

# HEALTH & SAFETY POLICIES & GUIDELINES



Health  
Safety  
Environment  
Wellness

The Advantage Group  
[www.onyourteam.com](http://www.onyourteam.com)



# Table of Contents

<b>HEALTH &amp; SAFETY POLICIES &amp; GUIDELINES</b>	<b>1</b>
<b>OUR HEALTH &amp; SAFETY POLICY STATEMENT</b>	<b>1</b>
<b>HOW OCCUPATIONAL HEALTH AND SAFETY LEGISLATION WORKS</b>	<b>2</b>
<b>ON-THE-JOB INJURIES</b>	<b>3</b>
<b>RETURN TO WORK POLICY</b>	<b>4</b>
<b>MODIFIED WORK OR ALTERNATE DUTIES</b>	<b>5</b>
<b>HAZARD RECOGNITION, ASSESSMENT AND CONTROL</b>	<b>5</b>
<b>WORKPLACE HAZARDS AND REPORTING</b>	<b>5</b>
<b>PROTECTING YOU FROM HAZARDS</b>	<b>7</b>
<b>MAINTAINING SAFE WORK CONDITIONS</b>	<b>7</b>
<b>SAFETY RULES AND PROCEDURES</b>	<b>7</b>
<b>INDUSTRIAL SAFETY RULES</b>	<b>8</b>
<b>OFFICE SAFETY RULES</b>	<b>9</b>
<b>SAFE LIFTING TECHNIQUES</b>	<b>10</b>
<b>MUSCULOSKELETAL DISORDERS</b>	<b>11</b>
<b>OCCUPATIONAL ILLNESS</b>	<b>11</b>
<b>JOINT HEALTH AND SAFETY COMMITTEES</b>	<b>12</b>
<b>RISK ASSESSMENTS</b>	<b>12</b>
<b>HOUSEKEEPING POLICY</b>	<b>15</b>
<b>LOCKOUT / TAG-OUT PROCEDURES</b>	<b>15</b>
<b>CONFINED SPACES</b>	<b>16</b>
<b>THREE POINT CONTACT/FALL ARREST</b>	<b>16</b>
<b>WORKPLACE ANTI-VIOLENCE, HARASSMENT, AND SEXUAL HARASSMENT POLICY</b>	<b>16</b>
<b>ENVIRONMENTAL SUSTAINABILITY POLICY</b>	<b>21</b>
<b>HANDHELD DEVICES AND CELL PHONE POLICY</b>	<b>22</b>
<b>ROLES OF GOVERNMENT AGENCIES IN WORKPLACE HEALTH AND SAFETY</b>	<b>23</b>
<b>ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT (AODA)</b>	<b>23</b>
<b>EMPLOYMENT POLICIES AND GUIDELINES</b>	<b>28</b>
<b>JOB ASSIGNMENT RESPONSIBILITIES</b>	<b>28</b>
<b>EMPLOYMENT EQUITY POLICY</b>	<b>28</b>
<b>DISPUTE RESOLUTION POLICY</b>	<b>30</b>
<b>TIMESHEET AND PAYROLL INFORMATION</b>	<b>31</b>
<b>ASSIGNMENT RULES AND EXPECTATIONS</b>	<b>31</b>
<b>PRIVACY POLICY</b>	<b>33</b>
<b>WHMIS 2015</b>	<b>35</b>
<b>IN CONCLUSION</b>	<b>37</b>

## HEALTH & SAFETY POLICIES & GUIDELINES

Safety in the workplace is not just our priority; it is our mandate to provide opportunities only in the safest of environments. Our client locations have been carefully scrutinized to ensure that the risk towards our people is minimized through careful selection of our clientele. This booklet outlines key Advantage Group policies that must be read, understood and practiced by all employees while on assignment. Our clients are our partners in maintaining a continually safe workplace. Please discuss any questions or concerns you might have about this orientation with your Staffing Coordinator during the interview.

### OUR HEALTH & SAFETY POLICY STATEMENT

The Advantage Group is committed to providing all employees with a healthy and safe workplace that will protect the well-being of all staff and employees.

The Advantage Group will ensure that policies and procedures comply with all provincial and federal legislative requirements established by the Occupational Health and Safety Act, Provincial Compensation Boards, WHMIS Regulations, Industrial Establishment Regulations Provincial Employment Standards Act and the Canadian Labour Code.

There is a shared responsibility in following policies at all levels:

All temporary employees are to abide by and follow all client safety rules and policies and familiarize themselves with emergency procedures within their assigned workplace. Unsafe practices or potentially hazardous conditions within the workplace are to be brought to the attention of management and our JHSC for immediate resolution.

All staff and temporary employees must govern themselves in a manner that does not endanger their own health or well-being or that of their fellow workers.

All management and staff are committed to ensure that every reasonable precaution is taken to protect the safety and well-being of every worker in order to prevent injuries and reduce or eliminate accidents in the workplace. We will actively strive for continuous improvement in all health and safety management systems.

All Advantage Group employees are responsible for following safe work practices and safety procedures in all workplaces.

Safety is the responsibility of everyone who works for the Advantage Group. Collectively, all employees are to work together to ensure the health and well-being of all employees is considered at all times.

### HOW OCCUPATIONAL HEALTH AND SAFETY LEGISLATION WORKS

Occupational Health and Safety Acts (and equivalent) are a set of laws that spell out the duties of employers, supervisors and the rights and duties of workers. The whole point of Health and Safety Legislation is to keep workers from getting hurt or sick on the job.

#### **Duties of the Employer**

- Make sure workers know about hazards and dangers in the workplace and how to work safely.
- Make sure every supervisor knows how to take care of health and safety on the job.
- Create health and safety policies and procedures for the workplace.
- Make sure everyone knows and follows the health and safety procedures.
- Make sure workers wear and use the right protective equipment.
- Do everything reasonable to keep workers from getting hurt or sick on the job.

#### **Duties of the Supervisor**

- Tell workers about hazards and dangers in the workplace and show them how to work safely.
- Make sure workers follow the law and the workplace health and safety policies and procedures.
- Make sure workers wear and use the right protective equipment.
- Do everything reasonable to keep workers from getting hurt or sick on the job.

## Duties of the Worker

- Follow the law and the workplace health and safety policies and procedures.
- Always wear or use the protective equipment that the employer requires.
- Work and act in a way that won't hurt them or any other worker.
- Report any hazard they find in the workplace to their supervisor.

## Rights of the Worker

- You have the right to know about hazards in the workplace, and how to avoid these dangers to work safely by receiving instruction on how to do you work safely. You will not be punished by asking about your rights. This is known as reprisal and is illegal
- You also have a right to refuse to do unsafe work if you have reason to believe it puts you or a fellow worker in danger. You must speak to your onsite supervisor and Advantage Personnel about this as they have the first opportunity to solve the problem.
- You have the right to participate in your health and safety within the workplace through safety committees or representatives.

## ON-THE-JOB INJURIES

We sincerely expect that none of our employees will be injured at work, but if you *are*, be aware of the following procedures:

- Obtain treatment from a trained First-Aider who will assess the condition.
- Medical attention will be arranged, if necessary.
- Transportation will be arranged, if immediate medical attention is required.
- Note that the Advantage Group should be referred to as your employer, when discussing the injury with your doctor.
- Notify your Staffing Coordinator of the injury *within the day of injury*.
- Modified work will be made available to you if you cannot return to regular duties. We require you to contact our office after you receive

medical treatment to discuss.

- Maintain continual contact with your Staffing Coordinator until you recover from your injury. Both the employer and the employee are to remain in contact during the recuperation process

### RETURN TO WORK POLICY

The Advantage Group is committed to providing modified, alternate duties for any employee unable to resume regular work duties as a result of a workplace accident or illness while on assignment with us.

We will promote this corporate initiative throughout all business practices and for all stakeholders in our organization, throughout the course of all business practices.

We have a robust Early and Safe Return to Work Program (ESRTW) that will assist in mitigating the physical, psychological, psychosocial and financial effects for all involved workplace parties.

We will work in conjunction with all involved parties to ensure that suitable, meaningful duties are arranged, and available to any person involved in a workplace incident until such time as a return to normal duties is possible for our employee.

We will communicate this policy to all associates, and ensure that they understand this policy and the ESRTW program. Associates must inform all relevant personnel of the ESRTW program to ensure suitable decisions are made concerning return to work situations. Associates must participate in their own return to work programs and report all relevant workplace parties of updates and changes in the status or standing of their condition.

The Advantage Group remains committed in providing all employees with a healthy and safe workplace that will protect the well-being of all staff and employees. This is a concerted effort that must actively engage all workplace parties.

## MODIFIED WORK OR ALTERNATE DUTIES

There is a dual obligation for both the injured worker and the employer to comply with an Early and Safe Return to Work (ESRTW) involving:

- Cooperation with modified work when medically authorized
- Providing updates and any medical notes in a timely manner
- Medical notation completed by a medical practitioner indicating any physical limitations or restrictions you might have because of the injury
- Arranging medical appointments outside of modified work schedules

The Advantage Group will ensure that in all cases of workplace injury, a suitable position of modified work tasks will be offered immediately until the employee has recovered from the injury.

The Advantage Group treats every incident, accident or illness very seriously.

*In all cases, we will investigate such occurrences to determine the cause, circumstances, any required preventative measures and will interview witnesses to determine the validity of the illness or injury.*

## HAZARD RECOGNITION, ASSESSMENT AND CONTROL

The Advantage Group has initiated a program for recognition, assessment and control of known hazards. This program is maintained for known hazards contained within working environments where applicable. We have implemented a standardized method for recording and reviewing this information, and retaining it in our safety department. We will notify, when known, of any hazards that may be directly associated with your employment. In order to assist in the management of an effective hazard registry, it is asked to follow the hazard reporting process. We proactively review these hazards at client site when performing our Risk Analysis. Within our offices, we maintain a workplace inspection process to ensure that we mitigate the hazards within our physical offices.

## WORKPLACE HAZARDS AND REPORTING

A hazard is anything in the workplace that could hurt you or the people you work with. As per legislation, workers have an obligation to report any hazards that



## Health & Safety Policies & Guidelines

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they observe in the workplace. Our policy includes reporting to the onsite supervisor and/or your staffing coordinator any hazard that you encounter during the course of your working day. The official hazard reporting form for all associates and employees is located on our website to complete if required.

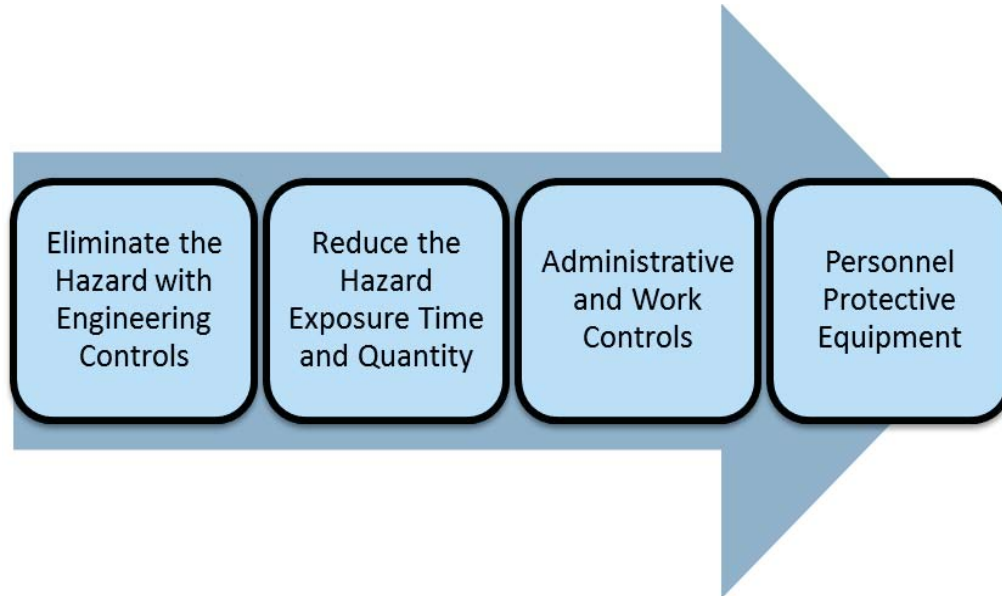
There is a hazard at the root of every work related death, injury or sickness. A hazard can take many forms. Sometimes more than one hazard can combine to make an even bigger hazard. You need to know about the hazards in your workplace before you start working.

Here are some of the most common hazards in workplaces:

- Repeating the same movements over and over, especially if you are in an awkward position or you use a lot of force. Think of someone who bends down all day, or someone who lifts heavy things over and over again, especially above the shoulders or below the knees.
- Slipping, tripping or falling. Think of something as simple as spilled coffee on the floor, a cluttered work area, or a raised platform with no guardrails.
- Working near motorized vehicles. Think of being hit by a dump truck that is backing up on a construction site... or someone getting hit by a forklift truck in a warehouse or on a loading dock.
- Using or working near machinery. Over the years, many workers have been killed or seriously injured by the equipment they operated.
- Workplace violence. It can happen in many workplaces such as to a gas station attendant working alone at night, or to a health care worker or a home care worker in those settings.
- Workplace specific Chemicals, Fumes, Toxic Dust, Germs

## PROTECTING YOU FROM HAZARDS

There is a hierarchy of controls that employers use to eliminate, or reduce the hazard itself.



## MAINTAINING SAFE WORK CONDITIONS

*Four simple guidelines that if followed, will help maintain safe work conditions:*

1. Be aware of all the safe practices in the work area that are to be followed.
2. Employees are to follow the client's safety procedures and practices and are to abide by all the necessary protective equipment they will need to wear for protection.
3. Report *any and all safety concerns* to your direct Supervisor and advise your Staffing Coordinator immediately.
4. If the work you are asked to perform is different from what your Staffing Coordinator told you it would be, contact us immediately.

## SAFETY RULES AND PROCEDURES

It is every employee's responsibility to understand and follow all safety rules and procedures, as well as the on-site safety orientation given by the client at the start of the assignment. These responsibilities include:

## Health & Safety Policies & Guidelines

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- Recognizing any on-site hazards that may be present on the assignment to ensure the employee's safety and the safety of their co-workers.
- Informing both the onsite Supervisor and the employee's direct Staffing Coordinator of any safety hazards.
- Participating and cooperating with all safety policies of the client and of the Advantage Group.
- Understanding and following all pre-start up inspection procedures
- Failure to utilize the designated PPE will lead to the employee's removal from the assignment for their protection.
- Ensuring that all machine guards and other protective devices are properly installed and are functioning correctly. Employees are to report immediately any problems or concerns they are aware of and are *not* to operate any machinery that they believe could harm them.
- Horseplay or practical jokes are prohibited.
- Absolutely no electrical modifications or adjustments are to be performed while on assignment. If requested to do so, contact your Staffing Coordinator immediately.
- Under *absolutely no circumstances* are employees to perform a task that they feel is unsafe. Every employee has the right to refuse any unsafe work.
- Employees must be adequately trained on the standard operating procedures (SOP) and any emergency-stop procedures before working with the machinery.

### INDUSTRIAL SAFETY RULES

- Steel-toed safety boots or safety shoes *must* be worn in all industrial establishments. Workers will be responsible for obtaining their own safety shoes or boots in sound condition. Any additional PPE will either be provided by the client or the employee will be asked to obtain and wear for their protection.
- Clothing / hair: employees should not wear any loose or baggy clothing around any moving machinery. Long hair must be tied back or secured behind the neck or shoulders around machinery to prevent entanglement.
- Rings, earrings, chains or jewelry are not to be worn in most industrial environments involving machine operation for the worker's protection.

- Remain aware at all times of the surrounding areas. Remain focused at all times and refrain from distracting other employees from their work.
- Employees are to observe and obey all signs, postings and instructions in the workplace, and if they are unsure of any of the safety signs, they are to ASK.
- Workers are to always use the appropriate tools and equipment for the job. No employee should try to cut corners by using tools that are more convenient if there is a risk involved.
- Be aware of forklifts in your work area. Make eye-contact with the driver instead of assuming you are seen.
- Never run through the facility or across the client's outside property / parking lot.
- Any spills should be reported to the employee's immediate Supervisor. Spills are to be handled by employees who have been properly trained to do so.

### OFFICE SAFETY RULES

- Always be aware of the client's safety rules. When unsure, *ask*.
- The workstation should not pose any physical discomforts. Repositioning items on the desk can help you work more comfortably
- Workplace evacuation procedure and emergency exits should be identified during the orientation.
- Do not overload any electrical outlets or use defective equipment.
- Never stand on top of chairs, tables or boxes. Use a stepstool instead, if possible.
- Request assistance lifting items greater than 25lbs or 11 kilos, if possible.
- Never leave filing cabinet drawers open when unattended.
- Be careful of sharp edges and hot areas when clearing paper jams or changing toner cartridges from photocopiers.
- Photocopier toner is a WHMIS product and care should be taken to wash their hands thoroughly after handling. Consult with the appropriate Material Safety Data Sheets
- Handrails should be used to give the necessary support when climbing or descending stairs or steps.

- Never run through the workplace, *WALK*.
- Open doors carefully and look for others when walking through.
- Maintain good housekeeping practices
- Care should be taken in areas that have loose or torn carpeting.
- If required to enter production or warehouse areas, observe all rules, especially when walking by forklifts - *make eye contact*.
- Stay clear of all production equipment and walk only in the designated areas.
- Any protective equipment needed for entering these areas will be identified and is to be worn for your protection.

### SAFE LIFTING TECHNIQUES

Lifting can result in injury if not carried out properly. Never lift an object that you are not comfortable lifting - request assistance instead. Look out for any sharp edges, splinters or protruding nails prior to beginning the lift.

Following these steps will help to reduce the possibility of injury:

1. Feet should be spread apart for greater stability. Position one foot *alongside* the object to be lifted and the other foot *behind* the object.
2. Keep your back straight. While bending at the hips and knees, squat into a sitting position keeping your back as straight as possible.
3. Shoulders should be held back and the stomach in. Keep the spine rigid to take pressure off the lower back.
4. Estimate the weight of the lift. Apply a good grip on the object to be lifted. Tipping the object towards its side to get a better idea of its true weight will also ensure a comfortable lift.
5. Pull the object close. Keep your arms wrapped around the item and pull it close to your midsection will reduce the risk of injury.
6. Be careful not to lift off balance. Push upwards with the heel of your feet.
7. Never twist your body Turn *with* the object instead, reducing unnecessary strain to your lower back.
8. Lower the load without bending your back. Squat down and lower the load by bending with your knees.
9. Whenever possible, use assistance or partner lifts for picking up any load(s).

## MUSCULOSKELETAL DISORDERS

Musculoskeletal Disorders (MSD) are injuries affecting muscles, tendons, ligaments and nerves. They are sometimes called Repetitive Strain Injuries (RSI), Cumulative Trauma Disorders (CTD) and Repetitive Motion Injuries (RMI). MSD develop due to the effects of repetitive, forceful or awkward movements on joints, ligaments and other soft tissues.

MSD hazards must be treated the same as any other workplace hazard. This means that they need to be:

- Recognized and identified
- Assessed
- Controlled

It is important to understand what pains and strains/MSD hazards are. Although a number of factors can increase MSD risk, the key hazards are:

- Force - the amount of effort exerted by the muscles.
- Fixed or awkward postures – constant fixed body position, or body positions outside of neutral (body joints are being used near the middle of their full range of motion) increase the risk for MSD to develop
- Repetition - Highly repetitive tasks, utilizing the same body segments without adequate rest increase the risk of injury, fatigue, pain and discomfort

Other MSD hazards and workplace factors that should be considered as possible risk factors for causing pains and strains / MSDs include:

- Contact stress
- Hand/arm vibration
- Whole-body vibration
- Extreme temperatures
- Work organization and methods

## OCCUPATIONAL ILLNESS

Some hazards can make you very sick or injured. These can occur right away

such as a cut on your finger, while others may take long periods before you know you are sick (latency).

### JOINT HEALTH AND SAFETY COMMITTEES

The Advantage Group maintains a working Joint Health and Safety Committee (JHSC). This Committee serves many functions within the company, including:

- Meet at least once every three months
- Maintain written minutes of the meetings
- Identify, review and report sources of hazards in the workplace
- Report findings and make written recommendations to senior management
- Determine the time needed to conduct inspections
- Support the implementation and maintenance of the company safety program
- Assist senior management in the annual review of the company health and safety program
- Review inspection and accident reports
- Review committee membership to keep it representative of the workforce
- Inspect and report to Labour ministries in the event of a critical incident

The JHSC provides a resource to all employees, and is appropriately trained to handle the breadth of responsibilities they face. Should you experience any work related issue, please contact one of the JHSC members or the local office who will put you in touch with a representative.

### RISK ASSESSMENTS

Work sites are constantly changing with improved manufacturing, handling and distribution methods. We keep on top of these changes so that we can prepare our new employees prior to their assignment. We regularly assess the work sites of our clients with your safety in mind and will advise clients of any recommendations or concerns. These assessments are conducted regularly, when changes occur or when concerns are identified. It is therefore imperative that any safety concerns are brought to the attention of the onsite supervisor, and

your Staffing Coordinator.

Our clients are required to advise our employees of any workplace hazards, risks or dangers that exist within their facility and immediate work area. We also encourage our clients to allow us to participate in their Health and Safety meetings or sit in on any Joint Health and Safety Committee meetings. This enables us to offer suggestions and raise concerns on the employee's behalf, as well as learn of any workplace issues that should be relayed to them.

### SUBSTANCE ABUSE POLICY (DRUG AND ALCOHOL)

Employees under the influence of drugs or alcohol on the job can pose serious health and safety risks to themselves, their fellow employees and the working environment. To help ensure a safe and healthy workplace, Advantage Personnel reserves the right to prohibit certain items and substances from being brought on to and/or to be present on company/client premises or be used in such a manner to affect the health and safety of the workplace.

#### Definitions

Drug: Any substance which can change or adversely affect the way a person thinks or feels, whether obtained legally or illegally. This could include recreational cannabis, cocaine, opiates, and amphetamines.

Drug paraphernalia: Material or equipment used or intended for use in injecting, ingesting, inhaling, or otherwise introducing a drug, illegal or controlled, into the human body.

Medication: Includes a drug obtained legally, either over the counter or through a prescription issued by an authorized medical practitioner. For this policy, medications of concern are those that inhibit a worker's ability to perform their job safely and productively.

Alcohol: Any beverage containing any quantity of alcohol, including, beer, wine, and distilled spirits.



**Fit for Duty:** The ability to safely and acceptably perform all assigned duties free from the effects and/or aftereffects of drugs, alcohol, medication, and other substances which may limit and/or impair this ability.

### Requirements

The following expectations apply to all temporary and full time employees, and management while conducting work on behalf of the company or its clients, whether on or off company property:

- Employees are expected to arrive to work fit for duty and able to perform their duties safely and to standard;
- Employees must remain fit for duty for the duration of their shift;
- Use, possession, distribution, or sale of drugs or alcohol during work hours, including during paid and unpaid breaks, is strictly prohibited;
- Employees are prohibited from reporting to work while under the influence of recreational cannabis and any other non-prescribed substances;
- Use and possession of medically prescribed drugs is permitted during working hours, subject to the terms and conditions of the company's policies and all applicable legislation;
- Employees on medically approved medication must communicate to management any potential risk, limitation, or restriction requiring modification of duties or temporary reassignment; and
- Employees are expected to abide by all governing legislation pertaining to the possession and use of cannabis.
- Where an employee uses medical cannabis, it is required that they provide a copy of their medical documentation for use to Advantage Personnel and abide by the company's accommodation policy.
- Employees are encouraged to communicate if they have a dependency or have had a dependency issue so that their rights are protected and they can be accommodated appropriately. Employees will not be disciplined for requesting help or due to current or past involvement in a rehabilitation effort. Voluntary Identification is required previous to any drug / alcohol related incidents to be considered as relevant.

### Possession at Work

Possession of alcohol, drugs, and drug paraphernalia on company and/or client property is prohibited. Company and/or client property encompasses all

company and/or client owned or leased property used by employees, including without limitation parking lots, vehicles, lockers, desks, and closets.

Possession of alcohol, drugs, and drug paraphernalia is also prohibited while employees are acting on behalf of the organization or client off of company premises. This includes attending events as a company representative.

### **Disciplinary Action**

Employees may be subject to disciplinary action up to and including termination of employment, including first incidents, for failure to adhere to the provisions of this policy, including but not limited to:

- Failure to meet prescribed safety standards as a result of impairment from alcohol or drugs; and
- Engaging in illegal activities (for example, selling drugs or alcohol while on company premises).

### HOUSEKEEPING POLICY

Effective housekeeping goes a long way to mitigate potential hazards and resulting injuries. Housekeeping includes keeping work areas tidy and clean, reducing slip/trip hazards through notifications or controlling the hazard, and removing or putting away other debris or unnecessary materials including waste and spare parts/tools. Even if you were not the one to cause the issue, you can help prevent someone else from injuring themselves, or someone else in the future.

The Advantage Group maintains a working housekeeping policy to ensure that our actions are proactive, and maintain cleanly general working conditions at all times. If you see any hazard and are not able to remove the hazard or debris, please contact your onsite supervisor and/or your staffing coordinator.

### LOCKOUT / TAG-OUT PROCEDURES

Our employees are not to be involved with any lockout or tag-out procedures (electrical or source-disconnections). Our client will make arrangements to have this carried out by someone qualified and trained in this process.

## CONFINED SPACES

No employee is to work in any confined space (area with one exit and limited air supply) without authorization. Specialized training and monitoring is necessary, and as such, no Advantage Group employee is permitted to undertake any activity that involves entering, or working within a confined space.

## THREE POINT CONTACT/FALL ARREST

It is demanded that any person entering or exiting a workplace vehicle or similar device, is climbing up or down a ladder or similar device, and/or working at any degree of height that demands climbing up or down to reach the working surface does so in a safe manner that includes maintaining three points of contact with the equipment at all times and if necessary wearing all prescribed PPE. Any duties performed over 3 m or 10 feet in height require specialized training and PPE, and is not to be performed unless you are trained and are wearing PPE. Three Point Contact means that at any time you must have two hands and one foot, or two feet and one hand on the equipment at all times during climbing up or down from equipment. You must always be facing the equipment when mounting or dismounting the equipment.

Remaining in three point contact is the continued policy of the Advantage Group, but does not supersede any other protective equipment requirements including using such items as fall arrest or prevention systems.

## WORKPLACE ANTI-VIOLENCE, HARASSMENT, AND SEXUAL HARASSMENT POLICY

### **Application of this Policy**

This policy applies to all individuals working for the organization, including front-line employees, temporary employees, contract service providers, contractors, all supervisory personnel, managers, officers, and directors. The organization will not tolerate violence or harassment, whether engaged in by fellow employees, managers, officers, directors, or contract service providers of the organization.

The Advantage Group will not tolerate any form of harassment or discrimination against job candidates and employees on any grounds listed in the definitions for violence and harassment, whether during the hiring process or during

employment. This commitment applies to such areas as training, performance assessment, promotions, transfers, layoffs, remuneration, and all other employment practices and working conditions.

All Advantage Group employees are personally accountable and responsible for enforcing this policy and must make every effort to prevent discrimination or harassing behaviour and to intervene immediately if they observe a problem or if a problem is reported to them.

### Definitions

Workplace violence or bullying - workplace violence or bullying is the exercise, statement, or behaviour of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker, such as:

- Physical acts (e.g., hitting, shoving, pushing, kicking, sexual assault, throwing an object at a worker, kicking an object the worker is standing on such as a ladder, or trying to run down a worker using a vehicle or equipment such as a forklift);
- Any threat, behaviour, or action which is interpreted to carry the potential to harm or endanger the safety of others, result in an act of aggression, or destroy or damage property; or
- Disruptive behaviour that is not appropriate to the work environment (e.g., yelling or swearing).

Domestic violence - a person who has a personal relationship with a worker—such as a spouse or former spouse, current or former intimate partner or a family member—may physically harm, or attempt or threaten to physically harm, that worker at work. In these situations, domestic violence is considered workplace violence.

Personal harassment - any unsolicited, unwelcome, disrespectful, or offensive behaviour that has an underlying sexual, bigoted, ethnic, or racial connotation and can be typified as:

- Behaviour that is hostile in nature, or intends to degrade an individual based on personal attributes, including age, race, nationality, disability, family status, religion, gender, sexual orientation, gender identity, gender expression, or any other protected ground under human rights legislation.
- Sexual solicitation or advance made by a person in a position to confer, grant, or deny a benefit or advancement to the person, where the

person making the solicitation or advance knows or ought reasonably to know that it is unwelcome;

- Reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant, or deny a benefit or advancement to the person.
- Unwelcome remarks, jokes, innuendos, propositions, or taunting about a person's body, attire, sex or sexual orientation, or religion;
- Suggestive or offensive remarks;
- Bragging about sexual prowess;
- Offensive jokes or comments of a sexual nature about an employee;
- Unwelcome language related to gender;
- Displaying of pornographic or sexist pictures or materials;
- Leering (suggestive persistent staring);
- Physical contact such as touching, patting, or pinching, with an underlying sexual connotation;
- Sexual assault:
- For the most part, victims of sexual harassment are female; however, conduct directed by female employees towards males or between persons of the same sex can also be held to constitute sexual harassment;
- Any actions that create a hostile, intimidating, or offensive workplace, which may include physical, verbal, written, graphic, or electronic means; and
- Any threats of physical violence that endanger the health and safety of the employee.

Racial/ethnic harassment - any conduct or comment which causes humiliation to an employee because of their racial or ethnic background, their colour, place of birth, citizenship, or ancestry. Examples of conduct which may be racial or ethnic harassment include:

- Unwelcome remarks, jokes, or innuendos about a person's racial or ethnic origin; colour, place of birth, citizenship, or ancestry;
- Displaying racist or derogatory pictures or other offensive material;
- Insulting gestures or practical jokes based on racial or ethnic grounds which create awkwardness or embarrassment; and
- Refusing to speak to or work with someone or treating someone differently because of their ethnic or racial background.

The following definitions are taken from the Occupational Health and Safety Act:

Workplace Harassment –

- (a) engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome; or
- (b) workplace sexual harassment.

Workplace Sexual Harassment –

- (a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- (b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

## Reporting Violence or Bullying

If you are either directly affected by or witness to any violence in the workplace, it is imperative for the safety of all Advantage Group and/or its clients' employees that the incident be reported without delay. Reporting any violence or potentially violent situations should be done immediately to your Advantage office representative.

## Reporting Discrimination or Harassment

### Informal Procedure

If you believe you have been personally harassed you may:

- Confront the harasser personally or in writing pointing out the unwelcome behaviour and requesting that it stop; or
- Discuss the situation with the harasser's supervisor, your supervisor or any other supervisor other than your own.

Any employee who feels discriminated against or harassed can and should, in all confidence and without fear of reprisal, personally report the facts directly to

your Advantage representative, or to another member of management if the complaint relates to your supervisor or manager or the clients.

### **Formal Reporting Procedure**

If you believe you have been personally been subjected to any violent, harassing or discriminatory actions, you must report it to your supervisor or manager at Advantage Personnel so that we may investigate the issue. If you are not comfortable reporting it to this person, or they are the person you are making the complaint about, you may make a written complaint to the Human Resource department at:

14 - 7015 Tranmere Dr. L5S 1M2  
Mississauga, On  
Tel: 905-564-3616  
Fax: 905-564-8638  
Email: [hrdept@onyourteam.com](mailto:hrdept@onyourteam.com)

### **Fraudulent or Malicious Complaints**

This Anti-violence, Harassment, and Sexual Harassment Policy must never be used to bring fraudulent or malicious complaints against employees. It is important to realize that unfounded or frivolous allegations of personal harassment may cause both the accused person and the company significant damage. If it is determined by the company that any employee has knowingly made false statements regarding an allegation of personal harassment, immediate disciplinary action will be taken up to and including termination with cause.

### **Disciplinary Measures**

If it is determined by the company that any employee has been involved in a violent behaviour, unacceptable conduct, or harassment of another employee, immediate disciplinary action will be taken up to and including termination with cause. Such disciplinary action may involve counselling, a formal warning, or dismissal.

### **Confidentiality**

Advantage Group will do everything it can to protect the privacy of the individuals involved and to ensure that complainants and respondents are

treated fairly and respectfully. Advantage Group will protect this privacy so long as doing so remains consistent with the enforcement of this policy and adherence to the law. Neither the name of the person reporting the facts nor the circumstances surrounding them will be disclosed to anyone whatsoever, unless such disclosure is necessary for an investigation or disciplinary action. Any disciplinary action will be determined by the company and will be proportional to the seriousness of the behaviour concerned.

The Advantage Group will also provide appropriate assistance to any employee who is the victim of violence, discrimination, or harassment.

### **Managing and Coaching**

Counselling, performance appraisal, work assignment, and the implementation of disciplinary actions are not forms of harassment, and this policy does not restrict a manager's or supervisor's responsibilities in these areas.

## ENVIRONMENTAL SUSTAINABILITY POLICY

The Advantage Group strives to govern itself in a manner that protects the interests, health and safety of all stakeholders in the organization, including employees, staff, clients, the general public, communities and the environment.

Recognizing this intent, the Advantage Group is committed to conduct all business in a manner that mitigates its potential impact on the environment and all associated resources. We will integrate functional business decisions that may have repercussions on the environment and/or its resources with the spirit and intent of this policy mandate.

Where such opportunities exist and are suitable, we will source out and choose providers, suppliers, partners and products that parallel the spirit of this policy and through these initiatives actively work within their business operations to mitigate the impact on the environment and its resources as our preferred business partners.

We will work towards environmental leadership within our industry by actively communicating, training, educating and encouraging environmental and climate awareness to our stakeholders. We will continually monitor and review this policy annually to ensure that we are meeting all relevant legislation and



working towards climate and environment best practices, with a corporate push on promoting sustainable and renewable resources.

Our senior management will ensure that this policy remains at the forefront of these corporate objectives and that the necessary resources are afforded to continue this initiative.

### HANDHELD DEVICES AND CELL PHONE POLICY

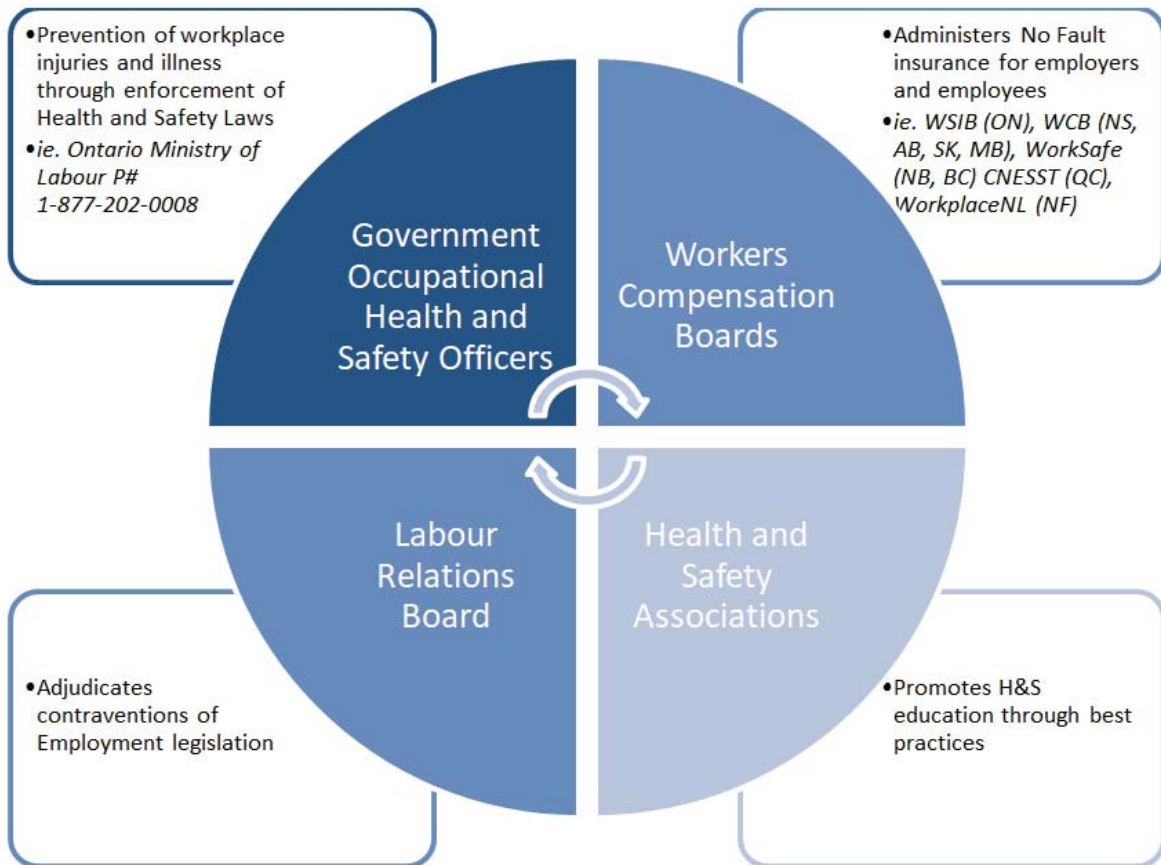
The Advantage Group strives to govern itself in a manner that protects the interests, and Health and Safety of all stakeholders in the organization, including employees, staff, clients and the general public.

Recognizing this intent, no person under the care and control of the Advantage Group will be permitted to engage the use of, or manipulate any hand-held electronic device while in the course of operating any motorized vehicle and/or machinery. Hand-held devices that are prohibited include wireless communication devices, hand-held electronic entertainment devices, and/or other prescribed devices. The usage of such devices is known to impair the ability to safely operate any motorized vehicle and/or machinery and is therefore prohibited.

The usage of all wireless communication devices, hand-held electronic entertainment devices, and/or other prescribed devices is further prohibited to be used in a manner that conflicts with all prescribed Advantage Group policies, civil and criminal laws, and relevant provincial/national legislation.

This policy applies to all company provided equipment, client provided equipment and personally owned equipment when used in or arising out of the course of any and all employment duties and/or functions. Failure to adhere to this policy is at the direct objection to the corporate objectives and policies of the Advantage Group, and all fines, litigations, penalties and/or other indemnities resulting out of this conflict is the direct responsibility of the individual. Such conflicts may produce relevant disciplinary actions in accordance with governing employment legislation in addition to other punitive measures from outside bodies.

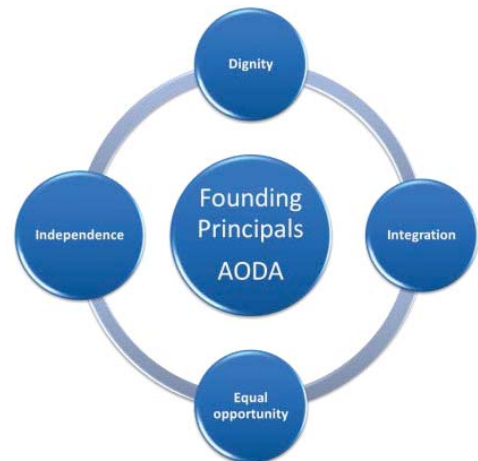
## ROLES OF GOVERNMENT AGENCIES IN WORKPLACE HEALTH AND SAFETY



## ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT (AODA)

### What is AODA?

Developing, implementing and enforcing accessibility standards in order to achieve accessibility for Ontarians with disabilities with respect to goods, services, facilities, accommodation, employment, buildings, structures and premises on or before January 1, 2025



### What does Disability Mean?

- any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- a condition of mental impairment or a developmental disability,
- a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- a mental disorder, or
- an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.

### Common Tips for Interacting and Communicating with a Person with a Disability

#### Vision

*An individual with limited vision may have difficulty reading, navigating around unfamiliar places and troubles with depth perception. It is critical to ensure that hazards are removed such as clearing aisle ways, and removing snow from entrances*

- Speak normally, be patient and friendly. Offer to describe goods and services.
- Offer assistance, but wait until the person accepts or makes a request.
- When offering to guide someone through unfamiliar surroundings offer your elbow and walk slowly. You may verbally advise of obstacles or indicate when coming upon a door or walkway.

#### Hearing

*There are varying degrees of hearing loss ranging from problems with distinguishing certain frequencies, sounds or words to complete hearing loss. It may be difficult to recognize a person with a hearing disability. Associates with hearing*

*disabilities might face barriers such as not hearing others approaching them, not responding to alarms or other emergency situations and not understanding speech in a noisy environment.*

- Ensure the person sees you and knows that you are communicating with them.
- Avoid placing anything in front of your mouth while talking
- In emergency situations, assist the individual in recognizing and responding to the emergency.
- Offer a paper and pen so you can write notes back and forth Persons using a hearing aid may find it difficult to hear in a noisy environment so you may want to suggest moving to a quieter location.

### **Deaf-blindness**

*This interferes with communication, learning, orientation and mobility. Individuals with deaf-blindness disabilities might face barriers such as; accessing information, maneuvering around tight spaces or stairwells and communicating needs or questions.*

- Understand that communication can take some time, please be patient.
- Always direct your questions and responses to the person.
- Avoid sudden movements or touching of the individual that may catch them off guard, unless it is an emergency.

### **Physical Disabilities**

*Physical disabilities can come in many forms and degrees of severity. May not be visible or may even be episodic in nature. Individuals with physical disabilities may face barriers such as being stared, not being able to pick up or hold items, not being able to maneuver in tight spaces or reach for products, not being able to stand for long periods of time or becoming light-headed without notice.*

- If you are providing extended customer service, consider pulling up a chair and talking to the person at their eye level.
- If you notice an individual struggling or in distress, offer assistance.
- Always ask before touching or moving any assistive device.
- Ensure your environment is clear and free of obstacles

### **Speech or Language Disabilities**

*An individual could have speech or language impairments resulting from diseases such as cerebral palsy, hearing loss, or other conditions that make it difficult to clearly pronounce words or make it difficult to communicate with written or spoken language. An individual with speech or language disabilities may face barriers such as difficulties pronouncing words, sudden slurring or stuttering and complications when they need to express themselves or ask for help.*

- If you don't understand, it is okay to ask a person to repeat the information.
- Ask closed-ended questions inviting a yes or no response.
- Be patient, it may take longer for the individual to provide information
- Never interrupt or assume you know what the individual wants.

### **Mental Health Disabilities**

*Individuals with mental health disabilities may face barriers such as increased anxiety, sudden mood swings, hearing voices, seeing things and feeling things that are not there, and poor concentration and memory*

- Listen closely to understand the real issue to know how you can offer help.
- Ask how you can help and try to work with the individual to find a solution.
- Be confident, patient and reassuring.

### **Intellectual, Learning, and Development Disabilities**

Intellectual, learning, and development disabilities can range from mild to severe. Intellectual, learning and development disabilities include a range of disorders that affect verbal and non-verbal information acquisition, retention, understanding and processing. Individuals with intellectual, learning or development disabilities can have average or above average intelligence, but take in and process information and express knowledge in different ways.

- Be prepared to explain and provide examples regarding information.
- Remember that the individual is an adult and unless you are informed otherwise, can make his/her own decisions.
- Be patient and verify your understanding.
- Provide information in smaller sections.
- Allow extra time to complete tasks if necessary.

### **Assistive Devices**

*Persons with disabilities should not be prohibited from using their own devices when accessing goods and services provided by your business. Examples of devices that could be used: wheelchairs, walkers, listening devices, portable oxygen tanks, laptops with screen-reading software and communication programs, canes, hand held devices and hearing aids.*

- Never refuse to work with the device. Don't stare or gawk at the device.
- Never touch or move the device without asking permission from the customer..
- Offer assistance if the customer is having trouble working with their device.
- Keep walkways, entrances and parking lots clear of ice, snow and other debris.
- Make eye contact and if required, consider pulling up a chair to meet customers at their level.

### **Guide Dogs, Service Animals and Service Dogs**

- Never separate the individual and their animal.
- Don't touch, pet or talk to the animal – when the animal is out with the individual it is working and should not be distracted.
- Do not feed or offer treats to the animal.
- If you are unsure if the animal is in fact providing a service to the individual, ask.

### **Support Persons**

*A support person can be a paid worker, volunteer, family member or friend. Support persons offers a wide range of assistance including interpretation, speaking on behalf of the customer, note taking, reading, guiding or directing the customer, transportation, personal care and communication. If a customer with a disability is accompanied by a support person, the business must ensure that both people are allowed to enter the premises together and that the customer is not preventing from having access to the support person.*

- If you are unsure of which person is the potential associate, politely ask.
- Introduce yourself to both the individual and support person.
- Talk directly to the individual , even if the support person is responding.
- Don't try to have side conversations with the support person.

- Provide any written materials to both the individual and support person.
- Never separate the customer and their support person.

### EMPLOYMENT POLICIES AND GUIDELINES JOB ASSIGNMENT RESPONSIBILITIES

Every Advantage Group employee is given a specific job description for each assignment. If you are asked to perform a job different from the initial description, you must advise the site Supervisor that you will have to check with their Staffing Coordinator for authorization.

The client will discuss the changes with the Advantage Group and, if the tasks are satisfactory, you will be advised by their Staffing Coordinator. Proper orientation for the new tasks will be arranged by the client. *No employee will be expected or permitted to perform these tasks until proper training has been given.*

### EMPLOYMENT EQUITY POLICY

Advantage Personnel recognizes that Employment Equity is a value at the core of our mandate as a community leader and as an industry leading employer.

Employment Equity recognizes the value and dignity of each individual and ensures that each individual will have genuine, open and unhindered access to employment opportunities, free from artificial barriers, whether systemic or otherwise.

Employment Equity involves hiring the most suitably qualified candidate for any open position while ensuring that the hiring process and the qualifications required for each position are fair and equitable for all persons.

Accordingly, Advantage Personnel seeks to integrate fully the principles of Employment Equity with our other human-resource policies and procedures in order to ensure that all present and potential employees receive equitable treatment in all matters related to employment.

Advantage Personnel will take appropriate steps to ensure that, throughout the entire organization, representation rates of historically disadvantaged groups reflect their availability within the labour force of the external community.

All members of the community play a role in the success of Employment Equity. Final responsibility and accountability for Advantage Personnel's Employment Equity Policy, however, rest with the President.

### **Objectives**

Under Employment Equity, Advantage Personnel has the following objectives:

1. To promote the full participation and advancement of members of the designated groups under the Canadian Human Rights act and Employment Equity Act (women, indigenous peoples, members of visible minority groups and persons with disabilities) in the Advantage Personnel workforce;
2. Develop policies, programs, practices and traditions that facilitate the full participation and advancement of members of historically disadvantaged groups in Canada (indigenous peoples, visible minorities, ethnic minorities whose mother tongue is neither English nor French, persons with disabilities, women, and persons of minority sexual orientations and gender identities) by eliminating direct, indirect and systemic discrimination;
3. To implement such special measures as are required to attract, retain and promote members of the designated groups and to ensure that individuals in positions to make or influence decisions regarding the status or working conditions of current and prospective employees are aware of such special measures and have received training in their application;
4. To identify those areas of the Advantage Personnel workforce wherein members of the designated groups are under-represented and to focus special measures to redress such under-representation and to ensure that individuals in positions to make or influence decisions regarding the status or working conditions of current and prospective employees are aware of such special measures and have received training in their application;
5. To ensure that individuals in positions to make or influence decisions regarding the status or working conditions of current and prospective employees are aware of this policy and have received training in its meaning and application, that they implement its core values in all decisions and that they communicate and apply them to all members of staff;



6. To collect and analyze workforce data, develop a formal employment equity plan and prepare an annual report which will contain specific recommendations for action to be undertaken by the senior officers of this organization and which will detail the progress of those recommendations.
7. Recruit and retain staff on the basis of individual merit and achievement, while ensuring that all persons and, in particular, members of designated groups, will have genuine, open and unhindered access to employment opportunities free from artificial barriers;
8. Achieve equality in the workplace so that no member of a designated group is denied employment opportunities or benefits for reasons unrelated to ability by giving effect to the principle that employment equity means more than treating persons in the same way but also requires special measures and the accommodation of differences.

### DISPUTE RESOLUTION POLICY

The Advantage Group will strive to operate in a manner that is fair and equitable to all stakeholders in the general operation of its business practices. As a corporate policy, we will promote an environment that is harmonious and culpable for all business operations.

The Dispute Resolution Mechanism will be a resource that is universally applicable for all employees as a means for resolving and mediating disputes to the fair and equitable means that the Advantage Group strives to operate within. Every person should first seek resolution with the person that they are having the dispute with. If an amicable resolution is not received, and only after this point, you can send any ongoing disputes to Senior Management. These must be made in writing via email or letter and sent to:

Human Resource Department  
14 - 7015 Tranmere Dr. L5S 1M2  
Mississauga, On  
Tel: 905-564-3616  
Fax: 905-564-8638  
Email: [hrdept@onyourteam.com](mailto:hrdept@onyourteam.com)

Further information regarding this process is available from your local office.

## TIMESHEET AND PAYROLL INFORMATION

Always carry a timesheet with you, unless advised otherwise.

It is your responsibility to track your hours on a daily basis and provide a signed copy of the timesheet by the following **Monday, no later than 9:00AM**.

You will be paid on the Friday following the week you've worked. **Timesheets handed in after 9:00AM on Monday will be processed the following week.** No exceptions will be made. Each timesheet clearly indicates which copy is to be given to the customer, Advantage and a copy kept by yourself for your records.

Vacation pay is accrued and is according to the various provincial employment standards. Payment issued upon request with time off.

Stat holidays are handled differently in each province. Speak to your Staffing Coordinator about how this will apply to you.

Without your written authorization, cheques will not be mailed. Lost or replaced cheques will be arranged at a cost to you. Always ensure that you advise us of any address changes as soon as they occur.

*If for any reason, an employee feels that the tasks we have assigned them to are physically more than they are capable of, they are requested to advise their Staffing Coordinator immediately.*

## ASSIGNMENT RULES AND EXPECTATIONS

As an employee of the Advantage Group, once you have accepted an assignment there are certain rules we expect you to abide by. Failure to do so may result in being removed from the assignment and may include termination with cause.

First impressions are very important. Cleanliness and neatness are expected at all times. Dress appropriately for the assignment. Do not wear clothing that displays any pictures, slogans or logos that may be considered to be offensive or suggestive. You are representing our company while on assignment and as such, you should strive to make a good impression.

## Health & Safety Policies & Guidelines

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We expect you to be polite, courteous and respectful of others at all times. Never become confrontational or abusive towards *any* employee at any time. Report any such problems directly to your Staffing Coordinator who will address the situation with our customer on your behalf.

We will confirm the hourly rate of pay, the job expectations and requirements, orientation details, dress code, personal protective equipment (PPE) required or supplied, the name of your direct Supervisor, company address, any designated parking areas and the reporting procedures.

Directions and travel information will be offered, *but it is your responsibility* to obtain bus scheduling or travel arrangements allowing you to report on time.

All employees must be drug and alcohol free while on assignment. Failure to do so may result in immediate termination with cause. Please refer to the Substance Abuse Policy for clarification.

Your supervisor will provide you with an orientation of the tasks you are to perform, advise you of emergency procedures and policies, meal and break times, any time-clock or timesheet procedures.

Once you have accepted an assignment, it is *your responsibility to arrive on time*. Always allow yourself enough time to arrive before the shift begins. Failure to do so may result in being replaced or discontinued from the assignment.

We will expect you to commit to the duration of the assignment however, should any unexpected event that prevents you from continuing, you are to advise Advantage Personnel – not our customer, regardless of the circumstances.

While on assignment through us, do not approach our clients requesting permanent positions. We will advise you of any available positions our customers are considering you for.

All customer information is to be considered as confidential and not to be relayed to any individuals outside of the company.

## PRIVACY POLICY

The Advantage Group of Companies values the contribution of all individuals to our company. As such we are genuinely concerned about the privacy of our applicants and customers alike. This document is to help explain the steps we have in place to deal with handling of your personal information in our efforts to ensure your privacy is respected.

### **The Kind of Information We Collect**

As an applicant, you entrust us with personal information that will allow us to find a suitable assignment for you. This may include, but not limited to:

- Contact information.
- Results of any tests we administer.
- Educational and training information.
- Job references and checks completed. In some instances we collect more sensitive information such as criminal search and other assignment specific information.

We never collect more information than we require to find a suitable assignment for you, in addition to providing exceptional service to our customers.

### **Why We Collect That Information**

The information collected helps us to:

- Determine your qualifications and suitability to the assignments we have as well as to allow us to source assignments that will meet requirements you have.
- To assist you in your job search by assessing training that may be required.
- Ensure the requirements of our clients are met.
- Work towards continually improving the service we provide to both our clients and customers.

### **Who Has Access To This Information And Who We Share It With**

The Advantage Group of Companies uses your information within its group of staffing firms. Your information is never used for any other reason than meeting your requirements as well as those of our customers.

We do not trade or sell your information to any outside parties.

## Health & Safety Policies & Guidelines

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In the normal course of business, we may disclose some of your information to our clients where it is necessary to act as such in the interest of providing services to you. Your consent to this is implied by you using our service.

Your information is available to staff of The Advantage Group of Companies during the course of regular business activities, with your consent being implied by you using our service.

During regular business, it may become necessary for other third parties, e.g. network administrators, telecommunications contractors, and other service providers to be given access to this information. As a condition of these service contracts they are under obligation to treat all information as confidential and secure.

### How Do You Consent

Having read this policy and by using our services and proceeding to provide us with your personal information we consider consent implied. This consent includes consent to the collection, use and disclosure of your personal information as outlined in the policy.

We imply your consent if we feel we are using your personal information for purposes that are obvious to you. For example, if you list the names and phone numbers of your previous employers on your resume for reference checking purposes, we will not seek your express consent before checking these references.

### How Long Do We Keep Your Information

We keep your information as long as you are using our services, or longer if required to remain compliant with employment and other legislations. If you are no longer using our services and retaining your information is no longer required by law, information and original documentation will be destroyed according to our document destruction procedures policy.

### The Steps We Take To Protect Your Information

The Advantage Group of Companies has implemented policies and procedures specifically for the purpose of protecting your information.

- Staff members are authorized to access only information relevant to their particular job function for both paper and electronic information.
- The use of passwords and expiry features add to the ease of accessibility.
- Filing cabinets are equipped with locking mechanisms for use when the files are not in use.
- All staff are trained to be aware of privacy concerns.

### How You Can Access Information We Have On File

The Advantage Group of Companies relies on the information we have collected to do our job in providing outstanding service to you. As such we strive to always maintain accurate information on record. We require your help with this and would appreciate updates when necessary. You may at any time make a written request for access to personal information. We will provide you with a copy of the requested personal information we have on file. Some information may be considered proprietary and will not be released. Proprietary information may be reviewed inside a local office if a specific written request is made, and will be dependent on business needs and only accommodated through specific appointments.

All requests are to be made in writing to:  
Privacy officer  
The Advantage Group Of Companies  
14 - 7015 Tranmere Dr.  
Mississauga, ON  
L5S 1M2

### WHMIS 2015

WHMIS (Workplace Hazardous Materials Information System) is designed to protect - and inform - workers about substances and hazards that they may come into contact in the workplace.

- Describes the dangers of the materials used on the assignment
- Tells you how to protect yourself from these dangers
- Contains information for exposure and first aid or medical treatment
- Describes the physical properties and what you should expect



### FLAME

*flammable, self- reactive, pyrophoric, self-heating, in contact with Water, Emits flammable gases, organic peroxide*



### Exploding Bomb

*Explosive, Self-Reactive (severe), Organic Peroxide (severe)*



### SKULL AND CROSSBONES

*Acute Toxicity*



### GAS CYLINDER

*Gas Under Pressure*



### BIOHAZARDOUS

*Biohazardous Infectious Materials*



### CORROSION

*Serious Eye Damage, Skin Corrosion, Corrosive to Metals*



### HEALTH HAZARD

*Carcinogenicity, Respiratory Sensitization, Reproductive Toxicity, Specific Target Organ Toxicity, Germ Cell Mutagenicity, Aspiration Hazard*



### EXCLAMATION MARK

*Irritation, Skin Sensitization, Acute Toxicity (harmful), Specific Target Organ Toxicity*



### FLAME OVER CIRCLE

*Oxidizer*



### ENVIRONMENT

*Aquatic Toxicity*

*You can prevent accidental exposure to hazardous materials by following these basic procedures:*

- Practice safe work habits - Obey all safety rules
- Use the required PPE (Personal Protective Equipment)
- Know emergency procedures
- Be informed - Know how to use the available information

## IN CONCLUSION

As an employer, it is important that our employees understand that we will not consider taking on any assignments that could put their safety at risk. We will do our utmost to ensure that every work task they are asked to perform is not expected to cause them harm.

We expect that any unsafe or hazardous conditions will be immediately brought to our attention by our employees so that the situation can be remedied.

### **Health and Safety Open lines of Communication**

We encourage all employees to advise us of any safety concerns or conditions that are encountered to your local supervisor and staffing coordinator. Further, it is encouraged, if required, to report directly to our Corporate Health and Safety Manager & JHSC to review.