



# EMPLOYEE HANDBOOK



# Valard

*Connecting People.  
Powering Communities.*

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*Indicates Reference Material available*

# SECTION ONE

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## INTRODUCTION TO VALARD

[Message from our President →](#)

[Employee Handbook →](#)

[Welcome →](#)

[History of Valard Construction →](#)

[Company Culture and Communication →](#)

[Mission Statement →](#)

[Valard Values →](#)



## MESSAGE FROM OUR PRESIDENT

Welcome to Valard! On behalf of the entire organization, I'd like to welcome you to the Valard family. We hope your employment with us will be rewarding and that your talents will be utilized in such a way that you will feel like part of the Valard team in a short period of time.

You're joining a great group of coworkers. At Valard, we work as a team to accomplish goals and objectives, and our culture of ensuring a safe and respectful environment is something that we pride ourselves on each and every day. We appreciate your past work experience and expect that your skills will help the organization on many levels.

Our objective is to provide a work environment that is conducive to your professional growth. This Handbook is intended only to summarize and highlight some company benefits and policies.

You've decided to join Valard during a very exciting period in the company's history and we look forward to your contributions towards building on our four decades of success.



Sincerely,

A handwritten signature in black ink that reads "Carey Kostyk".

Carey Kostyk | President

## EMPLOYEE HANDBOOK

The goal of the Employee Handbook is to acquaint you with the company's business purpose, benefit programs, personnel policies, and procedures. The Handbook describes many of your responsibilities as an employee. It also explains important company policies, which every employee is expected to know and follow. Please take time to read and understand this handbook.

This Employee Handbook applies to all employees of Valard Construction LP. In some instances, a policy or practice may vary slightly for employees who are working under contract terms, or employees working under a collective bargaining agreement. Whenever the policies, terms, conditions or language of this Handbook are in conflict with those of a collective bargaining agreement or any other employment contract, the policies, terms, conditions, and language of the collective bargaining agreement or employment contract supersede.

If you have any questions, comments or concerns regarding policies, practices or benefits described in this handbook or about your employment in general, please speak with your direct Supervisor.



## WELCOME

Valard is Canada's premier utility contractor and part of Quanta Services, the largest electrical power contractor in North America. Valard has full-service capabilities for transmission, distribution, substations, foundations, telecommunications, and renewable energy. Valard is an EPC+ contractor, meaning we can take on all stages of a project - Engineering, Procurement, and Construction. Since 1978, we've delivered projects safely, on time, and on budget.

Quanta Canada Services Companies are founded, crewed, and led by Canadians, for Canadians. We work with our other sister-companies across Canada and the USA to seamlessly produce turnkey solutions for our clients.



O.J. Pipelines Canada



QUANTA CANADA  
RENEWABLES



# HISTORY OF VALARD CONSTRUCTION

## DECades of EXEMPLARY PROJECT COMPLETION EXPERIENCE SINCE 1979

### 1979 - 1991

#### BUILDING THE FOUNDATION

Many great companies have humble beginnings, and Valard is no exception. Valard started out as a start-up utility contractor in Grande Prairie, Alberta. After partnering with Valard on a project with their own outfit, Victor and Bill Budzinski teamed with Ken Callies, one of Valard's original owners, and bought into the company, putting Valard on track to grow into the company known today.

### 1992 - 2004

#### A MAJOR PLAYER EMERGES

Valard became a contractor of choice in the Canadian utility industry, thanks to strong partnerships, top-level talent, strategic business acquisitions, and a strong core workforce.

### 2005 - 2019

#### GROWTH AND OPPORTUNITY

Valard reached a pivotal milestone as a company in 2010 by joining Quanta Services. Along with the formation of the Valard Group, this change allowed Valard to become an EPC+ megaproject contractor, with history making projects, offices and sister companies across Canada. Former sister companies Northstar Sharp's, Quanta Telecom Canada and Valard Geomatics all rebranded to be part of Valard, providing for greater synergies and more service offerings for our clients.

### 2020 - Today

#### PURSUING NEW MARKETS AND PARTNERSHIPS

The company expanded its operations in the USA to support other Quanta Operating Units. Valard solidified its place in the industry as a major project contractor by completing projects like the West Fort McMurray Transmission Line in Alberta, the East-West Tie Project in Ontario, and being awarded the Wataynikaneyap Transmission project. This project is owned solely by Indigenous Communities. The company started its Renewable Power division to diversify into solar, hydro, and wind power as well as battery storage solutions.

## COMPANY CULTURE AND COMMUNICATION

Valard has an enviable corporate culture, one that exemplifies our corporate values of *Excellence, Independence, Development, Accountability*. One of the ways we reflect these Values is by regularly communicating with our employees, our most important resource. We do that through:

- The employee newsletter
- Internal announcements, bulletin boards, info screens, safety meetings, etc.
- Social media outlets (e.g., Facebook, Instagram, LinkedIn, and YouTube)
- **Employee Website**
- **SharePoint**
  - This is available for office-based staff with access to the Valard/Quanta network.

Should you have any questions related to Communications, feel free to drop a line to [corpcomm@valard.com](mailto:corpcomm@valard.com) – we'll do our best to assist you!

## CONNECT WITH US ON SOCIAL MEDIA



@ValardConstruction



@ValardLP



@ValardConstruction



@ValardConstructionLP9080



@Valard-Construction

## OUR MISSION & VISION

### MISSION

Valard delivers innovative electrical infrastructure and telecom solutions, working together as the trusted partner of choice with Indigenous Communities, Clients, and Stakeholders. We prioritize safety and respect in our operations, empowering our employees to engage the communities we work in. We believe partnership is the foundation in creating exciting opportunities to provide energy solutions that power modern life.

### VISION

Building the electrified future connecting Canada as the most trusted and dynamic construction company.



## THE FOUR PILLARS OF SUCCESS

Valard is Canada's premier utility and telecom construction contractor. That's not just a slogan, it's a standard. We don't shy away from difficult projects. In fact, we lean into them. Our entrepreneurial spirit, our commitment to working safely, and our dedication to delivering results are what set us apart.

### SAFETY.



*At Valard we work safely. If we can not work safely, we do not work.*

### PROFITABILITY.



*Valard exists to make a profit. If the work is not profitable, we do not want it.*

### ACCOUNTABILITY.



*We are all here for a reason. Lead with action to build accountability in your teams.*

### GROWTH.



*Focused growth is the future of our success at Valard.*

We all contribute to Valard's success by guiding our efforts with purpose and staying true to the pillars of our organization. **Success is something we each contribute to and build together.**

# SECTION TWO

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## CORE SAFETY POLICIES

[Message from our Executive Vice President, Health, Safety & Environment →](#)

[HSE Manual →](#)

[Orientation, Training, and Meetings Policy →](#)

[Vehicle / Equipment Policy →](#)

[Substance Abuse Policy →](#)

[Right to Refuse →](#)

[Safe at Home Policy →](#)

[Incident Reporting →](#)



## MESSAGE FROM OUR EXECUTIVE VICE PRESIDENT, HEALTH, SAFETY & ENVIRONMENT

As the Executive Vice President of Health, Safety & Environment, I would like to personally welcome you to Valard. We have built a strong, dynamic culture with safety at its core. This is because people are our most valuable resource. Without our people, there is no Valard. Full stop.

**Valard believes that Safety is everyone's responsibility**, and it is up to each and every one of us to be aware of this and keep it at the forefront of our thinking, not only at work, but all of the time. We will ensure that you have the required skills and support to meet this commitment and we will provide you with a healthy environment in which to work. We seek to continually improve, and we welcome feedback from all our employees.

Safety policies, procedures, and processes are available to employees on our SharePoint website and these will be reviewed in detail during your orientation. We also have many highly trained and knowledgeable safety staff that are available to answer any questions or concerns that you may have, and we encourage you to do so. It is expected that you will follow and understand all of the high safety standards that Valard has set, as they apply to your daily activities. Most importantly, and I can't stress this enough, if you feel the work you are performing or about to perform is unsafe, immediately stop your work and talk to your immediate supervisor or Valard safety. No worker in Valard should ever have to perform unsafe work. This is your right and Valard will vigorously protect and respect your right to refuse unsafe work.

You are joining a truly great organization which values your contributions, and I wish you many successes with Valard.

Stay Safety Strong,

*Shilo Neveu*



Shilo Neveu | Executive Vice President, Health, Safety & Environment

## 2.1 HEALTH, SAFETY & ENVIRONMENT (HSE) MANUAL

Valard's Health, Safety & Environment (HSE) Manual is available on the SharePoint site under the Safety section.

### **HSE Manual →**

If you are unable to access SharePoint, you can get access by contacting IT at [itsupportcanada@quantaservices.com](mailto:itsupportcanada@quantaservices.com) or ask your Direct Supervisor for the hard copy of the HSE manual.

## 2.2 ORIENTATION, TRAINING, AND MEETINGS POLICY

All newly hired workers and subcontractors must receive a new worker orientation prior to commencing work for Valard.

Employees working at Valard must attend safety training as scheduled. The following is a partial list of the training that is provided by Valard Safety:

- Ground Disturbance
- Standard First Aid/CPR/AED
- Equal Potential Bonding and Grounding
- Fall Protection
- WHMIS/GHS

If any additional training is required, contact [training@valard.com](mailto:training@valard.com)



→ *Health, Safety and Environmental Manual, Section 8*

## 2.3 VEHICLE/EQUIPMENT POLICY

Valard employees who access company vehicles/equipment must ensure that they are driven and maintained in an appropriate manner. Valard's vehicles are not to be used for any personal reasons including the pulling of personal holiday or any other type of personal trailer. All vehicle/equipment operators must have a current valid license issued by the appropriate Government department for the equipment they are operating. All employees are required to sign the Use of Company Vehicles Agreement Form 25.14 and the Drivers' Abstract Consent Form 25.15. Driver abstracts will be pulled annually for all Valard employees. Employees with an unsatisfactory driving record may not be permitted to operate Valard vehicles/equipment.



→ *Health, Safety and Environmental Manual, Section 25*

## 2.4 SUBSTANCE ABUSE POLICY

Valard's Substance Abuse program is a term and condition of employment. Impaired individuals will not be tolerated on Valard sites. Individuals suspected to be under the influence of alcohol and/or drugs must be escorted out of the work area immediately and will be dealt with as dictated by following Valard's Substance Abuse Program.

- **REASONABLE GROUNDS TESTING.** If the supervisor or manager has reasonable grounds to believe that an employee is or may be unable to work in a safe manner because of the use of alcohol or drugs, then the supervisor or manager of that employee must request that they submit to alcohol and drug testing.
- **POST-INCIDENT TESTING.** If a supervisor or manager has reasonable grounds to believe that an employee was involved in an incident, then they must request that the employee submit to alcohol and drug testing to rule out drugs and alcohol as a contributing factor.

**SUBSTANCE ABUSE POLICY, CONTINUED**

- **RETURN TO DUTY AND FOLLOW UP TESTING.** Following a breach of the substance abuse policy, workers will be required to test prior to a return to work. A follow up test will be completed at the discretion of a Substance Abuse Expert (SAE).

Valard encourages employees who believe they may require the help provided by substance abuse experts (SAEs) and EAPs to voluntarily request that help. An employee requesting help will not be disciplined unless they have failed to comply with the alcohol and drug work rule.

An employee who believes that they may be unable to comply with the alcohol and drug work rule must seek help, by contacting their Supervisor or Safety Advisor, and by taking such steps as are necessary to ensure that they present no safety risk to themselves or to others at the workplace. Further, an employee requesting help will not be disciplined unless they:

- (a) Has failed to comply with the alcohol and drug work rule,
- (b) Has been requested to confirm compliance with the alcohol and drug work rule,
- (c) Has been requested to submit to an alcohol and drug work test, or
- (d) Has been involved in an incident.

Workers must report any prescription and non-prescription drugs including cannabis use.



→ *Health, Safety and Environmental Manual, Section 16*

## 2.5 RIGHT TO REFUSE

No worker is to carry out any work that will cause imminent danger to themselves or another worker as per the Occupational Health and Safety Act. They must refuse this work. Imminent Danger is defined as “a danger which is not normal for that occupation”.

Process:

- Worker perceives the work requested is unsafe.
- Worker is to report this to their immediate Supervisor.
- Work that is deemed unsafe will not be performed (MUST STOP) until an investigation is completed and work process has addressed the unsafe issues.

All employees will receive training stating the process required to address unsafe work.



→ *Health, Safety and Environmental Manual, Section 8*



## 2.6 SAFE AT HOME POLICY

Valard values each of its employees and because of this, has a Safe at Home Program to protect both our workers and their families from the impact of an off the job injury.

Valard believes that the success of any Safe at Home Program requires the participation of both the worker and the worker's immediate family. Valard will make an effort to equip both you and your family with the skills and information necessary to prevent off the job incidents. To achieve this, our program is made up of three major initiatives. They are as follows;

1. Training in off the Job Safety Skills
2. Provision of First Aid and CPR Training for your immediate family members
3. Provision of Safety Equipment and advice for at-home work activities

Valard wants you and your family to become part of our strong safety culture and want each of you to know that we value the welfare of all our employees and their families.



→ *Health, Safety and Environmental Manual, Section 20*

## 2.7 INCIDENT REPORTING

It is of utmost importance that all incidents, injuries, and near misses be reported to your supervisor immediately so that they can be properly reviewed, and preventative measures put in place to prevent recurrence.

Failure to report incidents is considered cause for disciplinary action.

If you injure yourself and have to go to a medical clinic/hospital or any other medical facility such as a physiotherapist/chiropractor's office, etc. you must inform the Corporate Office and complete a Worker's WCB/WSIB or equivalent injury report form.

## CORE SAFETY POLICIES REFERENCE MATERIAL

The following documents are listed as reference. Please note that the most current versions are accessible on SharePoint.

- HSE Manual, Section 8 (Orientation, Training and Meetings Policy)
- HSE Manual, Section 14 (Positive Incentive Policy)
- HSE Manual, Section 16 (Substance Abuse Policy)
- HSE Manual, Section 25 (Vehicle/Equipment Policy)

# SECTION THREE

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## CORE HUMAN RESOURCES POLICIES

[Message from our Director, Human Resources →](#)

[Policies →](#)

[Standard of Conduct →](#)

[Code of Ethics →](#)

[Professional Conduct →](#)

[Dress Code →](#)

[Confidentiality and Inventions →](#)

[Harassment and Violence-Free Workplace →](#)

[Privacy Policy →](#)



## MESSAGE FROM OUR DIRECTOR, HUMAN RESOURCES

Thank you for joining our team! What began as a small start-up in Grande Prairie, Alberta has blossomed into Canada's premier utility contractor with offices and shops across North America. Valard's growth and continued success is due to the contributions and commitment of our people. As an employer, we are equally committed to you, offering a unique and rewarding work environment, opportunities for training and development and a very competitive compensation and benefits package.

This Handbook reflects our commitment to providing you a positive and inclusive workplace. We believe that clear communication and consistent policies are essential to creating a fair and respectful work environment, and this Handbook is a key part of that effort. We encourage all employees to review the Handbook carefully and ask any questions they may have. You'll see a range of topics, including our company culture, code of conduct, and policies. It also includes information on our expectations for employees in terms of behaviour and performance. We believe understanding its contents is an important part of being a valued member of the Valard team.

At Valard, we are committed to providing our employees with a safe, respectful, and rewarding workplace. Our employees are very valuable, and we want to ensure their success and well-being. The Human Resources team is committed to helping you feel supported, valued, and engaged, whether you work in the field or in the office. If you have any questions or concerns about HR-related matters, please don't hesitate to reach out to us at [hr@valard.com](mailto:hr@valard.com).

Welcome on board and I wish you the greatest success in your role!



*Carly Giesbrecht*

Carly Giesbrecht | Senior Director, Human Resources

## POLICIES

All policies can be found on the SharePoint website. A sampling of some of them are included in this manual but **employees should familiarize themselves with all policy manuals** (Safety, HR, Communications, IT, Travel, etc.). For further information about Policies and Procedures, please contact Human Resources or the department most related to the policy subject.

### 3.1 STANDARD OF CONDUCT

Valard is committed to promoting a positive environment and has the regulations for acceptable conduct and behavior of our employees in the Standard of Conduct Policy.

Appropriate conducts includes but is not limited to:

- Adherence to published policies, practices, and procedures
- Competent performance of all job duties assigned
- Prompt and regular attendance at work
- Courtesy, dignity, and respect for coworkers, clients, suppliers or any person who deals with the company in conduct of its business
- Adhere to appropriate dress code by wearing proper business attire and required PPE
- Be honest, fair, and trustworthy in all Valard activities and relationships
- Avoid conflicts of interest between work and personal affairs
- Observe fair employment practices and business relationships
- Strive to create a safe workplace for yourself and peers
- Sustain a culture where appropriate conduct is recognized, valued, and demonstrated by all employees and leadership

## 3.2 CODE OF ETHICS

Valard is committed to conducting business in an open and ethical manner. We accomplish this by creating a workplace built on the strength of trust, accountability, and integrity in all our business practices. It is the responsibility of every employee to build and maintain this code of ethics by supporting and actively participating in the process.

**As an employee, you are expected to act in Valard's best interests at all times**, and to exercise sound judgment unclouded by personal interests or divided loyalties. Both in performing your duties at Valard, and in your outside activities, you should avoid any conflict of interest situations, or the perception thereof.

A conflict of interest exists if your circumstances would lead a reasonable person to question whether your motivations are aligned with Valard's best interests. If, for example, you are involved in an outside activity or have financial or other personal interests that might interfere with your objectivity in performing company duties and responsibilities, you may have a conflict of interest.

To report violations and/or seek guidance related to behavior of a questionable, unethical, fraudulent or illegal nature that are, or may be, in violation of our Code of Ethics, please contact the Human Resources Department or, alternatively [ethics@valard.com](mailto:ethics@valard.com) or our Ethics Help Line at: [ethicshelpline@quantaservices.com](mailto:ethicshelpline@quantaservices.com) or 1-866-7QUANTA.



→ # 1.01 Standards of Conduct

## 3.3 PROFESSIONAL CONDUCT

We are all responsible for protecting and maintaining the integrity of Valard's reputation. The policies described in this Handbook apply to all employees. These policies are in place to protect you, the Company, our customers, and the public.

**All employees are expected to conform to basic standards of professional courtesy and respect the basic rules and guidelines that govern our values.** Constructive criticism and debate, even energetic debate, are normal parts of the intellectual process but only when conducted with civility and professional respect for all parties. Personal attacks or verbal abuse, whether oral or written, are unacceptable under any circumstances.



→ # 1.01 Standards of Conduct

## 3.4 DRESS CODE

When representing Valard, **employees should dress appropriately**. Employees should choose to dress in a manner which presents a professional image to the public and our clients and is respectful of others.

Employees are to be appropriately and professionally dressed for the work they perform. Appearance should conform to the standards/norms of the setting in which the employee is working, including any required Personal Protective Equipment (PPE) and clothing appropriate to weather conditions. Business casual attire for office staff is strongly encouraged.



→ #1.04 Workplace Etiquette  
→ Health, Safety and Environment Manual, Section 10

## 3.5 CONFIDENTIALITY AND INVENTIONS

Because of the sensitive nature of the Company's business, **it is important to protect its interests by ensuring trade secrets, confidential or proprietary information are not disclosed** to anyone outside the organization. Whether or not an individual could benefit directly or indirectly from having that information, inventions remain the property of Valard.

Valard is committed to protecting its trade secrets, confidential and proprietary information, and to ensure that inventions remain the sole and exclusive property of Valard.



→ #1.03 Confidentiality and Inventions

## 3.6 HARASSMENT AND VIOLENCE-FREE WORKPLACE

Valard believes in providing and maintaining a work environment in which all employees are free from harassment, violence, and discrimination. Valard does not tolerate violence or unacceptable behavior in the workplace. **Valard is committed to providing a work environment that promotes mutual respect, cooperation, and understanding among our employees, clients, and stakeholders.**

Unacceptable behavior can include:

- Harassment in any capacity
- Unwelcome advances or behavior towards others
- Violence or threats of violence
- Physical, verbal or psychologically aggressive behavior.



Should you have concerns about violence or harassment in the workplace, please contact your Supervisor or Human Resources directly.



→ #1.04 Standard of Conduct

→ Health, Safety and Environment Manual, Sections 19 and 29

## 3.7 PRIVACY POLICY

This Policy describes the Personal Information that Valard collects from or about you in the conduct of our business, how we use it, to whom we disclose that information, and for how long we retain that information. It further describes how we safeguard your Personal Information, either in our possession and control, or in the possession and control of Third Parties, acting on our behalf. This Policy further provides a procedure for you to access and amend Personal Information held by us.

At Valard, we are committed to protecting and respecting the Personal Information entrusted to us by our clients, investors, and employees. Our privacy commitment includes ensuring the accuracy, confidentiality, and security of any Personal Information in our possession and control.

Valard is subject to federal and provincial Personal Information protection laws. This Policy is intended to address the laws of Canada governing the collection, use, disclosure, and processing of Personal Information, including the *Personal Information Protection Act* (Alberta), the *Personal Information Protection Act* (British Columbia), the *Personal Information Protection and Electronic Documents Act* (Canada) and any comparable legislation, as applicable. Valard will comply with the privacy legislation applicable within each jurisdiction in which we operate.



→ #1.02 Privacy Policy  
→ *Health, Safety and Environment Manual, Section 11*

## CORE HUMAN RESOURCES POLICIES REFERENCE MATERIAL

The following documents are listed as reference. Please note that the most current versions are accessible on SharePoint.

- #1.01 Standard of Conduct
- #1.02 Privacy Policy
- #1.03 Confidentiality and Inventions
- #1.04 Workplace Etiquette
- HSE Manual, Section 10 (Personal Protective Equipment)
- HSE Manual, Section 11 (Incident Investigation Policy)
- HSE Manual, Section 19 (Harassment Bullying Policy)
- HSE Manual, Section 29 (Violence Policy)

# SECTION FOUR

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## PAY ADMINISTRATION

Pay Periods →

Hours of Work →

Overtime →

Electronic Paystub Password →

Vacation →

Statutory Holidays →



Valard recognizes the importance of attracting, retaining, and motivating employees. Our total compensation package recognizes individual employee contribution, while remaining directly competitive within the job markets, we operate in.

*PLEASE NOTE: where a respective Collective Agreement remains silent on certain pay practices, Valard policies and procedures shall supersede while always subject to labour and employment laws for that jurisdiction.*

## 4.1 PAY PERIODS

Valard Payroll Services pays employee wages by direct deposit on designated weekly pay dates. Certain Collective Agreements may dictate an alternate pay cycle.

Pay stubs are emailed to the employee's personal email address supplied at the time of hire.

Upon voluntary termination of employment, the employee will be provided final pay on the next scheduled pay period.



→ #6.01 Pay Administration

## 4.2 HOURS OF WORK

Our employees typically work between 8 and 11 hours a day, depending on the business area and current business needs. Work schedules may vary according to customer or project requirements and are subject to change. All work schedules remain consistent with the applicable Provincial or territory legislation. Hours of work practices are discussed with the employee at the time of hire.



→ #6.01 Pay Administration

## 4.3 OVERTIME

Work that is performed outside your regular scheduled hours of work requires pre-approval from your Direct Supervisor. Employees who work overtime, both scheduled, and non-scheduled, will be compensated by governing Provincial legislation and if applicable, in accordance with a Collective Agreement.



→ #6.01 Pay Administration

## 4.4 ELECTRONIC PAYSTUB PASSWORD

All emailed paystubs are automatically password protected. When you open the attachment (PDF) of your paystub, you will be prompted for a password. Your password is:

- the first 2 letters of your last name (in capital letters)
- combined with the first letter of your first name (in capital letters)
- and the last 4 numbers of your Social Insurance Number

For example, using the name “Jane Doe” and the Social Insurance Number “123 456 789”, the password would be: DOJ6789

Contact the Payroll Department if you are having problems with your paystub password.

Protect your Social Insurance Number (SIN) at all times. **DO NOT SHARE YOUR SIN WITH ANYONE ELSE.**

## 4.5 VACATION

Valard encourages employees to take their full vacation time allotted to them. Time away from work is important and encourages a work-life balance.

Hourly employees can choose to accrue their vacation pay. Accrued vacation pay will be paid out in July and/or December unless otherwise requested.

For employees who choose not to accrue vacation pay, it will be paid within each pay period. In this circumstance employees may still take vacation; however, it will be unpaid for the days not at work.

Vacation scheduling must be approved in advance at the discretion of the Direct Supervisor where business and staffing needs allow. Employees should provide a minimum of two (2) weeks' notice to their Direct Supervisor prior to the requested time off.



→ #9.03 Vacation

## 4.6 STATUTORY HOLIDAYS

In addition to annual vacation, Valard recognizes Statutory Holidays, in accordance with Federal and Provincial legislation. Employees become eligible for statutory holiday pay following completion of 30 days of employment. Staff will either receive statutory holiday pay if they are scheduled to work or will receive a paid day off.

## PAY ADMINISTRATION REFERENCE MATERIAL

The following documents are listed as reference. Please note that the most current versions are accessible on SharePoint.

- #6.01 Pay Administration
- #9.03 Vacation

# SECTION FIVE

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## GROUP BENEFITS

[Benefit Plan Information](#) →

[Employee & Family Assistance Program](#) →

[Registered Retirement Savings Plan \(RRSP\)](#) →

[Tax Free Savings Account \(TFSA\)](#) →

[Sick Time](#) →



*Please note should a respective Collective Agreement remain silent on certain benefits, Valard Construction LP policies and procedures shall prevail.*

## 5.1 BENEFIT PLAN INFORMATION

As part of our commitment to your well-being, Valard provides Group Benefits that are effective on your start date. The health and dental benefit coverage is mandatory, unless you can provide evidence of alternative coverage. Valard covers all benefit plan premiums, with the exception of short-term disability (STD) and long-term disability (LTD). You will receive a welcome email with a benefits guide, detailing the full benefits you'll receive as an employee. You'll also be sent an invitation link via CanadaLife GroupNet email to enroll, please follow their instructions.

Valard reserves the right to amend any of these benefit plans at any time; employees will be notified in writing in advance of any changes.

For information on your benefits coverage please contact CanadaLife Customer Service Center toll free at 1-800-957-9777.



→ #7.01 Benefits and Wellness



## 5.2 EMPLOYEE & FAMILY ASSISTANCE PROGRAM

TELUS Health offers a full-service Employee & Family Assistance Program available to employees and their eligible family members. Employee Assistance Program is paid 100% by Valard. These services are **completely confidential**, and the toll-free access phone number is available 24 hours a day, seven days a week.

Access your TELUS Health EAP 24/7 by phone, web, or mobile app.

Toll-Free: 1.866.289.6749

TTY: 1.877.338.0875

Web: [one.telushealth.com](http://one.telushealth.com)

Mobile App: TELUS Health One

Login credentials

Username: canadalife

Password: telus1



### CUSW Benefit Plan

Employees under the CUSW benefit plan have access to Homewood Health as their Employee Assistance Plan.

Toll-Free: 1.800.663.1142

En français: 1.866.398.9505

TTY: 1.888.384.1152

Important info for calling:

- Benefits are with PSBT (Power Sector Benefit Trust), and you must be on the PSBT benefit enrolment
- Your union is CUSW, under the Valard Contract

### Access Online - Via Your Account Hub →

Login Issues? Contact [info@psbt.ca](mailto:info@psbt.ca)



→ #7.01 Benefits and Wellness

## 5.3 REGISTERED RETIREMENT SAVINGS PLAN (RRSP)

Valard is committed to providing employees with a competitive compensation package and assisting employees in planning for their retirement. Valard contributes, matching up to 5%. To participate, the employee must enroll in the RRSP program, after completing 3 months of employment. Where Valard is required to contribute to an alternate pension plan as outlined in the provision of an applicable Collective Agreement, the employee will cease eligibility for company matching RRSP contributions.



→ #7.01 Benefits and Wellness



## 5.4 TAX FREE SAVINGS ACCOUNT (TFSA)

Valard employees have the option to set up a Tax-Free Savings Account (TFSA) administered by Manulife. Valard will payroll deduct the amount indicated and forward to your account with Manulife. Valard does not match any contributions made by employees. If you have any questions, contact Human Resources at [hr@valard.com](mailto:hr@valard.com).



→ #7.01 Benefits and Wellness

## 5.5 SICK TIME

Valard offers sick leave benefits to office employees and non-union field employees who require time away from work due to non-work-related illness or medical issues.

Employees are responsible for notifying their Direct supervisor as soon as possible that the time off will be required due to non-work-related illness or injury, preferably in writing. Direct supervisors are responsible for reviewing and where appropriate, approving sick leave usage of their employees.

Union employees are governed by the terms of the applicable Collective Agreement.



→ #9.02 Sick Leave

## GROUP BENEFITS REFERENCE MATERIAL

The following documents are listed as reference. Please note that the most current versions are accessible on SharePoint.

- #7.01 Benefits and Wellness
- #9.02 Sick Leave

# SECTION SIX

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## EMPLOYEE INCENTIVES

[Employee Discounts →](#)

[Tool Allowances →](#)

[Positive Safety Incentive Program →](#)



## 6.1 EMPLOYEE DISCOUNTS

Valard has entered into agreements with some companies, to provide employee discounts, etc. For more information, please visit SharePoint, in the HR/Incentives section, or contact the Human Resources Department.

## 6.2 TOOL ALLOWANCES

Eligible Valard employees may receive a tool allowance based on the job they are hired to perform. As Valard has various contractual agreements across Canada, individual amounts and criteria for reimbursement are determined by the project or worksite.



→ *Health, Safety and Environment Manual, Section 14*

## 6.3 POSITIVE SAFETY INCENTIVE PROGRAM

Valard believes that employees who achieve high work standards in both Safety as well as ***“Doing it Right”***, deserve to be recognized. This program has been developed so that employees who are showing that work can be done without any incident and who are following all safe work practices and standards can be rewarded.

Points are awarded for each safe day of work, this includes participation in the Tailboard, as well as periodically reviewing Tailboards throughout the day, participating in Safety Meetings, following Safe Work Procedures and promoting an incident free workplace.

Valard will also recognize employees who go above and beyond. These are workers who take initiative and promote good work habits as well as give suggestions to provide a safer or more productive process, or who simply go the extra mile to help their co-workers or a member of the public in need. This recognition will be based on the type of suggestion and its value to the company, which can result in the awarding of additional points.

***POSITIVE SAFETY INCENTIVE PROGRAM,  
CONTINUED***

All full-time Valard employees earn one point for each safe day of work. The point value is equivalent to one dollar, and safety points are only redeemable for safety point products or eligible clothing from All Power in Edmonton, Alberta.

After you have accumulated some points, you can follow the instructions below to log onto the Safety Points website and redeem your points.

1. Go to [valard.fivestarpromo.com](http://valard.fivestarpromo.com)
2. Your username will be your Valard email address. If you don't have a Valard email address, your username will be the email address you provided when you were hired. If no email address was provided when hired, your username will be the first initial of your first name, followed by your last name @Valard.estores, Ex: jsmith@Valard.estores
3. Your password will be your employee ID# (found on the top corner of your pay stubs, usually a 6-digit number) with the letters VAL in front, EX: VAL123456.
4. You should now be on our Welcome Page where you can follow instructions to redeem your points.

Please make use of the suggestion box located on the site if you have comments or ideas for future items you would like to see offered.

If you have any difficulties accessing the site, please email [valard@fivestarpromo.com](mailto:valard@fivestarpromo.com).

All other questions regarding safety points can be sent to [safetypoints@valard.com](mailto:safetypoints@valard.com).

Since this program is designed for a safe workplace incentive, it is important to also recognize that workers may lose points for work standards that do not meet Valard's expectations. The number of points lost will be based on each infraction or incident's severity. Depending on the infraction or incident, only the responsible worker may lose points, in some cases the foreman and crew will also lose points.

## EMPLOYEE INCENTIVES REFERENCE MATERIAL

The following documents are provided as reference. Please note that the most current versions are accessible on SharePoint.

- HSE Manual, Section 14 (Positive Incentive Policy)

# S E C T I O N   S E V E N

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## R E C R U I T M E N T & S E L E C T I O N

Equal Opportunity Employment →

Employment of Relatives →

Re-Employment →

Employee Transfers →

Probationary Period →



## 7.1 EQUAL OPPORTUNITY EMPLOYMENT

Valard respects the diversity and equity of job candidates and current employees.

Valard is committed to recruiting and selecting individuals who are the most qualified to perform the job. Candidates applying for job vacancies may come from existing staff or from outside sources. In the interest of fairness, candidates are encouraged to submit job applications to vacant positions and will be screened in the same manner as applications received from external applicants. Valard is an equal opportunity employer.



→ #2.01 *Recruitment and Selection*

## 7.2 EMPLOYMENT OF RELATIVES

Valard encourages and supports the hiring of qualified family members. When employees refer qualified family members for vacant job postings, the employee must then remove themselves from the recruitment process and defer the interview and hiring decision to the hiring manager or equivalent. Employees must complete and sign an Acknowledgment and Agreement Form, and refrain from being in a direct reporting relationship with a relative.



→ #8.02 *Employment of Relatives*

## 7.3 RE-EMPLOYMENT

Employees who leave Valard on amicable terms may be eligible for re-employment. Employees who leave without proper notice, or whose employment is terminated for disciplinary reasons, shall not be eligible for re-employment.



→ #2.01 *Recruitment and Selection*

## 7.4 EMPLOYEE TRANSFERS

Employee transfers occur when an employee is being transferred from one site or project to another, for a variety of reasons. When employees are transferred, every effort is made to ensure fair and equitable treatment.

Our goal is to utilize existing employees who have the qualified skills before any new personnel are hired. If a specific classification of tradesperson is not internally available, then the Human Resources Department can be contacted for further assistance. All hiring must be done in collaboration with the Human Resources team.

Rates and hiring conditions that are assigned to new personnel (field or management) must be equitable with those of existing staff who have similar qualifications.



→ #6.01 Pay Administration

## 7.5 PROBATIONARY PERIOD

The probationary period establishes a time period during which new or returning employees can evaluate their new job responsibilities while at the same time providing Valard with the opportunity to assess their suitability.

During the probationary period, the employment contract may be terminated by either party at any time. In general, employees shall serve a three (3) month probationary period upon hire, in accordance with applicable provincial Employment Legislation.

Employees covered under a collective agreement will refer to the terms and conditions of that agreement.



→ #8.03 Probationary Period

## RECRUITMENT & SELECTION REFERENCE MATERIAL

The following documents are listed as reference. Please note that the most current versions are accessible on SharePoint.

- #2.01 Recruitment and Selection
- #6.01 Pay Administration
- #8.02 Employment of Relatives
- #8.03 Probationary Period

# SECTION EIGHT

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## EMPLOYEE DEVELOPMENT

Educational Development →

Employee Training & Development →

Training Programs →



## 8.1 EDUCATIONAL DEVELOPMENT

Valard encourages the professional development of our employees. At the discretion of the Direct Supervisor, employees may be able to attend conferences, seminars, and meetings which are identified as being beneficial to the employee and the work they do. Valard may also support an employee with costs associated with continuing education courses and maintaining a professional accreditation.



→ #3.01 Professional Development

## 8.2 EMPLOYEE TRAINING & DEVELOPMENT

Valard is willing to assess and sponsor committed tradespeople for apprenticeship in the following trades:

- Auto Body Refinishing
- Automotive Service Technician
- Communications Technician
- Crane & Hoist – Boom Truck & Mobile Crane
- Electrician
- Heavy Equipment Technician
- Powerline Technician
- Power System Electrician
- Welding
- Parts Technician

To register as an apprentice, initial contact is to be made with your supervisor/manager for approval. Valard's Human Resources department will then fill out a pre-qualification application. Once approved, an online application is then made with AIT - Apprenticeship and Industry Training. HR then coordinates class scheduling and records keeping.

## 8.3 TRAINING PROGRAMS

The powerline industry is a high-risk environment that requires competent, skilled and knowledgeable employees to maintain, construct and operate electrical systems safely. To ensure the safety of employees and the public, as well as to maintain Valard's reputation and profitability, Valard provides its employees with comprehensive training.



Valard provides safety, operational and leadership training to improve the skills and knowledge of our employees, ensuring they are well-equipped to handle the demands of their work and deliver high-quality results for their clients. Through these training programs, Valard aims to continuously enhance the capabilities of its workforce and maintain its position as a leading provider of powerline construction services while also fostering a culture of continuous learning and improvement.

While Valard is proud of all of our training courses, please review two that we would like to showcase.

### TRANSFORMER TRAINING

Valard's Transbanker mobile transformer training lab offers a safe and effective hands-on training program for our powerline technicians. The course provides comprehensive training on selecting, connecting, and testing transformers, ensuring that our technicians have the necessary skills to perform their job duties safely and effectively.



## TRAINING PROGRAMS, CONTINUED

## QUANTA CREW LEADERSHIP

Valard is proud to deliver Quanta Crew Leadership to all of our operational leaders. The objective of the Quanta Services Crew Leadership certification course is to enhance the knowledge and behavior of those people serving in frontline, job-site leadership positions. The course is centered upon Quanta's three principles of crew Leadership.

- Lead your People
- Plan your Work
- Run Your Business

Upon completion of this course, our employees possess several valuable skills to lead their crew effectively.

*We look forward to training you!*

EMPLOYEE DEVELOPMENT  
REFERENCE MATERIAL

The following documents are listed as reference. Please note that the most current versions are accessible on SharePoint.

- #3.01 Professional Development

# SECTION NINE

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## DISPUTE RESOLUTION, DISCIPLINE, AND TERMINATION

Dispute Resolution →

Discipline →

Termination of Employment →



*Please note, should a respective Collective Agreement remain silent on issues listed below, Valard policies and procedures shall supersede.*

## 9.1 DISPUTE RESOLUTION

Valard employees play an important role in maintaining a healthy workplace. When faced with conflicts at work, where possible, employees are encouraged to resolve the issue informally by communicating in a professional manner directly with the other individual(s) involved. Attempt to resolve conflicts by considering the interests of others and consider that many times disputes arise due to misunderstandings and miscommunications. Where disputes persist, employees are encouraged to request the assistance of their Direct Supervisor to resolve the matter.



→ #10.02 Dispute Resolution

## 9.2 DISCIPLINE

It is the practice of Valard to be patient, fair, and tolerant in the administration of its Discipline policy. Employees are encouraged to exercise self-discipline at all times in their conduct and performance.

Breaches of Company policies, standard practices, or normal business ethics are not acceptable and may result in disciplinary action up to and including termination of employment.

Discipline may be administered at any time when an incident or developing pattern of behavior creates a serious concern. Discipline

### INFORMAL DISCIPLINE

- Coaching (performance feedback)

### FORMAL DISCIPLINE

- Verbal Warning
- Written Warning
- Suspension with or without pay
- Termination of employment

## DISCIPLINE, CONTINUED

may be administered in the method of informal counseling or formal discipline procedures, depending on the severity of the infraction. Disciplinary action is administered by the Direct Supervisor; Human Resources may assist the Direct Supervisor in ensuring fair and consistent administration of the Discipline policy.



→ #10.01 Discipline

## 9.3 TERMINATION OF EMPLOYMENT

Terminations may arise from voluntary resignation, retirement, involuntary termination or layoff. All terminations shall be handled in a fair and lawful manner in accordance with jurisdictional employment legislation. Upon termination of employment, all Valard property must be surrendered to the Direct Supervisor promptly and in good condition.

Employees who resign voluntarily must provide Valard reasonable written notice. In all cases of termination of employment and/or lay-off, Direct Supervisors are responsible for completing an Employee Termination Form and submitting to Human Resources in a timely manner. Payroll will issue a Record of Employment (ROE) that will be sent directly to Employment Canada and will not be sent to the employee's house address unless otherwise specified in a Collective Agreement.



→ #8.04 Termination of Employment

## DISPUTE RESOLUTION, DISCIPLINE, AND TERMINATION REFERENCE MATERIAL

The following documents are listed as reference. Please note that the most current versions are accessible on SharePoint.

- #8.04 Termination of Employment
- #10.01 Discipline
- #10.02 Dispute Resolution
- HSE Manual, Substance Abuse Policy 16.0

# S E C T I O N   T E N

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## L E A V E S   O F   A B S E N C E

Absenteeism →

Unforeseen Emergency Situations Leave →

Bereavement Leave →

Jury Duty / Court Witness Leave →

Maternity / Paternity Leave →



*Please note, should a respective Collective Agreement remain silent on issues listed below, Valard policies and procedures shall supersede.*

## 10.1 ABSENTEEISM

Every employee plays a vital role in keeping our business productive and competitive. Valard expects employees to be prompt, fit for duty, and regular in their attendance. Occasionally there are circumstances where tardiness or absence from work may occur. Reviewing the procedure to follow when absent from work with your Direct Supervisor will allow clear understanding between both parties of their responsibilities. Attendance is monitored by the Direct Supervisor as part of employee performance; excessive unexcused absences will be subject to disciplinary action, up to, and including, termination of employment.

Absence from work for three (3) consecutive workdays, without notification and approval from your Direct Supervisor, is considered to be a voluntary resignation of employment.



→ #1.05 Absenteeism



## 10.2 UNFORESEEN EMERGENCY SITUATIONS LEAVE

Every employee plays a vital role in keeping our business productive and competitive. Valard expects employees to be prompt, fit for duty, and regular in their attendance. Occasionally there are circumstances where tardiness or absence from work may occur. Reviewing the procedure to follow when absent from work with your Direct Supervisor will allow clear understanding between both parties of their responsibilities. Attendance is monitored by the Direct Supervisor as part of employee performance; excessive unexcused absences will be subject to disciplinary action, up to and including termination of employment.

Absence from work for three (3) consecutive workdays, without notification and approval from your Direct Supervisor, is considered to be a voluntary resignation of employment.



→ #9.01 Leave of Absence

## 10.3 BEREAVEMENT LEAVE

In the event of the death of a member of an employee's immediate family, an employee is entitled to and shall be granted a bereavement leave for the purpose of arranging and/or attending the funeral.

Valard will comply with all Provincial employment standards regarding employee entitlements in relation to Bereavement Leave. Where extended travel is required to arrange or attend a funeral for a member of an employee's Immediate Family, two (2) additional days of bereavement leave shall be granted. Extended travel is defined as at least four (4) hours travel in either direction.

Any requirement for additional time off without pay requires the approval of the Direct Supervisor.

This policy applies to all non-union employees. Where appropriate: special and other leave provisions for employees governed by the terms of a Collective Agreement will prevail.



→ #9.01 Leave of Absence

## 10.4 JURY DUTY / COURT WITNESS LEAVE

Valard wishes to assist employees in fulfilling their civic responsibilities to the judicial process by providing an unpaid leave of absence. An employee who is summoned for jury duty or as a court witness shall be granted Jury Leave or Court Witness Leave, without pay, for the period required.

Employees must inform their Direct Supervisor of the leave requirements at the earliest opportunity. The employee must provide written documentation of the summons and must keep their Direct Supervisor regularly informed about how long they are likely to be away from work.



→ #9.01 Leave of Absence

## 10.5 MATERNITY / PATERNITY LEAVE

Maternity and parental leave and other government supported leaves shall conform to the provisions of the Provincial or Federal legislation of which the leave applies. Valard will issue a Record of Employment on commencement of leave which allows the employee to make a claim for Employment Insurance to Service Canada directly.

In order to return the employee to their position or a position of equal responsibility and salary level, the employee must return to work on or before the legislated maximum amount of time granted. During the full period of leave, vacation and sick leave shall **not** continue to accumulate. Employees must provide the company with thirty (30) days' notice in writing prior to returning to active duty.



## MATERNITY / PATERNITY LEAVE, CONTINUED

While on maternity/parental leave, an employee may choose to continue their medical benefits coverage by agreeing to pay the full monthly premium payment for the duration of the leave. Payment must be made by personal cheque, money order, or bank draft, and must be made payable to Valard Construction and mailed to the Human Resources Department.



→ #9.01 Leave of Absence

## LEAVES OF ABSENCE REFERENCE MATERIAL

The following documents are listed as reference. Please note that the most current versions are accessible on SharePoint.

- #1.05 Absenteeism
- #9.01 Leave of Absence

# SECTION ELEVEN

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## TRAVEL AND ACCOMMODATION PRACTICES

General Travel →

Travel Time →

Hotel Accommodations →

Camp Facilities →

Camp Facilities Parking →

Smoking →

Living Out Allowance (LOA) →



*Please note, should a respective Collective Agreement remain silent on issues listed below, Valard policies and procedures shall supersede.*

## 11.1 GENERAL TRAVEL

All employees who travel on flights during their employment must conduct themselves in a courteous and professional manner. As employees of Valard, we are all responsible for maintaining a positive reputation for the Company.

Please be aware that all employees are required to follow airline protocols and safety instructions when directed, and are responsible for their actions and consequences for not observing airport and airline procedures.

All flight requests for employees will be sent to Valard Travel by the Direct Supervisor. If there is a problem with the flight booked, communicate this with your Direct Supervisor. All travel requests are to be approved by the Project Manager before flights will be booked to project sites.



- #6.03 Business Travel
- #6.04 Business Expense Claims

## 11.2 TRAVEL TIME

Dependant on the requirements of the project, travel time between the group assembly point and physical work locations may be part of normal (regular) work hours; some Collective Agreements stipulate that Travel time is outside of normal (regular) work hours. For further information please contact your Direct Supervisor or refer to your Collective Agreement (if applicable). Employees are responsible for arranging their transportation to and from the group assembly point (if applicable). Office employees are responsible for their own transportation to and from the workplace.

## 11.3 HOTEL ACCOMMODATIONS

From time to time, employees may be required to travel for business purposes. Accommodation will be provided for and approved by your Direct Supervisor.

When staying in Company provided hotel accommodations, employees are expected to conduct themselves in a professional manner. If room damages occur and/or outstanding incidental charges remain to be paid, the employee will be responsible for them.



- #6.03 Business Travel
- #6.04 Business Expense Claims
- #1.01 Standard of Conduct

## 11.4 CAMP FACILITIES

Valard and Camp Administrators strive to set a level of comfort and provide exceptional service for all residents staying in a camp facility. All employees who stay in a Valard camp or a third-party camp must abide to all rules and regulations of the camp. Employees are encouraged to become familiar with camp rules and regulations by reviewing the camp's information package upon check-in. Cooperation with all camp staff, including security, is a requirement to stay in the camp.

Valard enforces a drug-free and alcohol-free camp policy. No employee shall consume alcohol or drugs anywhere on camp property including in vehicles and common areas. The possession, use or sale of drugs and alcohol is strictly prohibited, and will lead to further discipline up to and including termination of employment.



- #1.01 Standard of Conduct
- #10.01 Discipline
- *Health, Safety and Environment Policy: Substance Abuse Policy, Section 16*

## 11.5 CAMP FACILITIES PARKING

Parking is permitted only in designated parking areas and is left solely at the vehicle owner's risk. Camp residents must register their license plate number when checking in. Contractor parking is available in the designated areas at the camp. Any vehicle parked in "no parking" areas will be towed away at the employee's expense. The Direct Supervisor or Camp Manager can advise of parking availability.

## 11.6 SMOKING

Valard maintains non-smoking rooms in all of our camps. Smoking is only permitted in designated "Smoking Areas" outside. Smoking in areas that are not dedicated "Smoking Areas" is strictly prohibited and will lead to further discipline up to and including termination of employment. The Direct Supervisor can advise of individual camp designated smoking areas.

## 11.7 LIVING OUT ALLOWANCE (LOA)

To provide an offset cost for food and lodging, a pre-determined daily LOA amount will be provided to employees that are required to work away from home as part of their job and are not living within camp facilities during those periods.

LOA entitlements vary from project to project and are subject to terms set out in a Collective Agreement, where applicable. Please defer to the Direct Supervisor for further clarification on individual circumstances.



→ #6.01 Pay Administration

## TRAVEL AND ACCOMMODATION PRACTICES REFERENCE MATERIAL

The following documents are listed as reference. Please note that the most current versions are accessible on SharePoint.

- #1.01 Standard of Conduct
- #6.01 Pay Administration
- #6.03 Business Travel
- #6.04 Business Expense Claims
- #10.01 Discipline
- HSE Manual, Substance Abuse Policy 16.0

# SECTION TWELVE

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## INFORMATION TECHNOLOGY

Cell Phone / Wireless Electronics Devices →

Computer, Email and Internet Usage →

Social Media →



All Valard property (including supplies, materials, equipment, vehicles, buildings, etc.) and Information Technology resources, including the Internet and electronic forms of communication (email), are intended for Valard business purposes.

All employees are responsible for the security and protection of Valard property and Information Technology resources that are entrusted to you. **Employees shall exercise careful judgment when using the Internet, Intranet, email, or other Valard IT resources, and are accountable for all content viewed and stored on the applicable resources.**

## 12.1 CELL PHONE USE / WIRELESS ELECTRONIC DEVICES

Where deemed necessary for the effective performance of job duties, Valard shall provide the employee with a cell phone, tablet or other wireless electronic device to use for business purposes.

The equipment remains the property of Valard and must be returned immediately upon request or upon the termination of employment.

In employment activities where it is essential for an employee to have a cellphone / wireless electronic device in a motor vehicle, Valard will provide a hands-free unit. Employees are prohibited from operating a vehicle on company business while using a hand-held cellphone or hand-held wireless electronic device except for the purpose of contacting Emergency Services (ambulance, fire, police) only. Specifically;

- (a) An employee shall not operate a hand-held cell phone or a hand-held wireless electronic device while driving a vehicle, unless operated in hands-free mode, or the vehicle is off the roadway and not moving or the vehicle is lawfully parked;
- (b) An employee shall not have a display screen of a television, computer or other device visible to the driver while the vehicle is moving, with the exception of a mounted global positioning system or a built-in vehicle system display;

## CELL PHONE USE / WIRELESS ELECTRONIC DEVICES, CONTINUED

- (c) An employee shall not read or view printed material, text, type or write, print or sketch, or engage in other distractions while driving a motor vehicle.

Employees are prohibited from making illegal transactions, threats, harassing telephone calls or messages or anything else which contravenes the employee conduct policy while using their cell phones or wireless electronic devices.



- #4.01 Electronic Resources
- *Health, Safety and Environmental Manual, Section 25*

## 12.2 COMPUTER, EMAIL, AND INTERNET USE

Valard's Electronic Resources are business systems for use by authorized employees to conduct legitimate company business. Use of Valard's Electronic Resources for any purpose that is not specifically related to its business is not tolerated.

The Information Technology Department is responsible for authorizing the use of Electronic Resources, providing appropriate training to users, issuing user accounts and monitoring the use of Electronic Resources as necessary or as requested. This includes auditing and logging Internet and e-mail use for compliance with this policy. Additionally, the Information Technology Manager is responsible for investigating and reporting on any allegations or concerns regarding the misuse of these systems.



- #4.01 Electronic Resources

## 12.3 SOCIAL MEDIA

Social media represents a fundamental opportunity for Valard to evolve its means and style of interaction with employees, customers, vendors, business leaders, media, etc., as well as expand and deepen such interactions. This policy supplements long-standing policies regarding employees' personal interactions (such as the Code of Conduct Policy) and builds upon the sound judgment that we expect our employees to use in their professional interactions.

All employees and/or contractors of Valard are required to comply with this Policy.

All Valard employees are subject to all Valard and Quanta (parent) company policies that govern employee behavior and that govern disclosure of information, including confidential information. The same principles and rules that apply to Valard employees' activities in general also apply to online communication.

### DISCIPLINE AND CONSEQUENCES OF NON-COMPLIANCE

Employees are expected to know Valard's principles, rules, and policies before engaging in social media. If you become aware that Valard technologies and electronic communications are being used inappropriately or that social media use is in violation of Valard policy, notify your manager or Human Resources representative. Failure to comply with Valard's social media policy, as well as other related policies, may result in disciplinary consequences up to and including termination of employment.

The above represents a summary of the expectations around Social Media use by employees. The complete policy for Social Media Use and Conduct can be found on Valard's SharePoint site. It is the employee's responsibility to review and understand the policy in its entirety.



→ #3.0 Social Media Policy

## INFORMATION TECHNOLOGY REFERENCE MATERIAL

The following documents are listed as reference. Please note that the most current versions are accessible on SharePoint.

- #3.01 Professional Development
- #4.01 Electronic Resources Policy
- #6.01 Pay Administration
- HSE Manual, Section 25 (Vehicle/Equipment Policy)
- Social Media Policy - Document #3.0

# SECTION THIRTEEN

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## COMMUNITY PARTNERSHIPS

[Indigenous Relations Statement →](#)

[Indigenous Awareness Training →](#)

[Community Engagement →](#)



## 13.1 INDIGENOUS RELATIONS STATEMENT

Valard acknowledges that Indigenous Peoples have distinct historic cultural values across Canada. Recognizing this, we are committed to building mutually beneficial, sustainable, and collaborative relationships and partnerships with Indigenous Peoples.

Valard employees' work for and achieve a level of trust, as a building block for our Indigenous partnerships. We maintain our partnerships by keeping our word.

To find out more, you can reach out to our Indigenous Relations Group by visiting the list of contacts on SharePoint.



## 13.2 INDIGENOUS AWARENESS TRAINING

Conducting business and building partnerships with Indigenous communities has always been at the core of Valard's principles. Our operations are within Indigenous Traditional Territories across Canada, and as such, all employees receive Indigenous Awareness Training as part of their New Hire Orientation. The course provides awareness for a better understanding of the importance of cultural traditions, history, and values for Indigenous Peoples and ways to better engage and interact with Indigenous peoples, whether they be our colleagues, clients, neighbors, or fellow community members.

For more information or access to the training, please email [training@valard.com](mailto:training@valard.com).

## 13.3 COMMUNITY ENGAGEMENT

Valard has over 40 years of history building strong partnerships and relationships with diverse communities across the country. Its success is based on a simple approach of respect, openness, and fairness. The company strives to create employment, enhance skills, and improve the economic conditions of communities neighboring its projects.

Valard's long-standing corporate donations program responds to an average of 50 different causes, across Canada annually. A good cross section of community sectors is represented – from education to medical to Indigenous initiatives.

For more information, please reach out to our Corporate Communications group at 780-436-9876 or [corpcomm@valard.com](mailto:corpcomm@valard.com).





CONNECTING PEOPLE. POWERING COMMUNITIES.

