



Employee Handbook

Canada

Table of Contents

| | |
|--|----|
| A Message from Barracuda Networks | 5 |
| Section 1: Welcome to Barracuda! | 6 |
| How Barracuda Began | 7 |
| Where Does the Company Name Come From? | 7 |
| Our Values | 7 |
| Section 2: About our Handbook | 8 |
| Employee Handbook Versions and Changes in Policies | 9 |
| Manager Responsibilities | 9 |
| Section 3: Facilities | 11 |
| Parking | 12 |
| Office Security | 12 |
| Kitchen | 12 |
| Boardrooms | 13 |
| Office Environment | 13 |
| Share the Air | 14 |
| Gym | 14 |
| Section 4: Getting Set Up - Technology | 15 |
| Ultipro | 16 |
| Zoom | 16 |
| Slack | 16 |
| Concur | 17 |
| IT Help | 17 |
| Section 5: Payroll & Benefits | 18 |
| Payroll | 19 |
| Paystubs | 19 |
| Group Benefits | 19 |
| Section 6: Your Work Day | 20 |
| Hours of Work | 21 |
| Working from Home | 21 |

| | |
|--|-----------|
| Workplace Accommodations | 21 |
| Statutory/Civic Holidays | 21 |
| Booking Time Off | 22 |
| Barracuda Networks Flexible Vacation Policy | 22 |
| Sick Leave | 23 |
| Time off for Term Employees | 24 |
| Bereavement Leave | 24 |
| Jury Duty | 24 |
| Pregnancy and Parental Leave | 24 |
| Parenthood Leave | 25 |
| Other Statutory Leaves | 25 |
| Business Continuity | 26 |
| Job Abandonment | 26 |
| Section 7: Respectful Workplace | 27 |
| Section 8: Accessibility for Ontarians with Disabilities – Workplace Accommodations | 29 |
| Scope | 30 |
| Responsibilities | 30 |
| Approach to Accommodation | 31 |
| Accommodation Process | 31 |
| Accommodation Options | 33 |
| When is Accommodation Not Feasible? | 33 |
| Workplace Information | 33 |
| Talent and Performance Management | 34 |
| Return to Work Process | 34 |
| Section 9: Health and Safety | 35 |
| Our Safety Policy Statement | 36 |
| Roles and Responsibilities | 36 |
| Joint Health and Safety Committee Function and Role | 38 |
| Health and Safety Training | 41 |
| Emergency Response Plan | 42 |
| First Aid Kits | 43 |
| Emergency Contact Information | 43 |
| Medical Information/Allergy Alerts | 43 |
| Work Refusals | 44 |
| Workplace Inspections | 44 |

| | |
|--|-----------|
| Alcohol and Drugs | 45 |
| Discipline | 45 |
| Section 10: Access to Personal Information | 46 |
| Section 11: Electronic Communications | 48 |
| Computer and E-Mail Usage..... | 49 |
| Internet Usage and Social Media Communication | 49 |
| Cell Phones..... | 50 |
| Section 13: Acknowledgement and Consent Form..... | 51 |



A Message from Barracuda Networks

We are excited to have you as a member of the Barracuda Networks team. We believe you can contribute to our growing business.

Barracuda Networks is committed to excellence in all aspects of our business. As a member of our team, we hope you will discover this pursuit of excellence as a rewarding part of your experience here.

The success of Barracuda Networks is dependent on how well we each do our jobs and come together as a unified team. We work hard to earn the trust and respect of people around us – potential and existing customers, partners, vendors, and colleagues – so these people will make the decision to work with us, to select our products and services, to help make us all successful. This Employee Handbook has been developed to help answer many of your potential questions about our employment policies. If you have questions about the policies herein contained, please discuss with your Manager or a representative of the Human Resources Department.

All Barracuda employees worldwide share a set of values which unifies us and makes Barracuda a special place to work. At Barracuda we always strive to,

Think Customer

Drive Innovation

Take Ownership

Deliver Outcomes

Succeed Together

I also encourage you to think creatively and make any suggestions for improvement. Barracuda's success depends on our employees doing great things every day for our customers and each other.

Sincerely,

BJ Jenkins,
CEO Barracuda Networks



Section 1: Welcome to Barracuda!

How Barracuda Began

Dean Drako, Michael Perone and Zach Levow were running an ISP in 2002 and couldn't find an affordable spam-blocking product to protect their small business. So, the team developed its own solution in a tiny Los Altos office overlooking a courtyard next to a Mexican restaurant that often served as the Company conference room. Based on their success, the three soon realized they could provide businesses of all sizes with an email-security solution that wasn't expensive or complex—the idea for Barracuda was born.

Where Does the Company Name Come From?

Lion, tiger and alligator were among the many aggressive-sounding Company names our founders debated and deliberated. They wanted something with teeth! Barracuda was the big winner and the Company has lived up to its name ever since by fiercely protecting customers and making the world a safer place.

Our Values

Think Customer

Our customers can rely on us. We are responsive, transparent, and passionate about making them successful. We earn their trust with each experience and build long-term relationships.

Drive Innovation

We think creatively to solve problems in new and exciting ways. We are not afraid to challenge the status quo and have the confidence to be different. We lead and embrace change.

Take Ownership

When we see an opportunity, we go for it. When we take something on, we hold ourselves accountable and persevere. We are empowered and, no matter the challenge, we step up to get it done.

Deliver Outcomes

We have a tenacious drive to be successful on every step of our journey. We start with the desired result in mind and take purposeful actions. We are disciplined and focused on what we set out to accomplish. We see and understand the benefits of our work.

Succeed Together

We work collectively to achieve success, encourage one another, and communicate effectively. We treat each other with respect and have each other's backs. When we work together, we all succeed.



Section 2: About our Handbook

The Employee Handbook should give you an overview of our local organization, what's expected of you, and what you can expect from us. This Handbook is not intended as a comprehensive guide to all our policies and procedures. Company-wide policies, including our Code of Conduct, can be found online at [Barracuda Campus](#). You can also contact your Manager or Human Resources to request a copy of a specific policy.

Our policies and procedures are intended to comply and work in harmony with employment/labour standards laws, human rights and other anti-discrimination laws, and other legislation applicable where you work. If applicable legislation provides any entitlements over and above what the Company provides under our policies, then naturally the Company will honour those additional legislative requirements. Our policies are based primarily on Ontario requirements. If you work in a different province, please understand that different and/or additional entitlements will apply in your province, and you should contact Human Resources for details.

On your first day, you will meet your Peer. Your Peer is the person who will help you find your way around the office and who can answer many of your questions.

Here are some other useful contacts:

| | | |
|--|--|--|
| IT Support: Including phones | Doug Lidstone Senior IT Support Specialist | (613) 371-3865 dlidstone@barracuda.com |
| Human Resources: | Barbara Blevis HR Business Partner | (613) 801-8665 bblevis@barracuda.com |
| Facilities and Supplies: | Phil Lavigne Office Manager | (613) 850-9427 plavigne@barracuda.com |

Employee Handbook Versions and Changes in Policies

The Employee Handbook is updated from time to time. The most recent version is available online at [Barracuda Campus](#) and with Human Resources. Any major changes in policies will be communicated to you directly via email.

Manager Responsibilities

Your Manager is the representative of the Company who will directly work with you and provide official contact for you with other segments of the organization.

Your Manager is typically the first person you should contact if you need information pertaining to your job or if you have any questions or concerns. Your Manager will try to answer your questions and resolve your concerns quickly and properly. If your Manager is unable to deal with your concerns to your

satisfaction, or if the problem involves your Manager, you should discuss the matter with the head of your Department.

For issues relating to workplace discrimination, harassment, or violence, please see our Respectful Workplace Policy found online at [Barracuda Campus](#).

Your Manager is also responsible to keep you informed of the Company's goals, objectives, future plans and results achieved on an ongoing basis.

Questions or concerns about workplace policies should be directed to Human Resources.

Section 3: Facilities

Parking

For cars or motorcycles: there is plenty of parking behind our building available on a first come, first served basis. There are specific spots designated for motorcycle parking.

For bikes: there are bike racks behind our building.

Accessible parking: If you hold a valid Accessible Parking Permit, please let us know so we can arrange for accessible parking.

Visitor parking: If you have a guest coming to the office, they are able to park in front of the building for up to three hours.

Office Security

On your first day, you will be issued a swipe card to access the building as the doors are kept locked for security purposes. Our office has two doors to access the building, one in front and one in back. During office hours, the outer front door is unlocked but you will need your swipe card to get through the inner door. The back door is always kept locked.

If you lose your card, please notify Facilities as soon as possible so they can deactivate the lost card and issue a new card to you.

If you have a guest coming to the office, they should come to the front door and sign in at the reception desk. When they arrive, the Office Manager will contact you. Please meet your guest at reception when they arrive. Once they are issued a guest pass, you may escort them around the building. Please do not leave guests unattended in the building.

Company and personal property should be stored securely when left in the office. If you need a lock and/or key for your desk or additional secure storage, please contact Facilities.

The Company reserves the right to conduct searches on Company premises (including searching your personal effects) where required for legitimate or necessary business reasons and only to the extent permitted by applicable law.

Please note: for security concerns relating to workplace harassment or violence, please refer to our Respectful Workplace Policy online at [Barracuda Campus](#).

Kitchen

Hot and cold drinks, and snacks are available for you to enjoy throughout the day. If you notice that supplies are getting low, please inform the Office Manager.



Both kitchens have fridges where you can store your lunch. It's a good idea to take any uneaten food home at the end of the day or week to make room for next week's food. The fridges are cleaned out from time to time to get rid of spoiled or abandoned food.

We are all sharing the same kitchen facilities so remember to pitch in by cleaning up after yourself, wiping the counters, throwing out trash, storing unused food properly, and loading or unloading the dishwasher.

Boardrooms

There are ten meeting rooms around the building ranging in size to accommodate 4-40 people. Each meeting room has AV equipment and a conference phone. If you need to use a meeting room for 15 minutes or more, you can book the room through your Outlook calendar.

| First Floor | Number of People (max) | AV Equipment |
|--------------|------------------------|--|
| Manitoba | 6 | TV, Telephone, Zoom Room |
| Newfoundland | 4 | TV, Telephone |
| Alberta | 8 | Data projector, screen, telephone |
| Quebec | 16 | Data projector, screen, telephone |
| Ontario | 40 | Data projector, screen, telephone, videoconference |

| Second Floor | | |
|--------------|----|-----------------------------------|
| Vancouver | 12 | Data projector, screen, telephone |
| Halifax | 6 | TV, Telephone |
| Montreal | 6 | TV, Telephone |
| Toronto | 5 | TV, Telephone |
| Edmonton | 6 | TV, Telephone, Zoom Room |

When your meeting is over, be sure to leave the room tidy for the next meeting by carrying away mugs and glasses, erasing the white board, turning off the AV equipment, and pushing in chairs. If your meeting is cancelled, it's a good idea to remove the meeting room from your calendar so that others can access the room.

Office Environment

It is everyone's responsibility to ensure that our office is kept neat, clean, and professional looking at all times. In addition to keeping your desk and work area clean, all common areas (i.e. meeting rooms,

kitchen and relaxation areas, the area around the printers, etc.) are for everyone's use and it is everyone's responsibility to keep them clean.

Share the Air

All our offices are designated as non-smoking areas, and this includes e-cigarettes. If you do smoke, it should be done outside at the back of the building only. Please make sure that you properly extinguish and dispose of your smoking materials in the can provided.

Remember that some people are allergic to the chemicals in perfumes and scented grooming products, so please wear these substances with restraint. We encourage you to speak to your colleague if they are wearing a strong or irritating scent.

Gym

The Ottawa office has a corporate rate available at Goodlife Canada that can be extended to up to four family members. Goodlife gyms have

- State-of-the-art cardio equipment
- Free weights and weight machines
- World-renowned Group Fitness classes
- Professionally trained staff to assist you in achieving your goals
- Shower Towel Service (where available)
- Child Minding (where available, at an additional fee)
- Seeking a health or fitness assessment? Ask the Club about a LifeChanger
- 24-hour locations (select Clubs only)
- Access to the GoodLife Rewards Program - savings and special offers from over 150 popular brands

Section 4: Getting Set Up - Technology

Once the IT Department has got you set up on your computer, here are some key links and information that you will need.

Barracuda email format - "firstinitiallastname@barracuda.com" (i.e. jdoe@barracuda.com)

Ultipro

Ultipro is the Company-wide employee tool that is accessible to all employees. You have two profiles: public and personal.

Your public profile will be available to everyone in the Company but only contains your public information such as your name, title, contact information, and organizational chart.

Your personal information is secured and only accessible to you and your related Human Resources contacts. This will include your compensation information, contact information, and other personal information. You are able to edit some of this information yourself (i.e. contact information and emergency contact). Please make sure to keep this information up to date.

During your first week, we ask that you send a photo of yourself into your Human Resources Business Partner so that it can be uploaded into Ultipro.

Zoom

Zoom is the easy to use video conferencing tool. By default, everyone gets a basic account (meetings will end after 45 minutes). If you need to regularly conduct meetings that will last longer than 45 minutes, submit an email request to it_request@barracuda.com and cc your Manager for approval.

Slack

Slack is used for instant messaging and it's where you can follow a number of interesting channels or conversations of what is going on around the Company.

Key channels:

- #allteam
- #ask-IT

Your team may have specific channels that are of interest.

Concur

Concur is for booking travel and submitting expenses. If your Manager approves you for a Concur account, you can access it at <https://www.concursolutions.com/nui/signin>. If you have questions, please contact concur_team@barracuda.com.

IT Help

There is an IT self-help wiki which can be accessed using your user name (firstinitiallastname i.e. jdoe) at: <https://wikihub.cudaops.com/display/IT/Barracuda+IT+Self-Help+Wiki> or you can submit a ticket at <http://itrequests.cuda-inc.com/> or via email it_request@barracuda.com.

Section 5: Payroll & Benefits

Payroll

Payroll is processed on a semi-monthly basis deposited on the 15th and the last day of the month. If the 15th or last day of the month falls on a holiday or weekend, your pay will be deposited the last working day prior to the pay date.

If you have any questions regarding payroll, please contact Canada_payroll@barracuda.com.

Paystubs

PowerPay Self-Service which is fully integrated within Powerpay (our payroll software), provides you with pay statements, tax forms and other personal information. You can edit your information on any device, feeding changes into Powerpay. The site is fully secured and is maintained by Ceridian.

When you start, you will receive two emails from Ceridian PowerPay sent to your personal email address. The information in the first email will include your user name and the second email includes your temporary password and instructions on how to set up your account.

If you leave Barracuda, your pay information will remain accessible in Ceridian PowerPay Self-Service for 15 months.

Group Benefits

As of your first day of employment, full-time employees will be eligible for group benefits, subject always to any limitations and conditions in the applicable plans. The Company currently offers Medical and Dental as well as Life insurance and AD&D which are taxable benefits. Short and long-term disability insurance are also part of the current plan. Any premium amounts are deducted from your pay twice a month, in accordance with the Company payroll practices.

Detailed information about our benefits plan will be provided during your orientation but for additional information about the current Company benefits plan see below:

Group Benefits provided by: **Manulife Financial**

Plan number: **81624**

General information: www.manulife.ca

Log-in: <https://wwwec7.manulife.com/GBPlanMemberUI/Login.aspx?language=English&choice=true>

Customer Service Centre: **1-800-268-6195** (between 8 a.m. and 8 p.m. EST Monday to Friday)

The Company reserves the right to modify these benefits at any time, in accordance with applicable laws.



Section 6: Your Work Day

Hours of Work

The Company works a 40-hour work week (8 hours per day) which does not include lunch and breaks. There is flexibility with your start and end time, but you will need to discuss this with your Manager to ensure that project deliverables, client services, or team operations are being met.

Don't forget to take a break! You need to take a 30-minute lunch break (minimum) during your work day.

If you expect to be absent from or late to work, please contact your Manager as soon as possible.

Repeated, unjustified, and excessive absences and tardiness will be subject to disciplinary action as the Company deems appropriate, up to and including termination of employment for cause.

Working from Home

If you need to work from home for a defined period of time, please discuss this with your Manager and get their support beforehand, and then work with Human Resources to put the arrangements in place. All work from home arrangements will need to be approved in advance.

Workplace Accommodations

The Company has a disability accommodation process in place and provides accommodations for employees with disabilities. If you have specific ergonomic needs or require other accommodation because of a disability or a medical need, please contact Human Resources in order for your needs to be reasonably accommodated. (Please see the section below on Accessibility for Ontarians with Disabilities.)

If you require accommodation for religious or other grounds, it is your responsibility to inform both your Manager and Human Resources in order for your needs to be reasonably accommodated.

It is your responsibility to work in cooperation with Human Resources to help manage the accommodation process.

Statutory/Civic Holidays

The Ottawa office currently observes the following statutory or civic holidays:

- | | |
|--|--|
| 1. New Year's Day – January 1 | 6. Civic Holiday - 1st Monday of August |
| 2. Family Day – 3rd Monday of February | 7. Labour Day - 1st Monday of September |
| 3. Good Friday | 8. Thanksgiving Day- 2nd Monday of October |
| 4. Victoria Day – Monday before May 25 | 9. Christmas Day – December 25 |
| 5. Canada Day – July 1 | 10. Boxing Day – December 26 |

If a holiday falls on a Saturday or Sunday, it will be observed on the first working day following the holiday, unless otherwise dictated.

All employees, regardless of status, will receive holiday pay in accordance with the minimum requirements of the Ontario *Employment Standards Act, 2000* as amended from time to time (“ESA”).

Booking Time Off

To book time off for vacation days, sick leave, or personal emergency days you will need your Manager’s approval. Send an email to your Manager with the request for days off. Once the time has been approved by your Manager, please forward the email to Canada_payroll@barracuda.com.

Barracuda Networks Flexible Vacation Policy

Purpose: At Barracuda we believe in a work environment that fosters a journey of success, growth, and support. We work hard and believe that taking time off from work is essential to both personal and professional success. As a part of our comprehensive benefits, we’ve implemented a Flexible Vacation Policy.

Scope: All full-time employees in Canada are eligible for Flexible Vacation. Part-time, temporary and agency employees are not eligible for Flexible Vacation under these guidelines.

Employee Responsibilities: As part of our Flexible Vacation Policy, each employee is responsible to ensure that they manage their time off in a manner that prioritizes completing work responsibilities while balancing personal needs and commitments. This policy does not eliminate or change productivity and performance expectations. Employees are always expected to act responsibly and meet their job commitments regardless of personal time off.

To continue to foster a productive and collaborative work environment, management and team members must be aware of, and plan for, absences by following the steps for approval:

- Employees must communicate and coordinate with their Manager in advance of scheduling Vacation.
- All time off requests must be approved by management prior to taking the time off.
- Once discussed with your Manager, all requests for time off must be submitted via email to canada_payroll@barracuda.com with a copy to bblevis@barracuda.com.
- Executive management and Human Resources approval is required should the time off request exceed 10 consecutive work days.

Statutory Requirements: Employees must take at least the minimum statutory vacation time required by the Employment Standards Act of Ontario. Employees do not accrue vacation days under the Flexible



Vacation guidelines, and therefore will not receive compensation for unused vacation time upon leaving the Company for any reason. However, if the employee leaves the Company and has not used their minimum vacation entitlement, the pay-out will be based on the unused portion of the ESA minimum vacation per year (all calculations will be prorated based on start/departure date).

Leave of Absence: The guidelines apply to vacation time off only. It does not interfere with the established leave policies, such as, but not limited to, personal emergency leave, short-term and long-term disability leave; pregnancy, parental and adoption leave; and/or any other leaves protected under the Employment Standards Act (ESA).

Additional Policy Details: Barracuda retains the sole discretion to disapprove of an employee's plan to take time off if the requested dates conflict with business requirements at that particular time. Although this is a flexible policy, it is expected that employees will not abuse such a policy and take excessive time off such that their job performance or the rest of the team is negatively impacted. Barracuda reserves the right to review an employee's misuse of vacation time off and the Flexible Vacation Policy and determine appropriate disciplinary action.

Sick Leave

Sick leave is available to all full-time and part-time indefinite employees. The entitlement for full-time employees is currently 10 days per year, and for part-time employees is prorated based on their schedule.

Any paid leave provided by the Company for these types of uses will be credited toward corresponding paid and unpaid Personal Emergency or Domestic/Sexual Violence leave entitlements under the Ontario Employment Standards Act, 2000 as amended from time to time ("ESA").

Sick leave days may be used for personal illness, the illness of immediate family, or for pressing personal matters (such as medical appointments) that cannot be scheduled outside of your normal office hours.

If you are an indefinite employee out on sick leave and it extends into STD/LTD, the Company shall cover the 10-day waiting period before STD starts.

Managers, in cooperation with Human Resources, will monitor sick leave taken by their staff and if it is felt there is excessive absenteeism, when permitted by the ESA, a doctor's certificate may be requested. You are responsible to cover any costs associated with acquiring the doctor's certificate.

No one will receive pay in lieu of sick leave under any circumstances, including on termination of employment. Any unused sick days will not be carried over into the following year and will be forfeited.

When you are away from the office, it is your responsibility to contact your Manager and keep them updated with how long you will be away from the office and the reason for being away.

Time off for Term Employees

If you are on a term contract (a contract with a specified end date), you will be paid vacation pay on each pay cheque. But you are entitled to time off, too.

Term Employees must take at least the minimum statutory vacation time required by the Employment Standards Act of Ontario. Please ensure that you discuss your vacation plans with your Manager as soon as reasonably possible in order to ensure that your work is covered while you are out of the office. Please forward an email with your Manager's approval to Canada_payroll@barracuda.com so that your pay can be adjusted accordingly.

Bereavement Leave

If you need to take time off due to the death of an immediate family member you should notify your Manager immediately.

At the discretion of your Manager, paid bereavement leave will be granted to eligible employees, typically 3-5 days. Any paid bereavement leave provided by the Company will be credited toward corresponding paid and unpaid Personal Emergency leave entitlements under the Ontario Employment Standards Act, 2000 as amended from time to time ("ESA").

Jury Duty

If you are required to perform jury duty or act as a witness in a court of law, you should notify your Manager immediately. You are eligible for paid time off for jury selection/duty at 100% of base salary for the first two days. Any additional days will be unpaid, unless otherwise stipulated by applicable law. You are not permitted to use vacation leave for jury duty. Based on your position and time schedules, the Company may request that the court defer your civic duty to a later date.

Pregnancy and Parental Leave

You are entitled to pregnancy and parental leave in accordance with applicable provincial employment standards legislation. Since pregnancy and parental leaves of absence are unpaid, it is recommended that you apply for benefits under the federal Employment Insurance Act (the Quebec Parental Insurance Act for employees living in Quebec). While the Company will supply the appropriate Record of Employment, it is your responsibility to apply for these benefits. You can access information about those benefits here:

Federal plan: <https://www.canada.ca/en/services/benefits/ei/ei-maternity-parental.html>

Quebec plan: http://www.rgap.gouv.qc.ca/index_en.asp

You can access information about statutory pregnancy and parental leave here: <https://www.ontario.ca/document/your-guide-employment-standards-act-0/pregnancy-and-parental-leave>

Parenthood Leave

At the discretion of your Manager, indefinite employees may take up to 4 days' parenthood leave if you are a non-birthing parent, for the delivery and care of your newborn or newly adopted child. This time may only be taken immediately following the delivery date or adoption date. Any paid parenthood leave provided by the Company will be credited toward corresponding paid and unpaid Personal Emergency or Parental leave entitlements under the Ontario Employment Standards Act, 2000 as amended from time to time ("ESA").

Other Statutory Leaves

You are entitled to all applicable statutory leaves of absence in accordance with the applicable provincial employment standards legislation. In Ontario, these currently include:

- Crime-related child disappearance: <https://www.ontario.ca/document/your-guide-employment-standards-act-0/crime-related-child-disappearance-leave>
- Child death: <https://www.ontario.ca/document/your-guide-employment-standards-act-0/child-death-leave>
- Critical illness: <https://www.ontario.ca/document/your-guide-employment-standards-act-0/critical-illness-leave>
- Domestic or sexual violence: <https://www.ontario.ca/document/your-guide-employment-standards-act-0/domestic-or-sexual-violence-leave>
- Family caregiver: <https://www.ontario.ca/document/your-guide-employment-standards-act-0/family-caregiver-leave>
- Family medical: <https://www.ontario.ca/document/your-guide-employment-standards-act-0/family-medical-leave>
- Organ donor: <https://www.ontario.ca/document/your-guide-employment-standards-act-0/organ-donor-leave>
- Personal emergency: <https://www.ontario.ca/document/your-guide-employment-standards-act-0/personal-emergency-leave>
- Reservist: <https://www.ontario.ca/document/your-guide-employment-standards-act-0/reservist-leave>

Business Continuity

In such cases as severe weather, dangerous road conditions, natural disaster or pandemic, your Manager will provide direction to you to ensure that our service levels can continue to be achieved without putting our employees at risk.

Job Abandonment

Depending on the circumstances, if you are absent from work for three (3) consecutive days without notifying your Manager, either directly or through a third party (such as a family member or a medical professional) and are unreachable by email or phone, you will be considered to have tendered a voluntary resignation (job abandonment).

For the purpose of the Record of Employment, the date of your departure will be the last day you reported to work.

Section 7: Respectful Workplace

We will achieve greater success by providing our people with an environment that respects the dignity of every individual, fosters trust, and allows every person the opportunity to realize their full potential.

Every individual in our workplace is entitled to a safe and positive workplace environment that is free from discrimination, harassment and violence, and that treats each individual with dignity and respect.

The Company is strongly committed to ensuring that no employee is subject to discrimination, harassment or violence from management, co-workers, suppliers or customers. One of the ways the Company demonstrates this commitment is through the development and enforcement of our Respectful Workplace Policy.

The Company will take appropriate measures and disciplinary and remedial action (including, where necessary, contacting law enforcement officials or taking legal action) against anyone responsible for violating the Respectful Workplace Policy.

The purpose of the Policy is to ensure that:

- Individuals are aware of and understand that acts of discrimination, violence, or harassment are considered a serious offence for which necessary action will be taken;
- Those subjected to acts of discrimination, violence, or harassment are encouraged to access any assistance they may require in order to pursue a complaint;
- Individuals are advised of available recourse if they are subjected to, or become aware of, situations involving discrimination, violence, or harassment.

The complete Respectful Workplace Policy is available online at [Barracuda Campus](#) or by asking Human Resources. New employees will be asked to sign off on the Respectful Workplace Policy before their start date. All employees will have to review and re-sign the Policy on an annual basis.

Section 8: Accessibility for Ontarians with Disabilities – Workplace Accommodations

The Company is committed to providing equal treatment with respect to employment without discrimination because of race, ethnic origin, creed (religion), sex (including pregnancy and breastfeeding), sexual orientation, same-sex partnership status, gender identity/expression, age, civil status, family or marital status, or disability or any other ground established in the Ontario Human Rights Code (the “Code”).

Furthermore, the Company will work to achieve a workplace free of barriers by providing accommodation for the needs of those individuals covered by the Code, up to the point of undue hardship for the Company.

Upon implementing accommodation, the Company expects the accommodated employee to perform his or her job duties to the Company’s reasonable satisfaction.

If you have specific ergonomic needs or require other accommodation because of a disability or a medical need, please contact Human Resources to initiate the accommodation process.

Scope

This policy applies to all employees and job applicants who require accommodation, particularly on the grounds of disability.

Responsibilities

The Company shall strive to provide accommodation as is appropriate, using a consultative approach that involves the Company, the individual, and as appropriate, healthcare professionals, and other third parties that are required to assist in the accommodation process.

Accommodation may be temporary, or permanent, based on the requirements of the individual.

a) **Employee Responsibilities:**

The employee requiring accommodation will:

- Make the request to his or her Manager;
- Identify the type of accommodation required, if possible;
- Participate and co-operate to facilitate the accommodation;
- Provide supporting documentation or consents to medical disclosure, if requested; and
- Cooperate in an Individual Medical Evaluation (IME) at Company’s expense, where permitted by law.

An employee requesting an accommodation is expected to be reasonable and flexible in responding to proposals put forward by the Company and, where applicable, the union.

Upon accommodation, the employee is required to perform the essential duties of the position and to meet the reasonable performance expectations of the Company.

b) Manager Responsibilities:

On receiving a request for accommodation, the Manager will:

- Review the request and identify accommodation options appropriate for the employee;
- determine whether additional information is required to properly assess or implement the accommodation process;
- Work in close co-operation with the employee and/or his or her representative;
- Participate and co-operate to facilitate the accommodation;
- Record the accommodation in writing and in Ontario, if required, draft a formal Individual Accommodation Plan;
- Review the accommodation and/or Individual Accommodation Plan as required, not less than once a year;
- Initiate a discussion regarding accommodation, where a Manager has good reason to believe that an employee requires accommodation on the basis of a Code-protected ground; and
- Assist in the accommodation process.

Approach to Accommodation

The approach taken by the Company in the provision of accommodation shall include:

- Personalized plans designed to meet the needs of individuals that are protected by the Code;
- Collaborative practices in the creation and implementation of accommodation plans through consultation of all relevant stakeholders, the person to be accommodated and medical professionals; and
- An approach that ensures confidentiality and dignity to the extent possible. The employee's personal information will be protected, unless disclosure is necessary to assess, develop or implement an accommodation request or plan.

Accommodation Process

Typically, the process to determine an appropriate accommodation will be as follows, but it may be modified in accordance with the simplicity or complexity of the request:

Step 1. Recognize the Need for Accommodation

The need for accommodation can be:

- Requested by the employee through their Manager or through senior management; or
- Identified by the employee's Manager.

Step 2. Gather Relevant Information and Assess Needs

The employee is an active participant in this step, and will need to assist the Company as follows:

- Where accommodation is due to disability, the Company does not require details on the nature of the employee's disability to provide an accommodation; it needs to know only about the employee's functional abilities or limitations in sufficient detail to assess the validity of the request and the possible types of accommodation that are appropriate;
- The Manager may ask for a functional capacity assessment at the Company's expense;
- The employee and their Manager will evaluate potential options to find the most appropriate measure;
- An external expert may be involved, at the Company's expense; and
- Where permitted by law, the Company may obtain an Independent Medical Evaluation (IME) at its expense.

Step 3. Record the accommodation provided

Once the most appropriate accommodation has been identified and agreed upon, the accommodation should be recorded in writing and a copy put in the employee's personnel file.

Where the accommodation is due to disability and involves an employee in Ontario, the employee will be asked to complete an Individual Accommodation Plan to fully describe the accommodation details. The Individual Accommodation Plan should also include the following:

- Accessible formats and communication supports, if requested;
- Workplace emergency response information, if required; and
- Any other accommodation that is to be provided.

The accommodation plan should be provided to the employee in a format that takes into account their accessibility needs due to their disability.

Step 4. Implement, Monitor, and Review the Accommodation Plan

The employee and their Manager should monitor the accommodation to ensure that the following criteria are met:

- Formal reviews are conducted at a predetermined frequency;
- The accommodation plan is reviewed if the employee's work location or position changes; and

- The accommodation is reviewed if the nature of the employee's Code-protected needs and/or disability changes.

If the accommodation is no longer appropriate, the employee and the Manager should work together to gather relevant information and reassess the employee's needs in order for the Company to find the best accommodation measure (Step 2)

If the accommodation is no longer required, the employee is expected to advise the Company.

Upon accommodation, the employee is required to perform the job duties, as accommodated, to the reasonable satisfaction of the Company.

Accommodation Options

The Company's goal is to accommodate an employee in their existing position.

Where that is not a realistic option, the Company will consider the possibility of accommodating the employee into any open position for which the employee is suitable, given the employee's experience, education, skill set and accommodation needs.

In the event that the accommodation requires a substantial change in the position, involving duties or hours, the employee's compensation and benefits may be impacted

When is Accommodation Not Feasible?

Accommodation is not feasible if the employee is unable to perform the essential duties of his/her position (or accommodated position) to the reasonable performance expectations of the Company.

Accommodation is also not feasible if implementing such accommodation would cause the Company to incur excessive costs or where the accommodation would create a health and safety hazard.

Workplace Information

The Company will provide workplace information in an accessible format if an employee asks for it. This includes:

- Any information employees need to perform their jobs (e.g. job descriptions and manuals); and
- General information that is available to all employees at work (e.g. Company newsletters, bulletins about Company policies and health and safety information)

We will also provide accessible emergency information to staff when we are made aware an employee may need accommodation in an emergency.

Talent and Performance Management

As part of the Company performance management and career development processes, we will consider the needs of an employee with disabilities when we:

- Hold formal or informal performance reviews; or
- Promote or move them to a new job

Examples include:

- Making documents available in accessible formats (e.g., large print for people with low vision);
- Providing feedback and coaching in a way that is accessible to them (e.g., allowing someone with a learning disability to record the conversation); and
- Providing the accommodations an employee may need to successfully learn new skills or take on more responsibilities.

Return to Work Process

We will develop and write a process to support employees who have been absent from work due to a disability, illness or injury and require a related accommodation to return to work.

Section 9: Health and Safety

Our Safety Policy Statement

It is the policy of the Company to ensure that we provide and maintain a safe and healthy work environment for all personnel. The protection of employees from injury or occupational disease is a major continuing objective.

To achieve this goal, every reasonable effort shall be made to utilize the principles of accident and loss prevention in the management of all our activities and programs and to comply with all applicable Federal, Provincial and Municipal Health and Safety Regulations, Guides and Codes.

The Joint Health & Safety Committee ("JHSC") is working on behalf of you and other the employees to ensure your safety in the workplace. It is important to remember that we are all responsible as a team to maintain a safe environment. If you have any concerns or comments, please feel free to speak to any member of the JHSC and they will be sure to address your issues at their next committee meeting.

Please note, a copy of all related information will be kept in our Health & Safety binder (located with the Facilities Supervisor) as well as on the Health & Safety Information Board (located in both kitchen/relaxation areas).

Roles and Responsibilities

In order to ensure that the Company provides a safe and healthy workplace for all of its employees, all personnel have a moral and legal obligation to do their part in order to comply with all applicable Federal, Provincial, Municipal Health and Safety Regulations, Guidelines and Codes. Everyone must do everything reasonable under the circumstances to protect the health and safety of themselves and their coworkers.

Company Duties

In Ontario, Companies covered by the *Occupational Health and Safety Act* (the "Act") have duties and obligations to ensure that:

- The equipment, materials and protective devices as prescribed are provided and are maintained in good condition;
- The measures and procedures prescribed in this policy and relevant laws are carried out in the workplace;
- Regular job site inspections are to be done to ensure that this is being done; and
- The equipment, materials and protective devices provided by the Company are used as prescribed.

A Company shall:

- Provide information, instruction and supervision to an Employee to protect the health or safety of the Employee.

- In a medical emergency for the purpose of diagnosis or treatment, provide, upon request, information in the possession of the Company, including confidential business information, to a legally qualified medical practitioner and to such other persons as may be prescribed.
- When appointing a Manager, appoint a competent person.
- Acquaint an Employee or a person with authority over an Employee with any hazard in the workplace and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent.
- Only employ in or about a workplace a person over such age as may be prescribed.
- Afford assistance and co-operation to a committee and a health and safety representative in the carrying out by the committee and the health and safety representative of any of their functions
- Take every precaution reasonable in the circumstances for the protection of an Employee.
- Post, in the workplace, a copy of the OHS Act and any explanatory material prepared by the Ministry, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of Employees.
- Prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy.
- Post at a conspicuous location in the workplace a copy of the occupational health and safety policy.
- Provide to the committee or to a health and safety representative the results of a report respecting occupational health and safety that is in the Company's possession and, if that report is in writing, a copy of the portions of the report that concern occupational health and safety.
- Advise Employees of the results of a report referred to in clause (l) and, if the report is in writing, make available to them on request copies of the portions of the report that concern occupational health and safety.
- Establish an occupational health service for Employees as prescribed.
- Where an occupational health service is established as prescribed, maintain the same according to the standards prescribed.
- Where so prescribed, provide an Employee with written instructions as to the measures and procedures to be taken for the protection of an Employee.
- Carry out such training programs for Employees, Managers and committee members as may be prescribed.

Manager Duties

A Manager shall ensure that an Employee:

- Works in the manner and with the protective devices, measures and procedures required by this Act and the regulations; and
- Uses or wears the equipment, protective devices or clothing that the Employee's Company requires to be used or worn.

A Manager shall:

- Advise a Employee of the existence of any potential or actual danger to the health or safety of the Employee of which the Manager is aware;
- Where so prescribed, provide an Employee with written instructions as to the measures and procedures to be taken for protection of the Employee; and
- Take every precaution reasonable in the circumstances for the protection of an Employee.

Employee Duties**An Employee shall:**

- Perform work with a “Safety First” attitude. Be accountable for your own safety and work in a manner so as to not endanger fellow Employees;
- Work in compliance with the provisions of the Act and the regulations;
- Use or wear the equipment, protective devices or clothing that the Employee’s Company requires to be used or worn;
- Report to his or her Company or Manager the absence of or defect in any equipment or protective device of which the Employee is aware and which may endanger himself, herself or another Employee; and
- Report to his or her Company or Manager any contravention of this Act or the regulations or the existence of any hazard of which he or she knows.

No Employee shall:

- Remove or make ineffective any protective device required by the regulations or by the Company without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;
- Use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other Employee; or
- Engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

Joint Health and Safety Committee Function and Role

The Company has implemented a Joint Health and Safety Committee (“JHSC”) as outlined in the Act, to comply with the legal requirements and take every reasonable precaution necessary to ensure the protection and safety of their employees.

Under Section 9 of the Act, a JHSC must be comprised of one (1) certified Employee representative and one (1) certified Management representative. These certifications are required by law for companies operating a business in Ontario with twenty (20) or more employees.

Health and safety is of prime importance to both management and staff and a great deal of effort goes into monitoring and improving a safe work environment. It is the responsibility of each and every employee to do their part in keeping themselves and their coworkers safe.

The JHSC responsibilities, along with those of management, are to contribute and promote an effective health and safety environment and attitude in the workplace.

Composition of Committee

A joint health and safety committee is required:

- At a workplace at which twenty or more Employees are regularly employed; or
- At a workplace with respect to which an order to a Company is in effect under section 33 of the Act.

A committee shall consist of:

- At least two persons, for a workplace where fewer than fifty Employees are regularly employed.
- At least four persons or such greater number of people as may be prescribed, for a workplace where fifty or more Employees are regularly employed.
- At least half the members of a committee shall be Employees employed at the workplace who do not exercise Managerial functions.

Selection of Committee Members

The members of a committee who represent Employees shall be selected by the Employees they are to represent or, if a trade union or unions represent the Employees, by the trade union or unions.

The Company shall select the remaining members of a committee from among persons who exercise Managerial functions for the constructor or Company and, to the extent possible, who do so at the workplace.

A member of the committee who ceases to be employed at the workplace ceases to be a member of the committee

Positions of a Committee

- Co-Chairpersons: Two of the members of a committee shall co-chair the committee, one of whom shall be selected by the members who represent Employees and the other whom shall be selected by the members who exercise Managerial functions.
- Secretary: The JHSC shall select a secretary who will record minutes of meetings and maintain accurate records. The secretary may be an individual that is not an active member on the JHSC to allow for all members to participate in the formal discussion, without being involved with the task of taking minutes.

Functions and Powers of the Committee

The JHSC has the power to:

- Identify situations that may be a source of danger or hazard to Employees through monthly site inspections and pre- job hazard analysis;
- Make recommendations to the Company and the Employees for the improvement of the health and safety of Employees;
- Make recommendations to the Company and the Employees at the establishment about the maintenance and monitoring of programs and measures and procedures respecting the health and/or safety of Employees;
- Obtain information from the Company regarding:
 - The identification of potential or existing hazards of materials, processes or equipment.
 - Health and safety experience and work practices and standards in similar or other industries of which the Company has knowledge.
- Obtain information from the Company concerning the conducting or taking of tests of any equipment, machine, device, article, thing, material or biological, chemical or physical agent in, or about, a workplace for the purpose of occupational health and safety; and be consulted about, and have a designated member representing Employees be present at the beginning of testing conducted in or about the workplace if the designated member believes his or her presence is required to ensure that valid testing procedures are used or to ensure that the test results are valid.

Notification of Meetings/Agendas

The Corporate JHSC meetings will be scheduled as required by the Ontario Occupational Health and Safety Act (OHSA). The committee may schedule additional meetings as required or as instructed by the Ministry of Labour.

JHSC members should attend every meeting. The Corporate JHSC will require a minimum of three (3) members (one (1) Management and two (2) Employees) to proceed with a meeting.

The co-chairpersons will prepare the agenda with input from the other committee members, concerns of other Employees and issues from previous minutes, using the JHSC meeting minutes.

Notification of a meeting will be posted as per the OHSA. The notice will instruct employees who have issues, to speak with a committee member and have the issue added to the agenda.

Committee members will also invite input from the general workplace as they perform their workplace inspection. These items will be documented on the inspection form and be raised in the meeting.

Minutes of Meetings

The JHSC will maintain minutes of the meeting documenting issues discussed/reviewed, the action plan to resolve problems and follow up on formal recommendations made to management.

The minutes will be posted on the health and safety board and an additional copy will be kept in a JHSC binder in a central location for employees to review and for the Ministry of Labour to inspect.

Recommendation to Management

When dangerous circumstances exist, formal recommendations and procedures cannot delay immediate corrective action for dangerous/serious conditions. These items must be reviewed and rectified immediately. Most concerns should be dealt with right away by communicating directly with a Manager or Manager to discuss and resolve the issue. Formal recommendations will be necessary when dealing with:

- Possible new procedures
- Changing/modifying existing procedures
- Additional training or education of personnel
- The allocation of significant funds
- Prior concerns or demands for corrective actions that senior management has neglected or forgotten

A formal recommendation form shall be used. It will contain the recommendations along with a management response form that will be forwarded to management by one of the co-chairs

Management must respond in writing as required by the OHSA legislation. The response will be shared with the committee as soon as possible using the management response form. Management will inform that the action will, or will not, be taken and give reasons for their decision and other solutions.

Health and Safety Training

You will need to complete on-line health and safety training either before you start working or during your first weeks here.

The training can be found here: <https://www.labour.gov.on.ca/english/hs/elearn/worker/index.php>.

Or

If you manage any other employees, you will need to complete Manager's health and safety training which can be found here: <https://www.labour.gov.on.ca/english/hs/elearn/supervisor/index.php>.



Please make sure to print out your certificate once you complete your training and return it to Human Resources. The Ministry of Labour will not store your certificate or keep a record of training.

Emergency Response Plan

You are expected to participate and follow the emergency response procedures for your location. These procedures will be explained to you during your onsite safety orientation.

In the event of an emergency evacuation the JHSC has designated people as Floor Wardens. The responsibility of these individuals is to ensure each Department is checked and all people are leaving the building as required. The Floor Wardens can be identified by their high visibility vests. When the fire alarm sounds, you will need to leave the building in a safe and orderly fashion and listen to any instructions given by the Floor Wardens. Detailed evacuation information can be found on the Health & Safety bulletin boards.

If you have a health concern which would prevent you from exiting the building via the stairwell during an emergency evacuation, please contact Human Resources to complete an Individualized Emergency Response Plan form. Human Resources will share your Individualized Emergency Response Plan form with the Floor Wardens, in order to ensure your safe evacuation. No personal medical information will be shared.

An emergency response plan will be posted and accompanied by annual training / testing of the protocol.

Roles and Responsibilities

Manager:

- Control the flow of the evacuation. Direct employees and contractors to the designated meeting place;
- Contact the emergency Departments required for the situation;
- Control the area around the emergency, keeping the public and other individuals from becoming involved;
- Conduct a head count to ensure that the area/ building is completely cleared; and
- Speak with the emergency crews to ensure proper communication.

Employees:

- Leave the area – walk do not run;
- Alert others;
- Inform site area;
- Call 911 from a safe area; and
- Await direction from the fire Department

Critical Injury

For the purposes of the Act, Critical Injury is defined as an injury of a serious nature that,

- Places life in jeopardy
- Produces unconsciousness
- Results in substantial loss of blood
- Involves the fracture and or amputation of a leg or arm
- Consists of burns to a major part of the body
- Causes the loss of sight in an eye

In case of a Critical Injury or death in the workplace, the Manager must notify the Ministry of Labour and the JHSC immediately and provide a written report of the accident within 48 hours after the occurrence. No person shall interfere with, disturb, destroy, alter or carry away any wreckage, article or thing at the scene that is any way connected with the Critical Injury except to save a life, relieve human suffering, maintain an essential public utility or to prevent unnecessary damage to other equipment and or property.

First Aid Kits

There are First Aid kits in the office located in:

- The second-floor kitchen; and
- The first floor Health room.

If you just need a Band-aid, they are available from Facilities or Human Resources.

Emergency Contact Information

Your emergency contact information is retained in your Ultipro profile. Should the information change, please update it as soon as possible.

Please refer to the Health & Safety bulletin board in the kitchens to see the list of Emergency Contacts. This list includes the appropriate contacts for First Aiders, Floor Wardens, and JHSC members.

Medical Information/Allergy Alerts

If you have life threatening allergies to food or medication, it would also be helpful to the First Aiders to be made aware in case of an emergency. Please notify Human Resources and the information will be provided to the First Aiders. All information received will be kept strictly confidential and only used to advise emergency personnel if and when required.

Work Refusals

A Employee may refuse to do a particular a job where he/she has reason to believe that, any equipment, physical condition, or contravention of the Act, is likely to endanger oneself or any other Employee. The work refusal does not apply when the danger is inherent in the work or is a normal condition. Any reprisal for a work refusal to the employee is prohibited.

Steps to Follow for a Work Refusal for Unsafe Work Conditions

- Upon refusing, the Employee must notify the Manager.
- The Manager, the refusing Employee and a JHSC representative shall investigate the situation.
- Until the investigation is complete, the Employee shall remain in a safe location, away from the hazard or be given suitable work to perform while the investigation is being performed. If following the investigation, the Employee still has reasonable grounds to believe that the job is unsafe he/she may still refuse to do that job.
- If the refusal cannot be solved, then a Ministry of Labour inspector must be notified.

Ministry of Labour Inspector

The Ministry of Labour Inspector will:

- Investigate the refusal to work in the presence of the Company and the Employee;
- Decide if the job is safe or unsafe and shall give his/her decision in writing; and

Pending the investigation, Company may assign another Employee to do that particular job if he/she has been advised of the refusal, in the presence of the refusing Employee and agrees to do the job.

Workplace Inspections

The Company conducts onsite safety inspections and program audits on an on-going basis which are necessary to evaluate our health and safety performance and to identify areas of concern which may need improvement or modification.

It is the Employee's responsibility to report any unsafe conditions or dangerous circumstances to his/her immediate Manager.

It is the Manager's responsibility to take immediate corrective action when notified of an unsafe act or when a dangerous circumstance is reported.

General workplace inspections are the responsibility of management and the health and safety committee at their workplace.

A general workplace inspection shall be conducted as required by OSHA. Any health and safety committee member who performs the inspections must be provided with suitable training and information.

Managers will conduct monthly inspections to ensure that the worksite is safe and meets the high level of workplace safety that the Company is striving to achieve.

All of the various workplace inspections and recommendations will be reviewed by the Department Managers. The decisions stemming from the workplace inspections will be sent for review to the JHSC.

Alcohol and Drugs

We expect that all employees report to work fit for work. This means, not under the influence of any alcohol, medication, legal drugs (including marijuana) or illicit drug that will hinder job performance or compromise your safety or that of others.

We understand that alcohol may be consumed in a variety of work experiences such as during a business development meal, to celebrate a successful sales quarter or product launch, or at a holiday event. In every case, the use of alcohol for business entertainment purposes should be kept professionally reasonable and to a **minimum**. The purchase and use of alcohol can create significant legal liability for the individuals involved as well as the Company.

If you find that you have consumed alcohol and should not drive, we urge you to take a taxi or use a ride-share (i.e. Uber).

Recreational marijuana, even if legal, is not allowed in the workplace or at work related events. In some cases, an employee may be prescribed marijuana for medical purposes. If you have been prescribed medical marijuana, please provide a medical note to our Human Resources Department so that we are aware of the situation and we can work with you to provide reasonable accommodation.

Discipline

All employees are required to comply with all requirements concerning the health and safety of Employees in the workplace, as well as any other requirements of the Health and Safety Program. The Company will not condone any breach of any statutory requirements or our health and safety program. Employees who violate this policy or our program will be subject to disciplinary action as the Company deems appropriate, up to and including termination of employment for cause.

Section 10: Access to Personal Information

As a Company, we take the safeguarding of personal information seriously. The Company maintains a personnel file on each employee, which is securely stored by Human Resources. Your personnel file includes such information as your offer letter, resume, salary increases, benefits information, payroll forms, and other employment records.

Your personnel files are the property of the Company, and access to the information contained in these files is restricted to only those persons who have a legitimate reason to review the file. Generally, only Managers and Management personnel of the Company will have a legitimate reason to review specific information in a personnel file. Access to your personnel file will be restricted. Some of the information provided upon joining the Company will be required for payroll purposes. From time to time, we may be asked to submit aggregated statistics regarding the ages and salaries of our employees for purposes of group insurance renewals to our insurance broker or for governmental reporting requirements. Please see the Acknowledgement and Consent Form at the end of this Handbook, where you consent to the collection, use and disclosure of your personal information.

You have the right to see your personnel file at any time. If you wish to review your own file, please contact Human Resources. With reasonable advance notice, you may review your own personnel files in the Company's office in the presence of an individual appointed by the Company to maintain the files. Should you have any questions about the safeguarding of your personal information, please do not hesitate to contact Human Resources.

You should communicate any changes in personal information such as name, address, phone number or life event changes (i.e. marriage, separation, birth of a child, etc.) to Human Resources.

We at the Company have built a strong reputation as more than just another technology Company – we pride ourselves on being a trustworthy and ethical community. Maintenance of Personal Information is subject to applicable internal policies as well as The Personal Information Protection and Electronic Documents Act (“**PIPEDA**”) and other external laws. At all times, the collection, use and disclosure of personal employee information will be in accordance with applicable law.

Section 11: Electronic Communications

Monitoring of Company equipment and electronic systems is carried out for legitimate or necessary business reasons and only to the extent permitted by applicable law. Therefore, you should not have any expectation of privacy when using Company equipment and electronic systems, even where passwords and other security devices are used, and even though the Company permits reasonable personal use of our equipment and systems.

Misuse or abuse of Company equipment and electronic systems will be subject to disciplinary action as the Company deems appropriate, up to and including termination of employment for cause.

Computer and E-Mail Usage

Computers, all files on the computers, the e-mail system, and all software furnished to you are the Company's property and intended for business use.

The Company strives to maintain a workplace that is free of harassment and sensitive to the diversity of its employees. Therefore, the Company prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-colour jokes, or anything that may be construed as harassment or which shows disrespect for others. For further guidance, please refer to our Respectful Workplace Policy which can be found online at [Barracuda Campus](#).

E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

The Company purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the Company does not have the right to reproduce such software.

You may only use software on local area networks or on multiple machines according to the software license agreement. The Company prohibits the illegal duplication of software and its related documentation.

You should notify your Manager, the IT Department or any member of Management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action as the Company deems appropriate, up to and including termination of employment for cause.

Internet Usage and Social Media Communication

During office hours, personal internet usage should be minimal and limited to lunch hour and breaks.

When you use social media communications, including, but not limited to, social media sites (i.e. Facebook, Twitter, LinkedIn) web-based email, blogs, wikis, web forums, chat groups, podcasts, etc., you



should do so using good judgment, personal responsibility, and responsibility to the Company and its employees. Using social media communications poses significant risks when not used properly, including, but not limited to, inadvertent or intentional disclosure of confidential information (either that of the Company or that of a third party), reputational damage, and breach of confidentiality.

All material that is posted on the Internet is in the public domain regardless of security settings so whatever you post, could reflect back on the Company.

Any posting on a social media site or other publicly accessible media format, whether or not posted during office hours, that negatively impacts the Company's reputation or that could reasonably be considered harassment of your colleagues or Managers, will result in disciplinary action as the Company deems appropriate, up to and including termination of employment for cause, and/or subject the posting employee to penalties or civil, criminal and/or copyright proceedings. The Company will cooperate fully with local, provincial and federal officials in any investigation that is network related.

For further guidance, please refer to our Respectful Workplace Policy which can be found online at [Barracuda Campus](#).

Cell Phones

If your role requires you to use a cell phone in order to fulfill your duties, please refer to the Cell Phone Policy which can be found online at [Barracuda Campus](#).

Section 13: Acknowledgement and Consent Form

This is to acknowledge that I have reviewed the policies and procedures contained in this Employee Handbook and understand that it contains important information on general policies and on my obligations as an employee. I acknowledge that I am expected to read, understand, and adhere to all Company policies and procedures contained in or referenced in this Handbook.

I understand the Company may alter, change, add to, or delete any of these policies and procedures at any time with or without advance notice, and I will be required to abide by any changes or additions, once I am notified by the Company of those changes or additions.

I acknowledge that in addition to reviewing this Employee Handbook, I have also reviewed each of the Health and Safety Policy and the Respectful Workplace Policy. I understand that up to date versions of the Handbook and those policies referenced in it are available to me online at [Barracuda Campus](#).

I agree to abide by the terms and conditions outlined in this Handbook and the policies contained or referenced herein. I understand that if I violate Company policies and procedures, depending on the nature of the violation, I could be subject to disciplinary action as the Company deems appropriate, up to and including termination of employment for cause.

I also understand that from time to time, the Company will collect, use and disclose my personal information to establish, manage, terminate and administer the employment relationship. For these purposes, "personal information" means any information about me as an identifiable individual, but does not include my name, title, business address or telephone number at the Company. I also understand that the Company will disclose my personal information to third parties where required by law to do so and where required: (1) for payroll/direct deposit, and group benefit administration; (2) to manage and promote the Company's business; (3) to sell, acquire, finance and transfer businesses; and (4) for any other purposes that a reasonable person would consider appropriate in the circumstances of an employment relationship. For these purposes I acknowledge that some of my personal information may be retained or used in countries, including the United States, where privacy laws may offer different levels of protection from those in Canada and while the Company takes all reasonable measures to protect personal information, it may be subject to access by and disclosure to law enforcement agencies in those foreign jurisdictions. I consent to the Company's collection, use, disclosure, and retention of my personal information for these purposes.

EMPLOYEE'S NAME

EMPLOYEE'S SIGNATURE

DATE

