the complaint is founded, the incident will be documented in the respondents file. No documentation will be placed in the complainants file where the complaint is filed in good faith, whether the complaint is upheld or not. Both the complainant and the respondent will in any event be informed of the outcome of the investigation.
5. If the investigation fails to find evidence to support the complaint, there will be no documentation concerning the complaint placed in the file of the respondent.

6. Regardless of the outcome of a harassment complaint made in good faith, retaliation against the person lodging the complaint, as well as anyone providing information, is prohibited. Retaliation is an abuse of this policy and could include such actions as dismissal, demotion, unwanted transfer, denial of opportunities within the company or harassment of an individual as a result of his/her having made a complaint or having provided evidence regarding the complaint. Retaliation is considered a form of harassment and will be dealt with in accordance with this policy.
7. Where harassment has not been substantiated, no action will be taken against an employee who has made a complaint in good faith. The company will not tolerate complaints which are brought maliciously or in bad faith. Such complaints are an abuse of this policy and will be met with strong disciplinary action, up to and including termination.

RESPONSIBILITY OF MANAGEMENT

It is the responsibility of management, or any person within this company supervising one or more employees to take immediate and appropriate action to report or deal with incidents of harassment of any type whether brought to their attention or personally observed. Under no circumstances should legitimate complaint be dismissed or downplayed nor should the complainant be told to deal with it personally.

RESPONSIBILITY

The company believes that it is the responsibility of all employees to conduct themselves within the spirit and intent of this policy contributing to a harassment free work place.

The company seeks to provide a safe, healthy and rewarding work environment for its employees. Harassment will not be tolerated within this company. If you feel you are being harassed, contact us.

DRUG AND ALCOHOL POLICY

Grd Construction Ltd. is committed to provide its workers with safe, healthy conditions and atmosphere, which allows them to protect other workers, inventory and other assets placed in their care. Our approach to alcohol and drugs is to move toward elimination of problem incidents and to reduce risk to people, production, equipment and the work process. You are expected to be in suitable mental and physical condition while at work, allowing you to perform your job effectively and safely.

It is the company's policy that no worker shall enter a worksite under the influence of any mood altering substances (such as alcohol or other drugs). The possession, sale or use of such substances on any company site is in violation of our rules and will be subject to disciplinary action.

Workers undergoing prescribed medical treatment with a controlled substance that may affect the safe performance of their duties are required to report this treatment to their foreman/manager for assessment of their job scope.

Foreman and management are responsible for informing all workers of the content of this policy and for monitoring job performance. It is also their responsibility for dealing with performance issues caused by drugs and alcohol use.

Grd Construction Ltd. recognizes that alcoholism and drug abuse is a form of illness that is treatable in nature. The company shall not discriminate against workers based on the nature of the illness. No workers shall have their job security threatened by seeking assistance for a substance abuse problem.

Note: The information in the policy does not take precedence over applicable government legislation, with which all employees should be familiar.

Date – August 1, 2013

Bobby Janjua – CEO of GRD Construction

VIOLENCE POLICY

Grd Construction Ltd. believes that all persons are entitled to a working environment that is free of violence. Any person displaying violent behaviour will be appropriately disciplined according to the company's disciplinary policy. This may include but not be limited to suspension, reprimand and/or dismissal. Persons who are subjected to violent behaviour must report it immediately to the company's management.

Violence is a crime punishable under the Canadian criminal code and Grd Construction Ltd. reserves the right to report all violent behavior to local policing and enforcement office to respond and/or manage.

Note: The information in the policy does not take precedence over applicable government legislation, with which all employees should be familiar.

Date – August 1, 2013

Bobby Janjua – CEO of GRD Construction

VIOLENCE IN THE WORKPLACE

Grd Construction Ltd. believes in the prevention of violence and harassment and promotes an abuse-free environment in which all people respect one another and work together to achieve common goals. Any act of violence or harassment committed by or against any worker or member of the public is unacceptable conduct and will not be tolerated.

We are committed to:

- a. Investigating reported incidents of violence and harassment in an objective and timely manner.
- b. Taking necessary action; and
- c. Providing appropriate support for victims.

No action shall be taken against an individual for making a complaint unless the complaint is made maliciously or without reasonable and probable grounds.

No employee or any other individual affiliated with this organization shall subject any other person to violence or harassment.

What is workplace violence?

Most people think of violence as a physical assault. However, workplace violence is a much broader problem. It is any act in which a person is abused, threatened, intimidated or assaulted in his or her employment. Workplace violence includes:

- **Threatening Behavior** – such as shaking fists, destroying property or throwing objects.
- **Verbal or written threats** - any expression or intent to inflict harm.
- **Harassment** – any behaviour that demeans, embarrasses, humiliates, annoys, alarms or verbally abuses a person and that is known or would be expected to be unwelcome. This includes words, gestures, intimidation, bullying, or other inappropriate activities.
- **Verbal Abuse** – Swearing, insults or condescending language.
- **Physical Attacks** – hitting, shoving, pushing or kicking.

Rumours, swearing, verbal abuse, pranks, arguments, property damage, vandalism, sabotage, pushing, theft, physical assault, psychological trauma, anger related incidents, rape, arson & murder are all examples of workplace violence.

Workplace violence is not limited to incidents that occur within a traditional workplace. Work related violence can occur within a traditional workplace. Work related violence can occur at off-site business related functions, at social events related to work, in clients homes or away from work but resulting from work (a threatening telephone call to your home from a client)

TIPS FOR PREVENTING AND MANAGING INCIDENTS OF VIOLENCE OF HARASSMENT

Although no incident of abuse is deserved, there are steps that workers can take to reduce the incidents of violence or harassment on the job. The following practical suggestions are from a guide entitled “Violence in the workplace” from the Canadian Center for Occupational Health and Safety (1999)

Dealing with a potentially violent person**Tips for verbal communication:**

- Focus your attention on the other person to let them know you are interested in what they have to say.
- DO NOT glare or stare, which may be perceived as a challenge.
- Remain calm and try to calm the other person. DO NOT show the other person’s anger to become your anger.
- Remain conscious about how you are delivering your words.
- Speak slowly, quietly and confidently.
- Speak simply. DO NOT rely on official language or complex terminology.
- Avoid communicating a lot of technical and complicated information when emotions are high.
- Listen carefully. DO NOT interrupt or offer unsolicited advice or criticism.
- Encourage the person to talk. DO NOT tell the person to relax or calm down.
- Remain open-minded and objective.
- Use silence as a calming tool.
- Acknowledge the person’s feelings. Indicate that you can see her or she is upset.

Tips for Non-Verbal Behavior and Communication:

- Use Calm body language – relaxed posture with hands unclenched, attentive expression.
- Arrange yourself so that your exit is not blocked.
- Position yourself at the right angle rather than directly in front of the other person.
- Give the person enough physical space This varies by culture, but normally 1-2 m.
- Get on the other persons physical level. If they are seated, try kneeling or bending over rather than standing over them. DO NOT pose a challenging stance such as:
 - Standing directly opposite someone
 - Putting your hands on your hips
 - Pointing at your finger
 - Waving your arms
 - Crossing your arms
- DO NOT make sudden movements, which can seem threatening.
- DO NOT fight. Walk or run away. Get assistance from security or police.

EMPLOMENT DRUG AGREEMENT

As a condition for an employment application, applicants must understand and agree to submit a drug and alcohol test. If the test results are positive, the applicant will not be hired by GRD Construction Ltd. Any additional treatment or cost relating to the results is the applicant’s responsibility. The company will maintain the results of the pre-employment drug and/or alcohol test.

RAPID SITE ACCESS PROGRAM

The Rapid Site Access Program (RSAP) is established to help provide a safe workplace free from risks associated with alcohol and other drug misuse. Our RSAP program will eliminate having to test prior to every site and test can be at random. Some sites do not follow RSAP and pre job test might have to be done.

The participant worker will be taken off active status in RSAP if any of the following occur:

1. A refusal to test when required,
2. A test sample has been tampered with by the testee, or
3. A positive test result occurred for either drugs or alcohol on any requested test.

Any decision to take a participant worker off active status is final and is subject to limited review only as provided for in the Procedural Rules. Reactivation will be the decision of GRD constructions management team.

I understand that:

1. GRD constructions Safety Officer will administer test privately on-site or in the office. GRD Construction does also have the right to request the tests to be done in a private lab of the company’s choice
2. The authority may request proof that I am taking a controlled substance as directed pursuant to a lawful prescription issued in my name. I must provide such proof within 48 hours.
3. I have the right to request a re-test of the initial specimen at a licensed laboratory of my choice if I have positive results for the test of drugs. All requests of re-tests must be made within 1 week of receiving the original positive test results at no charge to GRD Construction. The results of the sample may be forwarded to me by the appointing authority of the agency or by GRD Construction Ltd.
4. That only duly authorised Company staff will have access to the information furnished or obtained in connection with my test; that they will maintain and protect the confidentiality of such information to the greatest extent possible; and that they will share such information only to the extent necessary to make employment decisions and to respond to inquiries or notices from government entities.
5. I understand that the Company will require a drug screen and/or alcohol test under this policy randomly, and whenever I am involved in an on-the-job accident or injury under circumstances that suggest possible involvement or influence of drugs or alcohol in the accident or injury event, and I agree to submit to any such test. Or if the company has just cause to request the test.

This policy and authorisation have been explained to me and I understand, and I have been told that if I have any questions about the test or the policy, they will be answered.

I, _____ understand the above conditions and hereby agree to comply with them, the procedure involved, and do hereby freely and voluntarily give my consent to the testing by GRD Construction to perform test deemed necessary to determine the absence of drug and/or alcohol in my urine. An alcohol test will be done also at the same time as specified by statute and regulation of the Company. In addition, I understand that this result will become part of my company employment record.

I hereby authorise these test results to be released to:
GRD Construction Ltd. (Guru Ramdas Construction Ltd.)

Applicant/Employee Signature

Date

Managers or CSO Signature