



EMPLOYEE CONDUCT & DISCIPLINE



FIT FOR DUTY

PURPOSE:

To clearly define the expectation of Craig regarding the conduct of all employees as it relates to their ability to perform their jobs in an appropriate, effective and safe manner.

PROCEDURE:

In pursuit of our commitment to promoting a safe and healthy workplace for all, and while complying with all occupational health and safety laws and regulations and the Craig Safety policy, employees are expected to arrive at work fit for duty. Fit for Duty to Craig encompasses all behaviors and aspects that will allow employees to perform their essential functions of the job in a safe, appropriate and effective manner. Employees are expected to arrive to work fit for duty and remain fit for duty for the duration of their shift.

No employee may use, possess, distribute, sell or be under the influence of alcohol or cannabis nor engage in the distribution, dispensation, possession or use of a controlled substance or illegal drug while:

- On Craig Manufacturing property (including parking lots);
- Operating machinery or any motorized vehicle;
- Conducting business-related activities, whether on or off-site.

The legal use of prescribed /medically approved drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and safely. Also:

- Any employee, who is using a prescribed/medically approved drug that might impair their ability to perform their job, or cause a safety concern, must discuss this with their immediate supervisor/manager or the HR department.
- Employees must provide documentation from a physician that clearly indicates any limitations or safety risks associated with the use of the prescribed/medically approved drug in respect to the employee's current job.
- All information provided regarding the prescribed/medically approved drug, is considered confidential and will be treated as such, keeping an employee's privacy as a top concern second only to safety.
- In the event that the prescribed/medically approved drug is deemed to pose a potential hazard to the employee and/or other employees, Craig will attempt to find alternative work for the employee, up to the point of undue hardship.

If an employee is observed to be possibly unfit for duty, they will be immediately removed from the situation, so as to prevent further dangers associated with any unsafe actions/behaviours and may be sent home until further assessment can be made.

Off duty conduct that will prohibit employees from arriving ready & fit to work for their next scheduled work shift must be avoided.

Violation of this policy may lead to disciplinary action, up to and including immediate dismissal regardless of the employee's prior disciplinary record.



CODE OF CONDUCT

PURPOSE:

To clearly establish the expectations regarding behavior and actions of all employees when working for Craig or conducting business on behalf of the organization. All employees are expected to be respectful of their fellow employees, the company hierarchy, the company values and procedures as well as the company's physical property.

PROCEDURE:

Employee will be subject to disciplinary action up to and including immediate dismissal, regardless of the employee's prior disciplinary record, if the act of misconduct committed is considered sufficiently serious. Some acts of misconduct may include, but is not limited to, the following:

- Fraud
- Theft
- Vandalism
- Threatening behavior – whether blatant or implied
- Physical and/or verbal abuse
- Working under the influence of drugs or alcohol
- Operating Craig vehicles without a valid driver's license in good standing
- Falsification of the employment application and/or skills relating to the ability to carry out required job duties
- Excessive or chronic tardiness
- Leaving work during scheduled shift without authorization
- Excessive absences
- Nonproductive activity during work shift – such as talking, texting
- Misuse or unauthorized disclosure of company records or confidential information
- Insubordination
- Breach of confidential information, documentation or materials
- Unauthorized company purchases
- Blatant disrespect to fellow employees, management, customers and/or suppliers
- Blatant disregard of the Craig Mission Statement and/or Corporate Values
- Consistently not contributing to the organization and its goals, in the manner assigned or intended
- Safety violations
- Misuse or unauthorized use of material, production/office equipment or any other company property either for business or personal use
- Smoking violations
- Violence/Harassment/Discrimination
- Failure to return to work immediately following an expiration of a leave of absence granted by the company/workman's comp/group insurance provider
- Working elsewhere while on a company/workman's comp/group insurance provider authorized leave of absence

Any exceptions to this policy will be made at the discretion of the department's supervisor/manager.



SOCIAL MEDIA

PURPOSE:

To clearly identify the conduct required by all employees when using social media.

PROCEDURE:

Craig strives to maintain a positive image, and has adopted this policy to ensure that our staff members are aware of their responsibility to maintain a positive image as a representative of our organization.

Craig staff members that maintain personal social media pages or accounts are required to comply with the following guidelines as they relate to their association with Craig. Employees will be held accountable for what they write or post on social media or internet pages. Inflammatory comments, unprofessional remarks or disparaging remarks made about the organization, its employees, customers, vendors or competitors may result in disciplinary action, up to and including dismissal.

Employees should follow the guidelines below when making posts or comments on any social media site whether it is public or private.

1. Where an employee publicly associates with the company, all materials associated with their page may reflect on the company. Inappropriate comments, photographs, links, etc. should be avoided.
2. Posts involving the following will not be tolerated and will subject the individual to discipline:
 - Proprietary and confidential company information;
 - Discriminatory statements or sexual innuendos regarding co-workers, management, customers, or vendors; and
 - Defamatory statements regarding the company, its employees, customers, competitors, or vendors.
3. Where an employee mentions the company, they will be required to include a disclaimer stating that any opinions expressed are the employee's own and do not represent the company's positions, strategies, or opinions.
4. Employees that use these sites are prohibited from disseminating any private organizational information therein, or any negative comments regarding the organization.
5. Craig staff are prohibited from speaking on behalf of the organization, releasing confidential information, releasing news, or communicating as a representative of the organization without prior authorization to act as a designated Craig representative.
6. Use of personal social media may not conflict with any of Craig existing policies whatsoever. This includes (but is not limited to) the Code of Conduct Policy, Confidentiality Policy and Harassment Policy.
7. Employees are prohibited from using social media during regular working hours, employees should limit its use to official breaks, (i.e. meal breaks).
8. Employees are prohibited from using Craig protected materials (copyright material, branding and/or logo(s)) without prior express written permission.
9. Craig strictly prohibits the use of company owned computer resources for use in the illegal download or upload of copyright materials without express written permission, and authorization from the copyright holder.



ATTENDANCE

PURPOSE:

To clearly establish the Craig expectations regarding absences, tardiness and other attendance issues. Craig views attendance as an important aspect of employment and feels that 100% attendance is attainable since employees are permitted to make up or bank time.

PROCEDURE:

- If the employee is unable to report to work, they are expected to report their absence to their immediate supervisor, within 30 minutes of their scheduled shift. If the supervisor is unavailable, a message must be left on the main phone or with another company supervisor/manager.
- If the employee is unable to report to work due to sickness or family/personal issues, the time missed will be:
 - unpaid (hourly employees), or
 - made up at a later time (salaried employees)
- Craig reserves the right to request a doctor's note when the employee has taken off three (3) days consecutively or any absence that appears to be part of a larger pattern.
- Shift Deviation - Work shifts are set to maximize productivity. Arriving late and/or leaving early disrupts work flow within departments and should be done in moderation. Frequent deviations of work shifts will not be tolerated.
- If an employee is absent for three (3) consecutive days without proper notification, Craig will consider that the employee has resigned their position with the company and will take immediate steps in creating a record of employment. Exceptions may be made if employee was unable to make contact or direct someone else to do so. Explanation will be considered and evaluated by management on an individual case-by-case basis.

Any exceptions to this policy will be made at the discretion of the department's supervisor/manager.



WORKPLACE ANTI-VIOLENCE AND HARASSMENT

PURPOSE:

To clearly define the harassment policy at Craig and the procedures applied to resolve the situation.

PROCEDURE:

Craig is committed to providing a safe and healthy work environment free from violence, discrimination, harassment, intimidation and any other misconduct. Similarly, weapons are strictly prohibited from Craig premises and violators will be subject to disciplinary action up to and including dismissal, and the incident will be reported to the police.

It is public policy in Canada to recognize the dignity and worth of every person and to provide for equal rights and opportunities free of discrimination. As such, any of the following are considered acts of violence and will not be tolerated:

- Workplace violence or bullying
- Personal harassment
- Disrespectful behaviour
- Sexual harassment
- Abuse of authority
- Racial/Ethnic harassment

Craig will not tolerate any form of harassment or discrimination within the workplace on any grounds mentioned above. All Craig employee are personally accountable and responsible for enforcing this policy and must make every effort to prevent discrimination or harassing behaviour.

The following steps should be taken to address incidents of alleged harassment internally:

1. An employee who believes they have been subjected to harassment is encouraged to first clearly and firmly make known to the alleged harasser that the behavior is objectionable and must stop.
2. Where this cannot be done, or is unsuccessful, the employee should report the alleged harassment to their supervisor/manager or the HR department.
3. Once the incident has been reported, the above-designated person(s) shall immediately bring the complaint to the attention of Craig management.
4. Prompt investigation will then occur, and if a harassment charge is substantiated, Craig will take appropriate corrective action with the employee(s) which violated this policy up to and including dismissal.

All employee complaints will be taken seriously, and the rights of all concerned will be respected. Reasonable effort will be taken not to disclose the identity of the employee, or the circumstances of the complaint; except where disclosure is necessary for purposes of investigating, taking disciplinary action in relation to the complaint, or where such disclosure is required by law.



COMPANY SPONSORED EVENTS - EMPLOYEES

PURPOSE:

To clearly define the conduct required by all employees & guests at all company sponsored events, whether on or off Craig property.

PROCEDURE:

Craig is committed to providing a team-driven, friendly, safe and healthy work environment that promotes a high level of job satisfaction and a respectful, collegial atmosphere. We believe social events encourage and strengthen the relationships within our company. However, it is imperative that employees are provided with a clear understanding of the expectations we have in regards to their behaviour while representing the company. It is an expectation that all employees conduct themselves in an ethical and professional manner at all times. We anticipate your cooperation, as this policy has been adopted to protect the integrity of our public image, and to ensure the ongoing health and safety of our employees.

Attendance

Attendance at company sponsored events is voluntary. Employees who elect to attend voluntary company sponsored events are provided with the following guidelines for appropriate and prohibited behaviour while engaging in company sponsored social activities.

Professionalism

While attending company sanctioned events, employees will conduct themselves in accordance with the regulations set forth in the Code of Conduct Policy. As such, employees are prohibited from engaging in any form(s) of behavior that is not conducive to the goals and ideals of our company.

Employees in attendance at company sponsored events will remain subject to all of our policies regarding conduct, ethical behavior, violence and harassment, and will remain subject to the disciplinary / corrective actions contained therein in the event of any misconduct / breach of policy.

Drinking and Driving

In the event that Craig provides alcoholic beverages at a sponsored event, or where a company sponsored event occurs in an establishment where alcoholic beverages are available, employees who choose to consume alcohol are expected to use reasonable judgment and moderate their alcohol consumption.

Under no circumstance should any employee drink and drive. We ask that you plan ahead, and have a designated driver, be a designated driver, or use a taxi to get home safely. In the event that a company representative or other authority determines that an employee is intoxicated, and/or may not be in a legal state to operate a vehicle, they may request that the employee surrender their keys and return home with a designated driver or a taxi will be arranged free of charge.

When employees leave a company sponsored event (via taxi or designated driver or driving themselves), their actions after their departure become their own responsibility.

Activities that occur after hours and not on company property, even if attended by some (or all) CRAIG employees, do not constitute company endorsed events.

Employees are reminded that regardless of the event they should always act responsibly and plan ahead, especially if alcohol is being consumed.

Violations

In the event that a violation of this policy occurs disciplinary measures will be employed. Disciplinary measures will reflect the severity of the offence up to and including termination of employment. Some violations may indelibly affect our business in a negative fashion. In this case, punitive measures, including legal action may be pursued.



COMPANY SPONSORED EVENTS - GUESTS

PURPOSE:

Company events are designed to reward and thank employees for their personal contributions to company achievements. Occasionally these events will be open for employees to bring a guest. This policy has been developed to create guidelines and expectations for guest behaviours at company sanctioned events.

PROCEDURE:

- Any business information which the guest may be exposed to during the course of the company event must stay confidential.
- When in attendance of these company events, the guest will be representing Craig and will therefore be expected to adhere to all behavioural and conduct policies.
- Negative behaviours may reflect on the employee and will result in the revocation of the privilege of bringing a guest to future functions.

Responsibilities

- Alcohol Intake – At such events Craig requests that its employees and their guests avoid drinking excessive amounts of alcohol. In the event that a company representative or other authority determines that an employee or their guest is intoxicated, and/or may not be in a legal state to operate a vehicle, they may request that the employee or their guest surrender their keys and return home with a designated driver or a taxi will be arranged free of charge.
- Additional Activities – When employees leave a company event (via taxi or designated driver or driving themselves), their actions after their departure become their own responsibility. The company will take reasonable steps to ensure that employees leaving company events do so in a safe manner.

Reminder – Employees are reminded that regardless of the event they should always act responsibly and plan ahead, especially if alcohol is being consumed.