



# The Shaw Group Limited

## CORPORATE POLICY MANUAL

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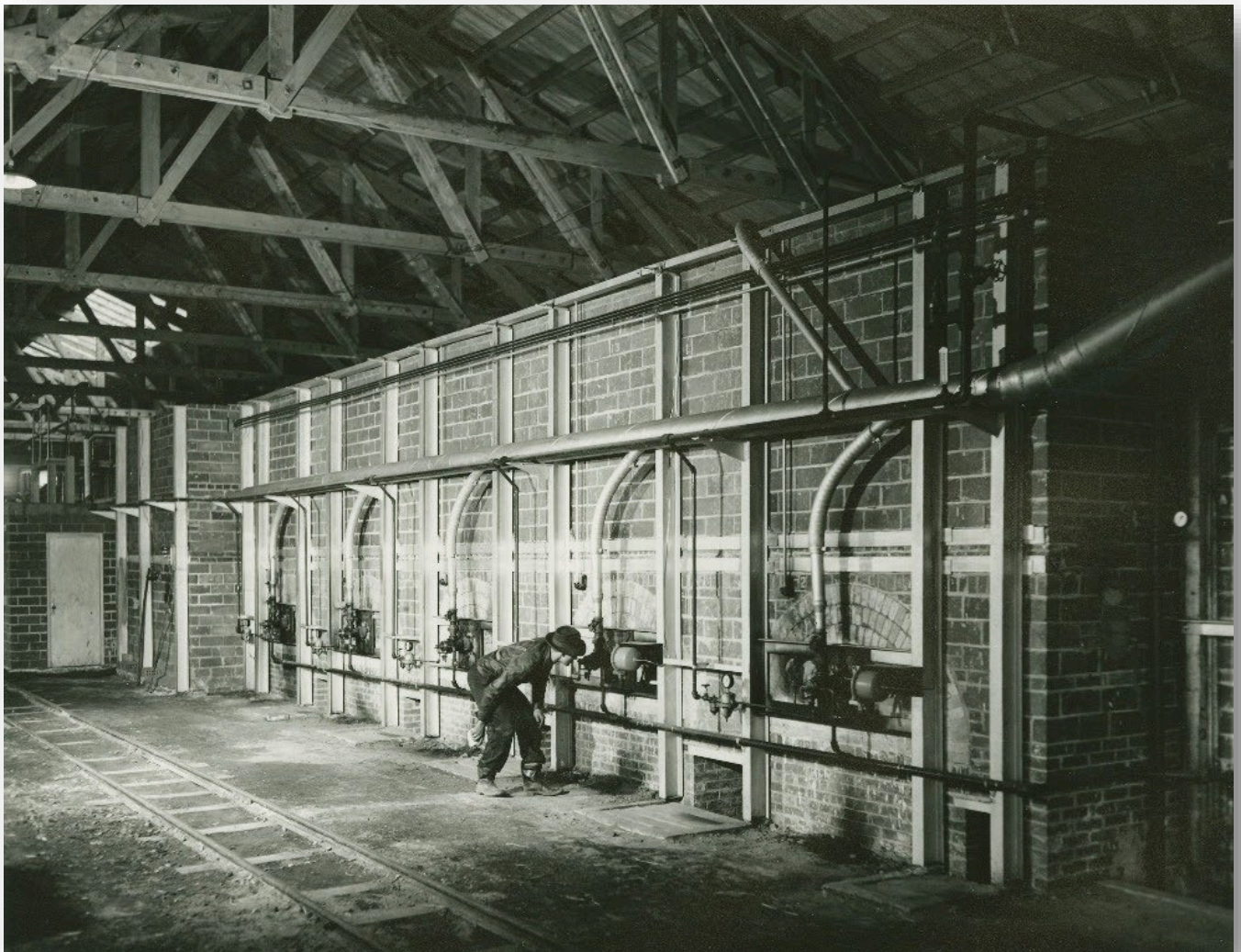
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Throughout this Corporate Manual, any reference to “gender” is used in its broad, plain-language sense, which encompasses the concepts of sex, gender identity and gender expression, as well as the linguistic concepts of grammatical and natural gender. While the distinctions among those concepts are important in many contexts, they are not at issue in this Manual.



# The Shaw Group Limited & It's Divisions

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When Canada was founded in 1867, Robert Shaw's Hantsport brickyard, which would evolve into L.E. Shaw Limited and eventually The Shaw Group Limited, was already six years old. Since then, the Shaw name has continued to grow and flourish. Today, The Shaw Group is one of Eastern Canada's leading community developers, residential builders and natural resource manufacturers.

All our divisions play an important part in building better communities. Together, The Shaw Group of companies has an impact on many lives and communities in Atlantic Canada and beyond, reaching as far as the United States, Japan, China, Sweden, and Germany.

## **Our Divisions**

- Clayton Developments Limited
- Prestige Homes
- Rooftight Construction
- Shaw Brick
- Shaw Lifestyle
- Shaw Living
- Shaw Precast Solutions
- Shaw Renewables
- Shaw Resources
- Shaw Rural Housing
- Shaw Transport
- Ven-Rez Products Limited

For over 160 years, our divisions and their talented employees have dedicated themselves to delivering quality and innovation through our products and services, ensuring our core values remain the very foundation of our organization.

We are proud to be a part of Atlantic Canadian history, and we are excited about its bright future. Our employees are always challenging the norms in pursuit of excellence and setting standards that only The Shaw Group of companies can live up to. Together, we'll continue to build better communities for all.

***"BETTER SOLUTIONS. BETTER COMMUNITIES. BETTER LIVES."***

# Clayton Developments

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Since its inception in 1959, Clayton Developments Limited has become Atlantic Canada’s premier community developer. A division of The Shaw Group Limited, we’re part of over 160 years of business success. We’re proud to have created communities for more than 85,000 residents to call “home” while producing a substantial economic impact and exceeding a billion dollars in developed real estate. Our communities are well-planned, well-known and well-loved.

# Prestige Homes

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Prestige Homes has been manufacturing beautiful and functional modular homes since 1973 from our manufacturing facility located in Sussex, New Brunswick. This is where our skilled employees’ precision-engineered modules (sections) of homes are manufactured, then delivered to the home site, where they are fitted together, and the remaining roofing, siding, drywall, and flooring are installed.



# Rooftight Construction

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Rooftight is a team of home builders, designers and contractors that believe it's more important to build a home around customers' lifestyle rather than a lifestyle around their home. This focus on understanding their customers has allowed Rooftight to serve home buyers in Nova Scotia for over 25 years. Our homes feature timeless architecture, modern amenities, and a level of craftsmanship that has solidified Rooftight's reputation as Halifax's most sought-after and respected builder.

# Shaw Brick

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Founded in 1861, Shaw Brick is a leading manufacturer, distributor and retailer of high-quality clay brick, concrete block and natural stone products for the landscaping and building sectors in Atlantic Canada. Shaw Brick has continued to refine and grow its selection of products and is continually diversifying their product offerings to include wall coverings such as metal, ceramic, and fiber cement. We help enhance the beauty of homes, yards, and entire communities with high-quality, sustainable, locally made products.



# Shaw Lifestyle

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Established in 2017, Shaw Lifestyle’s purpose is to foster community engagement and relationships and create a sense of belonging. The division offers community residents opportunities to interact with their neighbours by organizing and hosting events and activities for all ages and interests. By fostering these relationships, residents don’t just live on a street or in a building; they live in – and are a contributing part of – a community.

# Shaw Living

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Shaw Living focuses on home construction and long-term rental ownership. Born out of the initial corporate strategy of ‘adding value to land’, Shaw Living has grown substantially from one multi-residential building investment and one ground-based modular project to now being involved in more than 1,800 units of multiple residential development and ground-based modular housing projects running simultaneously. We wholly own several buildings and are also a proud partner with other real estate developers and builders.





# Shaw Precast Solutions

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Since 1945, Shaw Precast Solutions has become well known for providing the highest quality precast concrete products throughout Atlantic Canada. More than a manufacturer, Shaw Precast is a true solutions provider, offering a full suite of manufactured, licensed products, internal design services, and technical on-site installation support.



# Shaw Renewables

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Beginning with Eastern Embers Premium Wood Pellets in 1995, Shaw Renewables delivers sustainable energy solutions by converting biomass waste into quality biofuel products. We meet multiple certifications for quality and sustainability, so customers can trust they are receiving products that come from a socially responsible and renewable source. With operations in Hardwoodlands, NS, and Belledune, NB, our products can be found locally and internationally.

# Shaw Resources

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Shaw Resources is a leading supplier of industrial and specialized aggregates. We have grown significantly from our original operation in 1954 to having two aggregate processing plants. Initially established to supply bulk aggregates to the Halifax-Dartmouth area of Nova Scotia, Shaw Resources entered the retail market in the late 1970's with concrete premixes and landscaping products. The success of this move prompted further diversification, expanding throughout Atlantic Canada, Quebec and Northeastern USA.



# Shaw Rural Housing

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Shaw Rural Housing, the newest member of The Shaw Group of Companies, provides an innovative range of housing solutions aimed at reducing costs and addressing affordability challenges.

Specializing in the design & development of Pocket Communities, Shaw Rural Housing offers residents flexible choices, including both rental and condominium options, allowing them to build equity and invest in their future. Our dedicated team of builders delivers a combination of on-site constructed homes as well as modular multi-unit residential options to meet diverse housing needs.

# Shaw Transport

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Shaw Transport ships products manufactured by The Shaw Group, as well as transports large quantities of raw materials to and from our manufacturing facilities. Our fleet of trucks delivers by flatbed, boom truck, pneumatic tanker or dump trailer.

Our skilled & passionate drivers of Shaw Transport deliver project and retail materials safely on-site throughout Atlantic Canada and beyond.

# Ven-Rez Products

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Since its inception in 1948, Ven-Rez Products has established itself as a leading Canadian manufacturer of educational, institutional and library furniture. Recently, Ven-Rez has added kitchens to their manufacturing. Our 120,000-square-foot manufacturing facility located in Shelburne, Nova Scotia, has easy access to transportation infrastructure, allowing us to supply local, North American and International markets. From classroom chairs, desks and tables to library shelving and seating, our product quality and durability have been tested by decades of high usage and have proven to stand the test of time, over and over again.



## LETTER FROM THE CEO

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I would like to personally welcome you to the Shaw Group and congratulate you on your decision to join our team!



The story of The Shaw Group has been evolving for over 160 years. Ever since Robert Shaw founded a small clay brick and tile manufacturing operation in 1861, The Shaw Group and its numerous divisions has stood as an outstanding example of what it takes to be a successful organization. Throughout all of the challenges The Shaw Group has faced, such as surviving the Great Depression, expansion across Atlantic Canada and the evolution into its current group of divisions, The Company has embodied the spirit and philosophy of its founders. As The Shaw Group continues to grow and diversify, it is widely recognized as an industrial innovator and community builder. The Shaw Group is very proud of the fact that it continues to cultivate an excellent reputation for quality, craftsmanship, and for the resourcefulness and dedication of its people.

Several years ago, our former CEO, Allan Shaw, articulated his vision for The Shaw Group. Each year we achieve more of our goals - and each year we set our benchmarks a little higher. But the Company that we are, the things we believe in and the values we stand for do not change. I believe Allan's original vision stands the test of time and I am happy to adopt it as my personal statement. Here it is:

*I envision a firm that is growing in new areas. A firm that is quicker on its feet and more responsive, one which will improve its margins. A firm where people truly do count, where success is rewarded, where we are leaders in our industries and communities, where management, especially corporate management, is lean and not too numerous. A firm where people can see a future and are motivated by it. A place where people want to come to work. A Company marketing products and services of such high value that we are proud of them. A Company where we guide but don't stifle. This is the Company I want to lead.*

The creation of this policy manual provides The Shaw Group with a resource that will allow all employees to understand the requirements and expectations as representatives of this Company. While we have attempted to address all situations, not everything can be foreseen. These policies will be interpreted and placed into practice by The Shaw Group's supervisors and managers with advice and assistance from Human Resources. Any of these individuals can address questions or concerns that may arise. These policies will be amended periodically as required.

The Shaw Group strives to provide a work environment that recognizes collaboration and teamwork and encourages employees working together on shared objectives and collective goals. The policies in this manual are intended to advance a sense of respect and pride for The Shaw Group in all employees. This commitment to excellence will allow the story of The Shaw Group to continue for years to come.

Sincerely,



Dean Robertson  
President and Chief Executive Officer

## OVERVIEW AND EMPLOYMENT RELATIONSHIP

The purpose of this manual is to provide the employees of The Shaw Group Limited (“Employees”) and each of its divisions and subsidiaries (the “Company”) with general information regarding the Company’s guidelines and policies that the Company attempts to follow in most circumstances.

The Company reserves the right to rescind, modify, or deviate from these or other guidelines, policies, practices, or procedures relating to employment matters from time to time as it considers necessary in its sole discretion, either in individual or Company-wide situations, with or without notice.

The Company may, at any time, with or without notice, modify, alter, amend, supplement, or delete any of the policies and procedures contained in this manual as well as any Province specific addendums to this manual and such action will not be a breach of the terms of employment or amount to an actual or constructive dismissal. Nothing in this manual is intended to create or creates a promise or representation of continued employment for any employee. If any statements in this manual are not clear to you, please contact a member of management or the Human Resources Department for clarification. The current version of the manual supersedes any and all versions of policies, procedures, and past manuals of the Company.

The Company intends to comply with all federal and provincial laws applicable in the province in which it is operating. Should these laws provide a greater right or benefit than what is set out in the manual, the laws supersede this manual and govern as applicable.


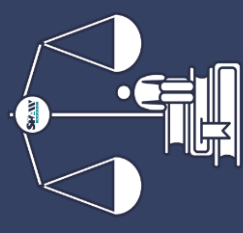
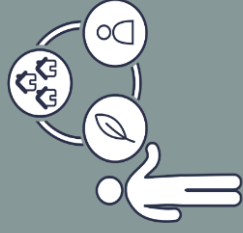
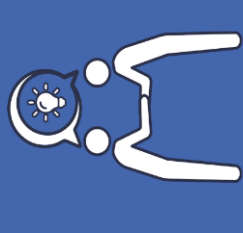
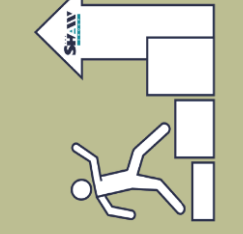
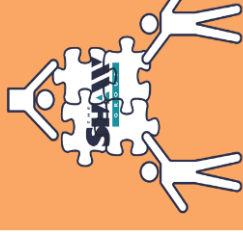
These policies and procedures apply to the day-to-day activities of all Shaw Group employees unless otherwise modified through a collective agreement or contract.

**To obtain the most current version of the Corporate Policy Manual, please visit the Company intranet.**



# OUR VALUES

Our core values guide us daily in our decision making and interactions with our co-workers, suppliers, customers, industry stakeholders, and collaborative partners

<h3>SAFETY</h3> <p>With a goal of zero accidents, safety is part of our culture, a value considered with each decision made by management, supervisors and employees. We always keep safety at the forefront of every action and decision we make whether in our plants, offices, jobsites, vehicles, and communities to keep ourselves and others safe. Our motto is that <b>"no one will be hurt today or tomorrow"</b>!</p> 	<h3>INTEGRITY</h3> <p>As employees of The Shaw Group we will always seek to do the right thing. We will do so by continuously acting honestly and ethically and by living up to our promises in all of our interactions with each other, our customers, our vendors and our stakeholders as well as within the communities in which we work and live.</p> 	<h3>RESPONSIBILITY</h3> <p>All of our decisions and actions will reflect the obligation we owe towards each other, our safety, our environment, The Shaw Group, our customers and our communities.</p> 	<h3>CUSTOMER UNDERSTANDING</h3> <p>We will continuously and actively seek to increase our understanding of our customers, and the industries in which we operate in order to ensure we are providing the best and up to date solutions into the marketplace.</p> 	<h3>CONSTANT IMPROVEMENT</h3> <p>We will strive to be better every day. As employees of The Shaw Group we will constantly seek out areas of improvements in the operations in which we work. We will always be looking out for ways to increase improvement in productivity, processes, tasks, customer service and ourselves. We will be driven to surpass what has already been achieved.</p> 	<h3>COLLABORATION</h3> <p>We believe in the power of working together across The Shaw Group to leverage our knowledge, our diverse talents, our variety of perspectives and our resources with the goal of using these collective strengths to create superior solutions for our customers and to optimize efficiencies within our operations.</p> 
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# OUR OPERATIONS



# Workplace Expectations and Standards

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We realize that our continued employment relationship will depend on a commitment from both you and The Shaw Group together. We have a responsibility to you to create the right environment, and you are required to uphold your responsibilities as outlined in this manual.

## **EQUAL EMPLOYMENT OPPORTUNITY, DIVERSITY, AND INCLUSION**

The Shaw Group is committed to providing equal employment opportunity to all employees and applicants for employment, regardless of race, colour, religion, marital status, sex, sexual orientation, national origin, age, disability, or any other characteristic protected under the applicable human rights legislation. We are committed to treating people fairly, with respect and dignity. It is The Shaw Group's policy that opportunities for advancement are based upon qualifications, job performance, professionalism, being a team player, reliability, and one's willingness and ability to handle additional responsibility. The Company affirms its commitment to ensuring that discrimination is not present in any conditions of employment including recruiting, hiring, termination, placement, promotion, layoff, recall, transfer, leaves of absence, compensation, and training.

The Shaw Group believes that all employees should treat their colleagues with respect and dignity, and we are committed to our objective of providing and maintaining a workplace free of discrimination on the basis of any protected grounds, harassment, intimidation, or exploitation of any nature.

Discrimination or harassment on the basis of any protected ground (or at all) by any employee is strictly prohibited and will not be tolerated by The Shaw Group.

This policy applies to all conduct in the workplace and Company-sponsored events outside of the workplace including Company travel as applicable. It applies to the conduct of all employees, supervisors, managers, and external personnel.

## **RESPECT IN THE WORKPLACE**

The Shaw Group is committed to providing a climate where employees, contractors, visitors, students, and other stakeholders are provided with the best possible conditions for working and engaging with others in an environment that is safe, healthy, dedicated to mutual respect, and free from discrimination and other harmful behaviours such as violence, bullying, and harassment.

The best possible environment for working, learning, and living is one in which respect, civility, diversity, opportunity, and inclusion are valued. Everyone at The Shaw Group is expected to conduct themselves in a manner that upholds these principles in all communications and interactions with others in all workplace settings.



## VIOLENCE FREE WORKPLACE

The Shaw Group is committed to providing a safe workplace for everyone that visits our premises. The Company will not tolerate a threat or act of violence by any employee. Violence, in a place of employment, means the attempted or actual use of physical force against an employee, or any threatening statement or behaviour that gives an employee reasonable cause to believe that physical force will be used against the employee, and includes sexual violence, intimate partner violence and domestic violence. This includes but is not limited to physical acts of violence, threats, intimidation, possession of weapons, and harassment made by any employee or by any person on the Company's premises.

We believe that employees may be better prepared to avoid or prevent violence if they report early warning signs. Therefore, it is a requirement that employees report any behaviour that compromises or may compromise the Company's ability to maintain a work environment free of violence. Reports of violence should be made to a member of management or the human resources department. All reports will be investigated promptly and will be kept confidential as is reasonably possible.

The Shaw Group recognizes that violence is an occupational health and safety hazard, and that physical and emotional harm may result from violence. Any form of violence in the workplace is unacceptable. The Shaw Group is committed to implementing measures to minimize and to the extent possible, eliminate the risk of violence in the workplace, and to control any identified risks or hazards of disrespectful behaviour. Any breach of this policy may result in a formal investigation, discipline, or dismissal, removal from property, and/or police involvement.

## HARASSMENT FREE WORKPLACE

The Shaw Group believes that all employees should be treated with dignity and respect. It is the policy of The Shaw Group to provide a working environment that is free from harassment and discrimination. The Shaw Group prohibits harassment of its employees in any form, whether based on a prohibited ground or not, by any person in connection with their job responsibilities.

Harassment, in a place of employment, means any objectionable or offensive behaviour that is known or ought reasonably to be known to be unwelcome, including bullying or any other conduct, comment or display made on either a one-time or repeated basis that threatens the health or safety of an employee, and includes sexual harassment, but does not include reasonable conduct of an employer in respect of the management and direction of employees at the place of employment. Harassment can include verbal, physical, or visual conduct that creates an intimidating or offensive work environment. It can also include sexual harassment, which is defined as a course of vexatious conduct of a sexual nature that is known or ought reasonably to be known to be unwelcome by an employee.

Examples of harassment include, but are not limited to:

- × Epithets, slurs, or negative stereotypes; threats, intimidation, or hostile acts; and defaming jokes.

- × Unwelcome or derogatory comments regarding a person's race, national or ethnic origin color, religion, age, sex, sexual orientation, marital status, family status, disability, or any other ground covered by an applicable anti-discriminatory law.
- × Threats of physical harm: hitting, pushing or other aggressive physical contact.
- × Distribution of inappropriate electronic mail or display of inappropriate material.
- × Inappropriate gestures.
- × Unwelcome conduct: sexual advances, demands for sexual favors, or other verbal or physical conduct of a sexual nature.

## **ACTION TO BE TAKEN IF HARASSMENT OR DISCRIMINATION POLICY IS VIOLATED**

An employee who believes they have experienced discrimination or harassment or violence, or has witnessed or believes that such behavior has occurred should either;

1. In the case of violence, ensure the immediate situation is safe, or take reasonable measures where appropriate to ensure a safe environment. This can mean leaving the worksite or contacting law enforcement if necessary. As soon as possible, and when it is safe to do so, report instances of violence to the appropriate supervisor, manager or human resources and/or;
2. Communicate to the offender that their behavior is unwelcome; or
3. If the behavior continues or if the employee is not comfortable communicating this to the offender, bring the offensive behavior to the attention of the appropriate manager; or
4. If the employee is not comfortable reporting the incident to a member of their direct management team, they may contact Human Resources directly.

Employees are requested to also report inappropriate actions of non-employees while on Company property or at an off-site business function.

All reports will be investigated promptly, will be kept as confidential as is reasonably possible and will be addressed in accordance with the Company's discipline policy.

Upon the receipt of any reports of a breach of the discrimination or harassment and/or violence policies, The Shaw Group will investigate the matter where appropriate and take appropriate steps to correct any breaches.

Any employee who is found to have engaged in inappropriate behavior, or who fails to participate in an investigation under these policies, will be subject to corrective action, up to and including termination of employment.

There will be no retaliation against any employee for bringing forward a complaint in good faith. However, any employee who reports discrimination or harassment but is discovered to have made the report not in good faith will also be subject to corrective action, up to and including termination of employment.

These reporting requirements are not intended to discourage workers from exercising their rights under human rights legislation, the Criminal Code, or any other relevant legislation as applicable.

We all have a right to work in a respectful and professional environment. Treating each other with respect and dignity ensures a healthy and productive workplace. We must all behave in a way that contributes to a workplace free from discrimination, sexual harassment, bullying, exclusion and violence.

## OTHER CONCERNS

Occasionally, concerns, challenges, or conflicts may arise which are not immediately or easily resolved. Generally, people are expected to discuss their issues and work them out together. Periodically, the issue must be resolved at a higher level. Your complaint, problem, or conflict can be dealt with quickly, fairly and consistently by keeping the lines of communication open between employees and supervisors.

If you encounter an issue with which you require assistance, discuss the matter with your supervisor. If it is a general employee issue or a health and safety issue, you can also bring it to the attention of the appropriate supervisor, manager, or Joint Occupational Health & Safety Committee (JOHSC) representative.

If the issue is not resolved to your satisfaction, there are others available to speak to regarding problems and conflicts, including any manager in your division or Human Resources.

On-going, unresolved issues will be referred to the General Manager and to the CEO, if required. Issues of a serious nature are to be documented in a signed statement, including the nature of the complaint, details of the circumstances and others involved.

It is important that there be a free exchange of information, counsel, and advice throughout the Company. It is, therefore, Company Policy that there be no inhibitory factors in informal communications between employees at all levels including the CEO. Informal communications should not, however, be used to by-pass anyone's authority with regard to decision making or to interfere with anyone's accountability.

## EMPLOYEE CONDUCT

The Company expects all employees' conduct to reinforce The Shaw Group's commitment to maintaining a healthy and productive work environment. An employee who engages in conduct considered to be inappropriate will have their behaviour addressed in accordance with the Company's disciplinary policy.

Without limiting anything more specifically addressed elsewhere in this manual, inappropriate employee conduct includes such behaviours as:

- × Failure to treat a fellow employee, customer or supplier with dignity and respect, including the practice or promotion of discrimination or harassment against a fellow employee or group of employees on the basis of race, national or ethnic origin, color,

religion, age, sex, sexual orientation, marital status, family status, disability, or any other ground covered by an applicable human rights legislation.

- × Willful violation of federal, provincial, or local laws that govern the conduct of our business.
- × Willful misuse, misappropriation, damage, theft or destruction of Company property or the property of fellow employees, customers, suppliers, etc.
- × Dishonesty or providing false or inaccurate information to the Company or on Company documents or records such as, but not limited to, timecards, personnel records, applications, resumes, and expense reports.
- × Unprofessional or inappropriate behavior.
- × Unauthorized disclosure of confidential information.
- × Insubordination, including refusal to perform work assignments.
- × Failure to notify the Company prior to being absent and failure to report to work.
- × Use, possession, or being under the influence of alcohol, marijuana, intoxicants, or illegal drugs while on Company property or during working hours.
- × Smoking in the workplace or on its surrounding property, unless in designated smoking area.
- × Fighting or threatening violence.
- × Sleeping during working hours.
- × Excessive personal telephone calls and/or use of Company's long distance phone lines for non-business purposes.
- × Excessive unauthorized absenteeism or tardiness.
- × Violating any Company rule, policy, or procedure.
- × Frequent or excessive use of phones during work hours for personal reasons such as phone calls, text messages, emails, and social media use.

Should you have any questions regarding this policy, please consult with your supervisor or contact the Human Resources Department.

## CODE OF ETHICS

The Shaw Group has long had a reputation for providing quality products and treating people fairly and honestly. As we grow, our reputation in the eyes of customers, suppliers, competitors, government, the public and our own employees will influence our success. It is important that all of our people maintain (and be perceived by others as maintaining) the highest standards of conduct, including strict compliance with the laws of Canada, or any others that may affect our business. By following the guidelines below, we can help to maintain the highest standards of business conduct:

- People will not be unlawfully discriminated against or harassed on any basis.
- The Shaw Group will be open and honest with all those associated with the Company.
- The Shaw Group will provide quality products & services competitively priced and will explain completely and accurately information about our products & services.
- We will buy materials and services from reputable suppliers at the best overall value.
- Continue to map activities, assess hiring practices, and look at our supply chain to determine if there are areas of our business where there is a risk of forced labour or child labour.
- We will strive to make significant community contributions in those areas where we conduct business.
- No employee is ever expected to commit an illegal or unethical act.

- No conflict of interest will exist between the personal interests of employees, directors, and those of The Shaw Group. Any potential conflict of interest must be disclosed in writing to the VP of Human Resources, who will notify the SVP and CEO.
- Gifts or favors of values to or from outsiders, which may influence normal business decisions or conduct, are discouraged in order to avoid the appearance of improperly influencing relationships with people or organizations. Any gifts received from suppliers or customers are to be turned into the General Manager, and they will either be used for prizes at Company events or otherwise distributed appropriately.
- Employees will not hold outside positions or directorships in competing or related companies without the approval of the CEO in writing.

## **CONFIDENTIALITY**

During employment with The Shaw Group, employees may have access to certain confidential and proprietary information, the disclosure of which could be harmful to the interests of the Company. Confidential information is any and all information that is not generally known to people outside of the Company and is disclosed to or known by you as a consequence of your employment with the Company. As an employee you acknowledge and agree to take all appropriate precautions to safeguard the confidential information of the Company, which includes but is not limited to information respecting the Company's customers, business, officers, employees, operations, policies and procedures, intellectual property, or assets, and financial or any other information of the Company whatsoever.

At all times during the course of your employment and anytime thereafter, you shall hold in the strictest confidence and will not disclose, use or publish any such confidential information except as such disclosure, use or publication may be required in conjunction with your work or unless the Company expressly authorizes such in writing or as required by law.

Any information of a confidential or proprietary nature developed during the course of employment with The Shaw Group is considered property of the Company.

Any employee who learns of any improper use or disclosure of confidential information of the Company should immediately notify their Supervisor or the Human Resources Department.

## **OFFICES, WORKSTATIONS, DESKS, AND OTHER MANAGED WORK SITES**

All offices, workstations, desks, meeting rooms, staff rooms, and any other workspaces; must be kept neat and tidy at all times. The Company encourages you to personalize your workstation in a professional manner, but at all times it must be free from inappropriate materials which may include items such as calendars, photographs, pictures, posters, cartoons, or drawings of any kind that convey an implied or explicit and derogatory or otherwise improper racial, ethnic, religious, sexist, or sexual message, or any message which may be considered discrimination or harassment pursuant to Company policy and/or the applicable human rights and/or occupational health and safety legislation. Should you have a concern as to whether or not an item can be posted in your work area, please ask your supervisor or contact the Human Resources Department.

Employees are required to read items posted on bulletin and communication boards. These boards are for Company communications and are not to be used to publicize any information other than Company-related business. Any posted communication that has not been approved in advance by the Human Resources Department will be removed.

## OPEN WORKSPACE ETIQUETTE

As some of our office locations have open/shared workspaces, it is important to ensure some basic ground rules to set up a respectful environment that allows everyone to remain productive. The following rules of etiquette should be practiced:

- ✓ **Respect the need to work:** remember that everyone in the space has work to get done and respect that. This means limiting conversations while someone is busy. If you need to say something, schedule a meeting, or ask to interrupt.
- ✓ **Minimize distractions:** avoid engaging in things that can lead to distractions for others in the space. As an example, listening to music, videos, podcasts, conducting online meetings without headphones, or engaging in loud conversations.
- ✓ **Have meeting in designated areas:** if you have meetings planned, remember it can be distracting to others. Instead of having in-person or online meetings in open areas, have the meeting in a designated conference room.
- ✓ **Stay organized:** since an open office space puts your desk in the line of sight, a mess can easily spill over into someone else's work area. Keep this in mind and maintain a tidy work area.
- ✓ **Respect the space of others:** respecting each other's space means keeping your items out of their space, and not "borrowing" items from them without permission. Ask before encroaching on the space of others.
- ✓ **Respect Privacy:** in addition to respecting the space, respect others privacy. Do not peer over their shoulder to see what they are working on or eavesdrop on a phone conversation.
- ✓ **Avoid strong smells:** since everyone in an open office shares the same space, any strong scent permeates; avoid strong smelling foods, perfumes, or lotions. Ensure to stay on top of personal hygiene to avoid unwanted body odours.
- ✓ **Stay home if you are sick:** in order to avoid spreading germs and to minimize distractions, if you must come to work when sick, be respectful of others and practice good hygiene such as sanitizing your workspace or mask wearing.

## WORKING/OFFICE HOURS

In order to ensure the success of our business, we require reliable and dependable employees. Therefore, each employee is responsible for arriving at work on time and being ready to work

at their scheduled start time. Office and work hours will vary, depending on your role and work location. All employees who will be absent from the workplace are responsible for reporting their absence directly to their Supervisor or Manager a minimum of one (1) hour before the beginning of their workday/scheduled start time, or depending on the circumstances as soon as possible thereafter (unless otherwise communicated). No employee will be absent from work or leave work early without the expressed permission of their Supervisor, subject only to limitations required by law.

## **INCLEMENT WEATHER**

Generally, the Company will not close a location unless there is a severe weather incident. All employees shall make every reasonable effort, consistent with personal safety, to report to work unless instructed otherwise. The Shaw Group recognizes that inclement weather can vary considerably from one location to another, and as such, employees should use their discretion on whether or not they are able to report to work safely. All employees will make a good faith effort to report to work on time. This includes, but is not limited to, allowing sufficient travel time, and using alternate routes or alternate methods of transportation.

In the event that an employee is unable to arrive at their workplace at their normal starting time as a result of inclement weather conditions, the employee must make every reasonable effort to call their supervisor within one (1) hour of their start time to advise that they/them are unable to report to work or will likely be late due to weather conditions.

Employees should check with their Supervisor on the specific protocol related to their site regarding inclement weather.

## **AFTER HOURS BUILDING SECURITY POLICY**

The Shaw Group recognizes its responsibility to provide staff, volunteers, contractors, sub-contractors, vendors, and visitors to its office a safe environment where they and their possessions will be offered a reasonable degree of protection.

To ensure that the environment is kept safe everyone who accesses the office must be aware of how they can contribute towards ensuring that the office is a safe place to be. The key objective is to ensure that unwanted people who would seek to cause harm to individuals or property are stopped from entering the buildings.

- ✓ All buildings may be accessible outside of normal working hours with approval. If it is a regular requirement of your role, A FOB assigned directly to you will allow you to enter the building during this time.
- ✓ For employees requiring access outside of working hours, you will be required to operate the security system and set the alarm upon leaving. Please contact IT if you are unsure of how to arm the building at your location.
- ✓ Personal possessions are the responsibility of the individual. If a staff member, volunteer, visitor, etc. bring an item of value into the office they must ensure that it is appropriately stored in a safe place. The office is not responsible for personal possessions that go missing.

- ✓ On leaving the office all filing cabinets and/or offices holding sensitive information/material must be locked and keys stored in a secure location. All external doors shall be locked, windows checked, and alarm set.
- ✓ As a reminder, ensure appropriate IT policies are followed regarding laptops/computers to ensure they are locked and/or shutdown upon leaving your workstation.

## AFTER HOURS COMMUNICATION

The Shaw Group recognizes that supporting our employees in achieving work-life balance benefits the employee and organization alike. Part of this effort is maintaining healthy work-life boundaries by setting expectations around after-hours communication.

The Shaw Group recognizes that while after-hours communication may not be entirely avoidable across the organization due to the nature of different roles, employees and supervisors alike should be mindful when communicating after working hours regardless of the platform of communication, which includes phone calls, text messaging and other messaging applications.

It is fully recognised that situations may arise when it is necessary to contact employees outside of stipulated working hours. It is also acknowledged that various roles are conducted in different ways such as telecommuting or flexible operation to be responsive to customer and business needs as required. Examples of business critical and/or time-sensitive situations includes but are not limited to urgent matters or emergencies such as security breaches, equipment breakdown affecting business operations, health and safety issues, cybersecurity threats, etc.

## APPEARANCE AND DRESS GUIDELINES

Our professional appearance and demeanor are direct reflections of our organization. The Shaw Group's offices observe business casual attire. All clothing should be neat and professional in appearance. Clothing that is potentially offensive to others is never allowable. It is the responsibility of each employee to exercise good judgment when selecting appropriate clothing for their workday.

### **Acceptable Business Casual Dress Code Includes:**

- ✓ Casual dresses and skirts
- ✓ Casual pants (i.e., khaki pants)
- ✓ Business casual shirts (with or without collars)
- ✓ Ankle pants and capri pants between mid-calf and ankle

### **Inappropriate Attire Includes, but is Not Limited To:**

- ✓ Denim (with rips/tears)
- ✓ Flip flops, tennis shoes, or athletic shoes
- ✓ Athletic wear/wind suits/hoodies
- ✓ Sleeveless tops or dresses that are strapless or have thin straps, or halter/tank tops
- ✓ Revealing or tight-fitting clothing, including leggings when worn as pants



### **Acceptable Professional Business Attire Includes:**

- ✓ Business suits
- ✓ Dress shirts, dress blouses, or blazers
- ✓ Dress pants, skirts, or dresses
- ✓ Sports coats with ties

When traveling offsite to a customer, supplier or another event while representing the Company, and you are unsure about the appropriate dress attire, professional business dress is always appropriate. If you have additional questions, seek further clarification from your supervisor or Human Resources.

Professional business attire is always acceptable and business casual is completely voluntary.

## **SCENT SENSITIVE ENVIRONMENT**

Exposure to scented products can cause problems for individuals with chemical sensitivities, triggering asthmatic reactions, migraine headaches, or other health issues. In the interest of the health and wellness of employees, everybody is expected to use scent-free or scent-reduced products. A scent-free product is labeled unscented, scent-free, or fragrance-free. A scent-reduced product has minimal scent, is labeled "hypo-allergenic" or "for sensitive skin". Employees are also requested to take reasonable steps to educate visitors and contractors about our scent sensitive work environment.

Should an employee find they are sensitive to products used by co-workers, they should address this with the individual directly. Should this approach be ineffective or inappropriate, employees should escalate the concern to their Manager or Human Resources for resolution.

## **OUTSIDE EMPLOYMENT POLICY**

The Shaw Group recognizes that some employees may need or want to hold additional jobs outside their employment with the Company. Employees of The Shaw Group are permitted to engage in outside work or hold other jobs, subject to certain restrictions based on reasonable business concerns.

Work-related activities and conduct away from The Shaw Group must not compete with, conflict with, or compromise the Company's interests or adversely affect job performance and the ability to fulfill all responsibilities to The Shaw Group Limited. Employees are prohibited from performing any services for customers of The Shaw Group that are normally performed by The Shaw Group. This prohibition also extends to the unauthorized use of any Company tools or equipment and the unauthorized use or application of any Company confidential information. In addition, employees may not solicit or conduct any outside business during work time.

Employees must carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity causes or contributes to job-related

problems, the employee will be asked to discontinue the outside employment, and the employee may be subject to the normal disciplinary procedures for dealing with the resulting job-related problem(s).

If the outside employment of an employee presents a conflict of interest, or if such outside employment has any potential for negative impact on the Company, the employee will be asked to terminate the outside employment.

Employees may not use paid sick leave, which includes any insurer pay benefits, to perform work for another employer. Fraudulent use of Company sick leave or an employee's refusal to comply with The Shaw Group's reasonable request to terminate outside employment may result in immediate termination of employment.

## **NEPOTISM**

The Shaw Group has a long history of being a family business and is proud to have generations of families as our employees. We welcome the opportunity to hire and retain qualified employees who are related to one another by blood or marriage. However, it is in the best interest of both the Company and its employees to avoid conflicts of interest between work-related and family-related obligations, to reduce favoritism or the appearance of favoritism, and to prevent family conflicts from impacting the workplace. Since such relationships can sometimes create problems in the workplace, it is the policy of the Company that:

1. Any employee who has or acquires a familial relationship with another employee shall not have any direct supervisory authority over the other person.
2. An employee cannot use their authority or position with the Company to benefit or to disadvantage another employee in a familial relationship.
3. Employees are required to notify the Company's Human Resources Department of any existing familial relationships; any familial relationships that are created among employees (for example, a personal relationship between employees); or the potential employment by the Company of a family member. Human Resources will obtain all necessary information and will seek approval of the employment or continued employment from the division SVP. Any employment approved pursuant to the policy will be governed in accordance with the Hiring of Family Members Procedure. In all cases the Company will comply with the applicable human rights legislation.

## **ATTENDANCE MANAGEMENT**

The Shaw Group recognizes that from time-to-time employees may be absent from work due to illness or injuries, medical appointments, or personal emergencies.

Several factors are affected by the absence of employees. These include lost productivity, product quality and a negative effect on the team performance and morale of other employees. It is important that employees report to work regularly and be punctual in reporting to work.

Attendance will be monitored regularly and at any time when there is concern or when an employee has exceeded 40 hours of absenteeism in a rolling 1 year period, the supervisor will

discuss the absences with the employee. The employee may also be referred for counseling/assistance through the Company's EFAP (Employee and Family Assistance Program) Program. The inability to meet attendance requirements on an on-going basis may result in the termination of employment. Further information on absenteeism management is available from Human Resources. In all cases the Company will comply with its obligations pursuant to the applicable human rights legislation.

## PERFORMANCE MANAGEMENT

The Shaw Group's Annual Performance Management Process is intended to align organization goals with individual goals by creating conditions that enable, stimulate and promote top performance. To that end, each employee must receive fair and equal treatment, be provided fair and consistent direction and an opportunity to understand performance issues when they arise.

The Performance Management process begins once role and goal clarity has been provided, generally at the time of hire, the start of each fiscal year, with a change of duties or function, and/or to overall company business changes. Once expectations are established and agreed upon, managers and supervisors apply ongoing coaching and feedback techniques to drive behaviours that meet expectations, or, in some cases, to help employees become effective again.

The coaching process for employees is interactive and utilizes a number of different mechanisms based on the role, developmental need and/or career aspirations aligned to business needs. Performance discussions are structured to coach achievement of key performance metrics, demonstration of Leadership Competencies and behaviours, adherence to policies, procedures, and legislation. An employee's willingness to apply their skills and abilities to the work required is critical to the process.

When normal coaching is no longer effective, employees must be provided an opportunity to improve over a reasonable and specified period of time. Guidance, education and support come first; disciplinary action is the final step in the process of improving employee performance.

Ultimately, the use of a consistent, staged performance management process provides due warning of performance concerns within a consistent framework: reinforced expectations, gaps in performance identified, potential outcomes including job jeopardy addressed.

Adaptations to the process may be appropriate as indicated.



## DISCIPLINE POLICY

This employee disciplinary policy is designed to explain how the Company handles employee misconduct or performance issues. The disciplinary policy describes the Company's progressive action steps, including all consequences for employee actions. It is the Company's desire to provide a process by which employees can correct any misconduct or improve their work performance prior to more significant disciplinary action, up to and including termination.

Although the Company describes a progressive action policy here, it reserves the right to bypass certain steps or combine steps depending on the individual nature of each situation. All employee misconduct or performance issues are addressed on a case-by-case basis.

This disciplinary policy should not be read to create any new contractual rights between employer and employee. Nothing herein modifies the Company's ability (where applicable) to terminate an individual's employment with or without cause.

Factors to be considered: The Company may consider any factor it deems appropriate when deciding on employee discipline. Some factors that may be considered include whether the misconduct or poor performance is a one-time infraction or has been repeated, the employee's general work record, the employee's response to management, and the impact of the employee's behavior on the Company at large.

Progressive discipline will consist of all or some of the following five stages, as applicable:

1. Documented Coaching or Counselling
2. Documented Verbal Warning
3. Written Warning
4. Suspension
5. Termination of Employment

Examples of disciplinary action are provided below:

<p>Class I Examples:</p> <ul style="list-style-type: none"> <li>• Deteriorating work performance/attitude</li> </ul>	<p>Discipline:</p> <p>1<sup>st</sup> - Verbal warning (documented)  2<sup>nd</sup> - Written warning (documented)  3<sup>rd</sup> - Suspension (documented)  4<sup>th</sup> - Termination of employment or employment contract</p>
<p>Class II Examples:</p> <ul style="list-style-type: none"> <li>• Insubordination</li> <li>• Harassment</li> <li>• Violation of Health &amp; Safety Policy</li> </ul>	<p>Discipline:</p> <p>1<sup>st</sup> - written warning (documented)  2<sup>nd</sup> - Suspension (documented)  3<sup>rd</sup> - Termination of employment or employment contract</p>
<p>Class III Examples:</p> <ul style="list-style-type: none"> <li>• Cardinal Safety Rule Violation</li> <li>• Working while impaired (including driving while impaired)</li> </ul>	<p>Discipline:</p> <p>1<sup>st</sup> - Suspension (documented)  2<sup>nd</sup> - Termination of employment or employment contract</p>

<ul style="list-style-type: none"> <li>• Trafficking drugs/alcohol in workplace</li> <li>• Threats</li> <li>• Assault/violence in workplace</li> <li>• Theft of Company property</li> <li>• Fraud against Company</li> </ul>	
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Minor infractions will begin with a documented coaching/counselling and/or documented verbal warning, whereas infractions of a more serious nature may begin at an advanced level of the progressive discipline scale, up to and including immediate termination. The severity of an infraction will be assessed by the Supervisor in conjunction with the Human Resources department.

At each stage of the discipline process, the employee will be given an opportunity to explain their conduct and all facts will be carefully reviewed prior to the administration of any discipline.

Any discipline resulting in a suspension or termination will be approved by the Manager of the Division.

All discipline will be documented, and a copy will be provided to the employee and a duplicate will be kept in the employee’s personnel file.

Any illegal behavior is not subject to this disciplinary policy and will be grounds for immediate termination. Employer may also report such activity to relevant law enforcement.

## **MEDIA REQUESTS**

External public relations are the overall responsibility of the CEO as maintaining a consistent message to the public is important for our brand, reputation and image. Requests for interviews, financial data, or other corporate information by news media, brokers, or the general public are to be referred to the General Manager, SVP or Vice President of Human Resources for appropriate approvals.

## **DONATIONS**

It is important to The Shaw Group to meet its community and social obligations by giving its support to organizations active in the communities we work in. All requests for donations must be referred to the applicable division Senior Vice President from which the donation was requested.

## **PRIVACY OF PERSONAL INFORMATION**

The Shaw Group is committed to the protection and privacy of its employees’ personal information. With your understanding and consent, we collect and disclose personal information

for the purposes of recruitment and training, to administer compensation and benefits programs, to develop, manage, and promote employee services, and to meet requirements imposed by law.

The Shaw Group will only use, disclose, or retain personal information for the legitimate purposes identified to the individual concerned and for which consent has been obtained. Personal information shall be retained only as long as necessary for the fulfillment of those purposes, except where a longer retention period is required by law. Personal information that has been used to make a decision about an individual shall be retained long enough to allow the individual access to the information after the decision has been made. Some personal information may be retained incidentally as a result of routine computer backup operations. When this is the case, the personal information is not available for use by The Shaw Group.

Personal information that is no longer required to fulfill the identified purposes shall be destroyed, erased, or made anonymous.

## **SOLICITATION & DISTRIBUTION**

Employees are vital to the success of The Shaw Group. Solicitation of employees, whether direct or indirect is not permitted. Except with the explicit permission of management, solicitation for sales, memberships, or financial support of organizations will not be permitted on Company time or premises without approval from the division management.

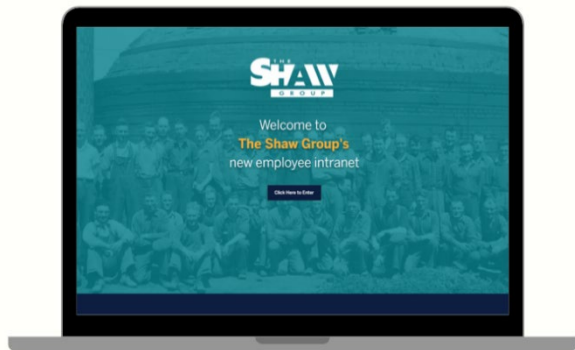


## COMPANY INTRANET

Communicating to our employees is important to us! The Shaw Group's employee / Company intranet is available on your desktop and mobile device, on and offsite to provide you with information relative to your employment.

The intranet is designed to be a user-friendly communications hub for all Shaw Group employees. You will be able to find:

- ✓ **Shaw Values**
- ✓ **Safety documents**, such as our safety manual, toolbox talks library, and more
- ✓ **Corporate policies** for Safety, IT, and more
- ✓ **HR Information**, such as login information for payroll and career opportunities
- ✓ **Company news and announcements**
- ✓ **Shaw Marketplace**, where employees can list and browse items for sale
- ✓ **Employee perk programs**, a list of discounts available to all Shaw employees
- ✓ **Contact details** for key departments and divisions



### Login information:

Go to: <http://shawgrouppltd.com>

Click **Intranet** on the top right-hand corner

Password: Will change on a quarterly basis. An email with the new password will be sent out each month and posted in plants.

The intranet will be regularly updated and will continue to evolve. To stay up to date, sign up to receive email notifications when new items have been added at the bottom of the home page.



# Workplace Health and Safety

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The Company ensures practical and effective measures are in place to protect the health and safety of our employees, customers, and contractors and will conduct our business in a manner which maximizes protection of persons at or near our workplaces.

The Company believes accidents are not an inevitable cost of getting the job done and have set a goal of zero injuries and illnesses. Our motto is: **"No one will be hurt today or tomorrow."**

The Company, in their commitment to health and safety:

- ✓ recognize the importance of involvement and commitment by senior management and the responsibility of each and every employee in the implementation of this policy. All employees are accountable for their health and safety performance;
- ✓ co-operate with all employees in pursuing occupational health and safety;
- ✓ require contractors/service providers, working on our behalf, to adhere to health and safety practices which are acceptable to this Company and meet or exceed industry regulations;
- ✓ recognize that all accidents/incidents are preventable and will promote the highest standards of safety performance;
- ✓ complies with all relevant legislation while engaging in continuous improvement with our health and safety program and policies.
- ✓ It is expected that all employees, regardless of their level, will tell their fellow employees if they see them performing an unsafe action. If the employee continues to perform the unsafe action, it is a requirement that the observing employee immediately inform their supervisor of this unsafe action.

The Safety of all of our employees is governed by The Shaw Group's Health and Safety Policy and Program.

## EMPLOYEE'S HEALTH AND SAFETY RESPONSIBILITIES

- ✓ Take reasonable care to protect they/their safety and health and the safety and health of other persons who may be affected by their acts or omissions at work.
- ✓ At all times, when the nature of the work requires, use all devices and wear all articles of clothing and personal protective equipment designated and provided for their protection by their employer, or required to be used and worn by him/her by the regulations.
- ✓ Consult and co-operate with the workplace safety and health committee, where such a committee exists, regarding the duties and matters with which that committee is charged.
- ✓ Consult and co-operate with the worker safety and health representative, where such a representative has been designated, regarding the duties and matters with which that representative is charged.
- ✓ Immediately report all accidents and injuries to your supervisor, safety, and human resources department.
- ✓ Comply with all applicable legislation, regulations and The Shaw Group's Health and Safety Policy.



## RETURN TO WORK – STAY AT WORK

The Shaw Group is committed to ensuring the safety of our employees in the workplace at all times and recognizes that all injuries/illnesses are preventable. In the event that an injury/illness happens at work, we are committed to facilitating an early and safe return to work.

**Return to Work – Stay at Work Procedure & Policy** is intended to provide guidance and establishes standard expectations for employees and supervisors of The Shaw Group Limited regarding the leave and return to work of all employees who have experienced a workplace injury/illness.

Please refer to the *Return to Work – Stay at Work Procedure and Policy* for more information.

## DRUG AND ALCOHOL-FREE WORKPLACE

The Shaw Group is committed to providing a safe workplace. Use of or being under the influence of alcohol, drugs and other substances by any employee creates safety risks for the affected employee, their coworkers, and others such as contractors, customers, and members of the public.

The Company expects all employees and contractors to be fit for work when they attend work and to be free from the effects of alcohol, drugs and other substances. All employees must adhere to The Shaw Group’s Drug and Alcohol Policy as a condition of employment. The Company will not tolerate any breach of this policy that puts at risk the health and well-being of its employees or other persons.

## SMOKE FREE WORKPLACE

The objective of The Shaw Group’s Smoke Free Workplace Policy is to create a safe and healthy workplace free from second-hand smoke. Smoking is not permitted in any Company buildings or within a specific buffer zone around entrances and exits, operable windows and air intakes. If smoking is permitted, it is only permitted in designated smoking areas. If there is no designated smoking area, smoking is not allowed on the property. Please refer to your site policy for specifics relative to your location of employment.



# Information Technology Corporate Policy

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## GENERAL GUIDELINES

Employees at The Shaw Group Limited and its subsidiary companies who are provided with access to computer, network and other electronic resources as business tools are expected to use these Company assets responsibly and in accordance with the highest standards of business conduct.

### Expected Standards

Employees are expected to:

- ✓ Always be aware that they are representing the Company when using these tools.
- ✓ Act responsibly to ensure the security of corporate and personal data.
- ✓ Take the necessary steps to ensure that all data and electronically produced documentation is saved to the Company's network.
- ✓ Get approval from your GM and IT Services before Installing any software on a Company owned computer.
- ✓ Minimize the use of Company assets for personal reasons during working hours and ensure that any personal use does not interfere with work activities and requirements.
- ✓ Create a personal email account for personal emails and keep their Shaw email for work-related purposes.
- ✓ Adhere to the Company's Social Media Policy.

### Prohibited Use

Employees shall not:

- ✗ Engage in inappropriate or disrespectful behavior using Company assets
- ✗ Demonstrate a lack of careful attention to the security of Company computers and other electronic resources
- ✗ Allow the personal use\* of computer, email, internet services or other Company electronic systems to interfere with work activities and requirements – the employee's Supervisor or Manager will determine if an employee's personal use during work time has been excessive
- ✗ Use Company equipment for personal profit-making activities.
- ✗ Use Company assets and systems to access information or websites related to illegal, objectionable, or unethical activities – inappropriate sites include but are not limited to:
  - On-line gambling sites
  - Pornography sites
  - Sites for the illegal buying, selling, or trading of materials
- ✗ Install software that is not permitted under the Company's Software Policy
- ✗ Download files and information or copy files from USB drives or CDs from any unknown or suspicious source using any computer that is connected to the Company network

Personal use of computer, email, internet services, and other Company electronic systems includes but is not limited to:

- × Sending or forwarding email jokes, stories etc. that are unrelated to work.
- × Use of social media, messaging, or chat services outside of business purposes.
- × Use of the internet for browsing, online shopping, video streaming, downloading etc. that is unrelated to work.

If in doubt about any aspects of this Policy, employees must contact Shaw IT for clarification and assistance.

## **IT SECURITY POLICY**

The Shaw Group Limited and its subsidiary companies (Company) are responsible to ensure that our IT environment is safe and secure for employees to conduct their day-to-day work. To ensure this the Company implements IT Security controls on our computers, network and mobile devices.

### **Expected Standards**

Employees are expected to:

- ✓ Ensure that anti-virus software is installed, updated, and enabled on their home computer if using it to work on Company files from home.
- ✓ Obtain software from illegitimate sources that are not considered safe (Torrent sites, hacker sites, etc.) without explicit authorization from the Director of IT.
- ✓ Complete mandatory IT Security awareness training as requested within given timelines.

### **Prohibited Use**

Employees shall not:

- × Attempt to circumvent network security. This includes, but is not limited to, obtaining passwords or accessing files on Company servers without permission. Accessing a file refers to copying, reading, renaming, changing or deleting. Lack of protection does not give you the right to do any of these things.
- × Attempt to discover another user's password through the use of software designed to breach network security.
- × Modify the network configuration of your Company owned devices without authorization from Shaw IT.

### **External IT Vendor Security**

When the Company needs to partner with a new external vendor with a service that will hold Company data that is accessible from the internet, that Vendor will require validation before entering into any partnership agreement.

As a minimum the following information should be gathered and maintained regularly to ensure they are following all IT Security best practices while in possession of Company data.

- Their Security policy as it pertains to the systems involved with the storage of Company data.
- Proof of compliance with their written security policies (SOC II, type 2 report/attestation letter from recognized auditor).

## SOFTWARE POLICY

The Shaw Group Limited and its subsidiary companies (Company) license the use of computer software from a variety of third parties. Such software is normally copyrighted by the software developer and, unless expressly authorized to do so, the Company has no right to make copies of the software except for backup or archival purposes. The purpose of this Policy is to prevent copyright infringement and to protect the integrity of Company's reputation.

Abuse of software license or copyright infringement can subject employees and/or the Company to financial penalties, legal costs, and damaged reputation. In addition, use of unlicensed software can result in ineligibility for technical support.

### General Statement of Policy

It is the policy of the Company to respect all computer software copyrights and to adhere to the terms of all software licenses to which the Company is a party.

Shareware software is copyrighted software that is distributed freely through online systems. It is the policy of the Company to pay shareware authors the fee they request for use of their products. Registration of shareware products will be handled the same way as commercial software products.

### Expected Standards

Employees and contractors working on behalf of the Company are required to:

- ✓ Respect the terms of software licenses for any and all software used on Company computers (including shareware)
- ✓ All software purchases should be conducted in coordination with Shaw IT to ensure all necessary support is in place.
- ✓ Obtain permission from the Director of IT to install any software that is not purchased by the Company on Company-owned computers.
- ✓ Please inform IT to cancel software when they are no longer being used.

### Prohibited Activity

Employees and contractors working on behalf of the Company shall NOT:

- ✗ Duplicate any licensed software or related documentation for use either on Company premises/equipment or elsewhere without obtaining written permission from the Director of IT and then only provided the Company is expressly authorized to duplicate the software by agreement with the licensor.
- ✗ Use licensed software on multiple machines or local area networks unless authorized by the Company's license agreements.
- ✗ Provide software used by the Company to any third parties, including contractors and customers.

- ✘ Use or install on any Company computer system any software that has not been approved by the Director of IT
- ✘ Install Company-owned software on a computer owned by the employee or other third party without the authorization of the Director of IT; if approved, all aspects of this Policy must be followed.

### **Installation of Software**

Any software requirements by any division should be communicated to Shaw IT. After approval for purchase, software would then be purchased, installed and supported by Shaw IT for requesting staff.

## **SOCIAL MEDIA POLICY**

The Shaw Group Limited and all Subsidiary Companies (the "Company") strives to maintain a positive image in the community. As with other companies, our reputation matters. All employees share a responsibility to positively represent the Company and to refrain from doing anything to harm the Company's reputation. This responsibility extends beyond regular business hours; actions that employees take outside of work can also have a negative impact on the Company's image.

The Shaw Group has authorized specific representatives to release news or communicate as a representative of the Shaw Group. All other employees are expected to refrain from releasing any Company information into the public domain except with the express written permission from the Company.

Given the popularity of social media, many Shaw Group employees will be active users of social media\* (e.g., Facebook, LinkedIn, Blogs, Twitter/X, Instagram, TikTok etc.). As stated above, employees using social media must ensure that they positively represent the Company and refrain from doing anything to harm the Company's reputation through their use of such media.

Social media is defined as forms of communication through which users create online communities to share information, ideas, personal messages and other content.

### **Expected Standards**

Employees are expected to:

- ✓ Conduct themselves professionally both on and off duty in their use of social media,
- ✓ Always represent the Company in a positive and professional manner to minimize the risk of others' speaking negatively of the Company on social media,
- ✓ Minimize the use social media for personal reasons during working hours,
- ✓ Respect Company policies governing the use of copyright materials, corporate logos and other forms of branding and identity in all electronic communications,
- ✓ Be mindful that customers and visitors to our sites are also potential social media users – we should make every effort to ensure they have a positive experience with our Company to minimize the potential for negative third-party social media posts.

## Prohibited Activity

Employees shall not:

- × Make negative or inflammatory comments, unprofessional or disparaging remarks about the Company, its employees, customers, vendors, or competitors.
- × Post:
  - Proprietary and confidential Company information,
  - Any material that discriminates based on race, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, age, criminal conviction, political belief, and lawful sources of income,
  - Harassing or sexually inappropriate content,
  - Defamatory statements.
- × Mention the Company, unless they have obtained written consent to do so by the General Manager of their Division and the Director of IT,
- × Violate any of the Shaw Group's policies through their use of social media.
- × Allow the personal use\* social media to interfere with work activities and requirements – the employee's Supervisor or Manager will determine if an employee's personal use during work time has been excessive.
- × Use The Shaw Group protected materials (copyrighted materials, branding and/or logos) on any electronic communications without prior express written permission,
- × Create even an indirect link between a negative or inflammatory post and the Company.

Personal use of computer, email, internet services, and other Company electronic systems includes but is not limited to:

- × Sending or forwarding email jokes, stories etc. that are unrelated to work,
- × Use of social media, messaging, or chat services outside of business purposes,
- × Use of the internet for browsing, online shopping, video streaming, downloading etc. that is unrelated to work

If in doubt about any aspects of this Policy, employees must contact Shaw IT for clarification and assistance.

## POLICY VIOLATIONS

The standards set out in the Policy are important ones for the Company's reputation and the security of its data. Employees who breach this Policy may face disciplinary action, up to and including dismissal, pursuant to the Company's discipline policy.

## MOBILE DEVICE USAGE POLICY

The Company requires many of its employees to use mobile devices to receive and/or transmit voice, text or data messages for business purposes. While the use of mobile devices is essential to everyday business activities, the Company wants to:

- Protect employee safety,

- Prevent damage, loss or theft of Company data and information sources resulting from the misuse of mobile devices,
- Manage communication costs,
- Help minimize potential risks arising from the use of mobile devices.

Consequently, it is the Company's policy that employees who are authorized to use either a Company-owned or personally owned mobile device for any Company business must do so safely, responsibly and cost effectively.

If an employee feels that they require a mobile device to carry out their work responsibilities, they must provide justification and obtain the approval from their General Manager and Director of IT Services. The Company's IT services is responsible for the acquisition, distribution, installation, configuration of and security measures for Company-owned mobile devices.

If the parties determine that the employee will use their personally owned mobile device for business purposes and be reimbursed for such use according to Company policy, the employee must ensure that IT Services receives all pertinent information about the device, including:

- Manufacturer,
- Model number,
- Serial number,
- Any other information as required to ensure safe connection to Company networks.

The employee must also allow IT Services to inspect their device to ensure that it has appropriate security features and is compatible with Company systems.

Employees should also be aware of the Company's Computer, Network and Internet Use Policy which also applies to mobile devices.

### **Expected Standards**

Employees who use either a Company- or personally owned mobile device are expected to:

- ✓ Be safety-conscious in their use of the mobile device,
- ✓ Always operate their vehicles safely and pay full attention to driving,
- ✓ Always use a hands-free technology if using a mobile device while driving
- ✓ Safely pull off the road to place or answer a call if hands-free is not available,
- ✓ Take good care of the mobile device to prevent theft or loss of the device and related corporate and personal data,
- ✓ Ensure that their connection and correspondence is secure if using their mobile device to connect to the Company's e-mail system; this means, among other things, using a strong password system,
- ✓ Exercise extreme care when using audio or video recording features of their mobile device as these actions can lead to violations of privacy and breaches of confidentiality,
- ✓ Minimize the use of Company-owned mobile devices for personal reasons during working hours and ensure that any personal use does not interfere with work activities and requirements,
- ✓ Be mindful of the costs of mobile device usage and always advise the Shaw IT ServiceDesk by sending an email to servicedesk@shawgrouppltd.com in advance of any out of country travel where mobile device charges may be incurred.
- ✓ Always be aware that they are representing the Company when using these devices,
- ✓ Immediately report to their immediate supervisor and to IT Services:

- any damage, loss, or theft of the mobile device,
- any incident or suspicion of unauthorized access and/or disclosure of corporate data or resources,
- ✓ Immediately turn in their Company-owned mobile device and related accessories upon termination of employment; failure to do so will result in the price of the device and related costs being deducted from their final pay,
- ✓ Pay for any personal apps that may be downloaded to their mobile devices,
- ✓ Adhere to the Company's social media policy.

## **Prohibited Activity**

Employees shall not:

- × Manually dial, text or use any other apps while driving,
- × Engage in inappropriate or disrespectful behaviour through the use of Company-owned mobile devices,
- × Demonstrate carelessness towards the safekeeping of Company-owned mobile devices or personal devices with Company-related data,
- × Allow the personal use\* of computer, email, internet services or other Company electronic systems to interfere with work activities and requirements – the employee's Supervisor or Manager will determine if an employee's personal use during work time has been excessive,
- × "Tether", i.e., connect their computer to their mobile device to serve as a modem to provide Internet access; the practice of "tethering" can result in substantial costs which will be the responsibility of the employee to pay.

Personal use of computer, email, internet services, and other Company electronic systems includes but is not limited to:

- × Sending or forwarding email jokes, stories etc. that are unrelated to work,
- × Use of social media, messaging, or chat services outside of business purposes,
- × Use of the internet for browsing, online shopping, video streaming, downloading etc. that is unrelated to work.

If in doubt about any aspects of this Policy, employees must contact Shaw IT for clarification and assistance.

## **MONITORING OF COMPUTER AND INTERNET USAGE**

Shaw IT is responsible to administer all Company firewalls, which are designed to monitor and block unauthorized network activity. Employees do not have a reasonable expectation of privacy in their use of Company computers or internet while on the Company network. The Company has the right to monitor and log any and all aspects of its computer and network systems, including but not limited to:

- monitoring of internet sites visited by users,
- chat room and newsgroup usage,
- file downloading and video streaming, and
- email sent and received by all users.



Any illegal or inappropriate use of these systems will be brought to the attention of the appropriate manager and dealt with in accordance with the Company's discipline policy.

### **Monitoring of Computer and Internet Usage**

Shaw IT will conduct periodic audits of the Company's compliance with applicable software licenses. Employees do not have a reasonable expectation of privacy in their use of Company computers or internet while on the Company network. Any violations of this Policy will be brought to the attention of the appropriate manager and dealt with in accordance with the Company's discipline policy.

### **Monitoring**

The Shaw IT is responsible for the general supervision of all aspects of the Company's network and Internet use. Employees should be aware that Internet access and use at the Shaw Group is monitored on a regular basis by the Company. Employees do not have a reasonable expectation of privacy in their use of Company computers or internet while on the Company network. If Shaw IT or a manager identifies concerns about potential excessive use of social media during working hours or any illegal or inappropriate use of the Company's systems, the issue will be investigated by the appropriate manager with support from Shaw IT.

### **Monitoring of Mobile Devices**

Shaw IT is responsible to manage all mobile device usage via centralized management software. Employees do not have a reasonable expectation of privacy in their use of Company mobile devices. The Company has the right to monitor and log any and all aspects of its mobile devices, computer, network systems, including but not limited to:

- monitoring of internet sites visited by users,
- chat room and newsgroup usage,
- file downloading, and
- email sent and received by all users.

Usage may also be monitored to record dates, times, duration of access, and so forth in order to identify any suspicious activity or potential security breaches. Any illegal or inappropriate use of these systems will be brought to the attention of the appropriate manager.

## **IT POLICY VIOLATIONS**

The standards set out in these IT Policies are important ones for the Company's reputation and the security of its data. Employees who breach this Policy may face disciplinary action, up to and including dismissal, pursuant to the Company's discipline policy. Furthermore, if damage, loss, or theft of Company-owned equipment is deemed by the Company to be due to user neglect, employees will be responsible for reimbursing the Company for the full cost of any Company-owned device and related accessories.

# Payroll Administration

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## **PAY PERIOD**

Employees will be paid bi-weekly on Thursday by direct deposit for work performed in a two (2) week pay period.

## **DIRECT DEPOSITS**

Employees will have their pay directly deposited to the financial institution of their choice. Employee's must be the account holder. We require a copy of a void cheque or direct deposit form with the employee's name visible.

## **ONLINE PAY STUBS**

Pay stubs can be accessed on-line through Dayforce. Instructions on how to log in to Dayforce will be provided during your initial orientation and will be made available to all employees on the Company Intranet. If you have any issues logging in, please contact Human Resources for assistance.

## **PAYROLL CORRECTIONS**

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable provincial and federal laws. To ensure that you are paid properly for all time worked and that no improper deductions are made, you must correctly record all work time and review your paycheques promptly to identify and to report all errors. Hourly employees are required to adhere to the Punch Policy, which outlines requirements for capturing their time accurately. This policy will be provided at the time of hire and is available on the Company Intranet.

## **REVIEW YOUR PAYSTUB**

We make every effort to ensure our employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to our attention, we promptly will make any correction that is necessary. Please review your pay stub each pay period to ensure it is correct. Any questions regarding your pay should be directed to your immediate Supervisor.

## UPDATING PERSONAL INFORMATION

Employees are required to keep Human Resources notified of any changes in the following information:

- Name, address, and telephone number.
- Change in your bank account for direct deposit.
- Change in emergency contact information.
- Change in your designated beneficiary.

Employees are provided self serve access through Dayforce to update any changes to contact information. Contact Human Resources for all other changes.

## DEDUCTIONS

As an employer, The Shaw Group is obligated to deduct appropriate amounts from your paycheque for applicable taxes, Employment insurance (EI) and Canada Pension Plan (CPP). The Human Resources Team can help with any questions.

## RESIGNATION OF EMPLOYMENT

In the event you voluntarily resign from your position with the Company, you must submit your resignation in writing to your supervisor, at least 14 days prior to your last day of work, or as otherwise stated in your employment contract.

Resignations are binding on the employee and cannot be changed except by mutual agreement. Upon receipt of written notice of resignation, the manager should immediately forward the notice to Human Resources.

It may be deemed that the best interest of the Company is to accept the resignation of the employee and enforce it immediately. In lieu of the employee serving the period of notice, the Company may elect to provide an amount of severance pay equal to the required provincial statutory requirements.

## EXIT INTERVIEWS

It is the Company's practice to conduct an exit interview with an employee who voluntarily resigns from their employment. If you are resigning your position, you will be contacted by the Human Resources department for feedback on your work experience with The Shaw Group.

## RETIREMENT

Employees considering retirement are requested to provide their supervisor or manager with appropriate notice. In order to allow sufficient time for positions to be filled and for applicable pension and benefits to be activated, the minimum notification timelines are as follows:

- Front Line Employees & Supervisors 3 months
- Managers 6 months



# Benefit Opportunities

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## MEDICAL, DENTAL & HEALTH BENEFITS

After successful completion of the contracted waiting period (separate from a probationary period), all active full-time employees who are regularly scheduled to work thirty (30) hours or more per week are eligible to participate in The Shaw Group Benefit Plan. There are three (3) levels of the plan to choose from and the details regarding these levels of the plan will be provided by Human Resources. The plan options provide coverage for the following:

- Medical/Dental Extended Healthcare
- Basic Life Insurance
- Basic Accidental Death & Dismemberment Insurance
- Short Term Disability or SIP (Sickness Income Program)
- Long Term Disability (100% Employee Paid)
- Employee & Family Assistance Program
- Travel Insurance

Part-time permanent employees are eligible to participate in the plan provided they meet minimum hours required as outlined in their benefit eligibility requirements. Employees who are employed on a casual, contract or temporary seasonal basis are not eligible under the group benefit plan.

Details on the applicable benefit plans are available in the Benefits Manual that will be provided by Human Resources upon hire. Details of coverage may be amended by the Company from time to time. Employees may opt out of the medical/extended health coverage with proof of alternate coverage. The total cost of benefit premiums is cost shared between employees and the Company.

*\*\*Employees are responsible for the payment of benefits premiums while on an unpaid leave or lay off. Arrangements must be made with the Pension/Benefits Administrator prior to the last day of work.*

## CHANGES TO BENEFIT COVERAGE

The Company will schedule an open enrollment period every two (2) years in which employees will be able to make changes to their plan choices.

Employees are also able to change their coverage in the case of a "life event change" such as:

- Marriage or Common-law; or
- Birth or adoption of a child; or
- Divorce or legal separation; or
- Loss or gain of spouse's benefit coverage; or
- Death of a dependent; or
- Dependent child no longer eligible (over age)

In the case of a life event change, a benefit change form must be submitted to Human Resources within 31 days of the event.

## COMPANY RRSP / PENSION PLAN

All regular, full-time employees must join the Company's RRSP or Pension Plan after completion of the required waiting period that is applicable to its division. A portion of the employee's contribution will be matched by the Company. Employees may choose to make voluntary contributions above and beyond amounts eligible for matching, up to the maximum contribution permitted from time to time under the Income Tax Act. Additional contributions will not be matched by the Company. The employee will determine how the pension contributions will be invested with information provided by the administrator of the plan.

## EMPLOYEE AND FAMILY ASSISTANCE PROGRAM

The Company has made available to all employees, an Employee and Family Assistance Program (EFAP). This is a confidential, external resource provided by Homewood Health, to all employees of The Shaw Group and their immediate family members within the household (spouse & dependent children).

The EFAP is a professional, confidential, and proactive service to support employees with a wide range of personal, family, and work-related concerns. EFAP includes short term counselling, LifeSmart Coaching and online services and is accessible 24 hours a day, seven days a week, 365 days of the year by calling 1-866-398-9505 or online at Homeweb.ca. Our Company Access code is **SGC939**.

## EDUCATION AND TRAINING

The Company believes that employees are its most important asset and that the Company will progress only as rapidly as its employees advance their skills. In order to foster the growth of this philosophy, the Company supports and encourages Educational Reimbursement.

After one year of employment, the Company will reimburse the employee for approved education for course fees and textbooks. Written approval by Division Manager and Human Resources is required prior to registering and receiving reimbursement for any professional development or training event.

## MEMBERSHIPS FOR PROFESSIONAL ASSOCIATIONS

It is Company policy to encourage active membership in professional organizations beneficial to the employee's position and work. The Company will only pay dues for professional organizations for which membership is required as part of the employee's role or pre-approved by their manager.

## DISCOUNTS AND PERKS

Among the many benefits The Shaw Group provides to employees is the purchase of Company products at a discounted price. Please contact a customer service representative for a quote.

We also offer a wide variety of discounts and perks on a corporate level. Such perks can include but are not limited to: Discounts; Car rentals; Computers and Electronics; Travel and more! More information on corporate employee purchase programs can be viewed on the Shaw Group Intranet.

## TRAVEL AND EXPENSE POLICY

The Company recognizes that travel and expense is essential to growing the business and for employees to complete job responsibilities. The Company has established a "Travel and Expense Policy" to ensure that business travel is conducted responsibly and economically, and that the standards of travel are consistent with employees' reasonable expectations of safety, comfort, and convenience. Employees will be reimbursed via Accounts Payable for only business expenditures that are reasonable, necessary, and appropriately sustainable within the guidelines of this policy. Employees should never lose or gain financially when incurring business-related expenses and should treat the Company's funds as if they are their own. This policy is intended to establish standards for authorizing and/or reimbursing business travel, meal, entertainment, incidental, and other business-related expenditures incurred by employees on behalf of the Company.

## CAREER DEVELOPMENT & JOB POSTINGS

The Shaw Group has a strong history of promotion within the organization. We also strive to continuously identify new talent in the marketplace to complement our strong existing pool of talent.

To encourage personal development and provide advancement opportunities for all employees, The Shaw Group maintains current job opportunities on the careers page of our corporate website at [www.shawgrouppltd.com/careers](http://www.shawgrouppltd.com/careers). Positions are posted with the specific requirements necessary for the job.

Interested employees must:

- ✓ Meet the qualifications of the position applied for; and
- ✓ Have completed a minimum of one (1) year in current role; and
- ✓ Have satisfactory job performance; and
- ✓ Notify their Immediate Supervisor prior to application.

Employees can apply by sending their resume and/or letter of intent to Human Resources directly.

## EMPLOYEE REFERRAL BONUS

We recognize that our employees are our best recruitment method for bringing in new talent and selling The Shaw Group as an employer of choice. We are pleased to offer an employee referral bonus for all roles within The Shaw Group. Please visit the Company Intranet for details on the referral program.

In order to qualify for the referral bonus, the candidate must disclose the name of the employee who referred them at the time of application. If the candidate is hired, the employee will be eligible for a bonus that will be paid out in accordance with our Employee Referral Program.





# Time Away From Work

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This section outlines the various types of leaves that may be available to you depending on the policy for your business unit and the employment regulations set forth in the province you reside. Information below is subject to change. Contact Human Resources for information on what options are available in your province of employment.

## HOURS OF WORK

The various divisions of The Shaw Group operate on a work schedule that allows for the most effective and efficient production and is as fair to all employees as possible. Periodically, employees may be required to work late or on weekends or holidays or to work a flexible work schedule, i.e., Tuesday to Saturday, rather than Monday to Friday. Every attempt will be made to keep these changes to a minimum; however, when they are required to meet a business need, employees will be given as much advance notice as possible and paid in accordance with the applicable employment standards legislation.

## TYPES OF LEAVE

**Bereavement Leave:** Up to three (3) days of paid absence and (2) days unpaid, or as per collective agreement, will be given to any employee in the event of the death of a parent, step-parent, grandparent, spouse, child, adopted child, step child, grandchild, brother, sister, mother-in-law, or father-in-law, daughter-in-law, son-in-law, sister-in-law, or brother-in-law.

Bereavement paid absence is for normal working days only. Compensation will not be paid to an employee for any part of this period when the employee would not normally be working (i.e., weekends, vacation, holidays, or scheduled day off).

With approval, employees may take additional unpaid leave for bereavement purposes should they feel it necessary to do so.

**Court Leave:** Employees are entitled to take an unpaid leave if they must serve on a jury or the court requires them to appear as a witness. As much notice as possible is required when an employee will be taking a Court Leave.

**Pregnancy and Parental Leave Top Up:** All employees of The Shaw Group who have completed 2 years of continuous service will be eligible for pregnancy and parental leave top up.

**Pregnancy Leave Top Up:** is available to a new parent who has recently become a parent through giving birth.

**Parental Leave Top-Up:** is available to new parents who have recently become parents by way of birth (where they were the non-birthing parent) or by adoption.

Top up amounts:

Pregnancy Leave Top-Up: 17 Weeks (Birthing Parents)

- Up to 100% of base salary for 6 weeks
- Up to 80% of base salary 11 weeks

Parental Leave: 4 weeks (Birthing and Non-birthing Parents)

- Up to 80% of base salary

Birthing Parents can receive the Parental Leave following receipt of the Pregnancy Leave Top-Up for a total of 21 weeks of top up.

Additional information regarding this top up program is available in the *Pregnancy and Parental Leave Top Up Policy*.

## OTHER TYPES OF LEAVE THAT MAY BE AVAILABLE

Depending on the province in which you are employed, you may be entitled to additional leaves of absence including but not limited to, sick leave, emergency leave, critical illness leave, etc. If you are unsure whether you qualify for a statutory leave of absence, please contact Human Resources.

## VACATIONS

Vacation is based on a current calendar year and runs from January 1st to December 31st each year. At the time of hire, initial vacation entitlement is pro-rated based on hire date. Vacation time and pay is earned on a pro-rated basis and must be pre-approved by your immediate supervisor before it is taken. It is important that all employees take their allocated time off each year as carryover of vacation from year to year is not permitted, except in extenuating circumstances, and must be approved in writing by the Division Manager. It is the employee's responsibility to ensure they book their vacation accordingly. However, if you do not schedule your statutory minimum vacation entitlements, the Company will schedule this for you.

While every effort will be made to accommodate all vacation requests, the number of employees who will be permitted to take vacation at any one time will be subject to managements' approval, depending on operational requirements. In the event of a discrepancy, the employee who requested the time first will be granted the time.

Employees will accumulate vacation time and pay based on their years of service. Employees are not permitted to overdraw from their vacation entitlement for the year. In the event this happens, an employee will be required to re-pay the owing amounts immediately.

Years of Service	Vacation Accumulation
Less than 5 years of service	4% (10 days)
5 to 15 years of service	6% (15 days)
More than 15 years of service	8% (20 days)

If an employee leaves the Company voluntarily or involuntarily, their vacation entitlement will be pro-rated for during that final calendar year. Any accrued or unused vacation entitlement will be paid out on their final pay, unless otherwise stated in the employment contract. If an employee has overdrawn their vacation entitlement, any amounts owing to the Company will be deducted from their final pay in accordance with the applicable employment standards legislation.

All vacation must be entered into Dayforce to ensure we have accurate records for payroll purposes.

## GENERAL HOLIDAYS

The Shaw Group recognizes the importance of holidays. All full-time employees are eligible for the following statutory holidays with pay (based on their scheduled shift or 8 hours for salaried employees):

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

When required for operational purposes, management may propose the substitution of another day for the holiday. With agreement of the workforce affected, an alternate day will be deemed the holiday and operations will be carried out as usual on the day otherwise recognized as the holiday.

In order to qualify for holiday pay, employees must work their last scheduled shift prior to the holiday, as well as the first scheduled shift immediately following the holiday.

In all cases the Company will comply with its obligations pursuant to the applicable employment standards legislation.



## REVISIONS

This section is used to provide updates on last revision dates to individual policies in the below format:

*EXAMPLE: Payroll Administration > Pay Periods; Rev Date: 01-JAN-2020*



# Acknowledgement and Receipt

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The Shaw Group Corporate Policy Manual describes important information about the Company and I understand that I should consult my immediate supervisor or the Human Resources Department regarding any questions not answered in the Manual.

I understand that the Company may change any and all policies and practices at any time at their sole and absolute discretion with or without immediate notice. I understand that a violation of these guidelines and procedures may result in corrective actions, up to and including termination of my employment.

I hereby acknowledge that I have received a copy of this Manual, and applicable appendices, and I understand that it is my sole responsibility to read, understand, and comply with the policies and procedures contained within the Manual, its applicable appendices, and any revisions made to it.

I have read, understand and agree to abide by the policies.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date