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# Terms of Employment

## Probationary period.

All employees are ‘on probation’ for the first 90 calendar days of employment. As such they begin to accumulate vacation pay at a rate of 4% beginning on day 1. It is our policy to pay vacation pay on the last pay period of the calendar year. Employees who are in their probationary period may be terminated without stated cause at any time.

All employees must work in accordance with the rules of administration, behaviour and rules regarding use of equipment and tools. The ‘dress code’ and the company safety policy must always be adhered to.

## Administration

All forms must be completed before starting employment.

Unless otherwise requested by supervisors, employees must be at the job site at least 5 minutes prior to scheduled start time.

Employees’ hours are to be accurately recorded on the computerized sign in terminal at the end of every shift. We cannot be responsible for unpaid hours that are not reported.

Behaviour

* Employees must be clean and neat at all times. See separate dress code.
* Employees shall not leave the job site without the permission of the supervisor.
* Employees must be prepared to work in all types of weather and on weekends and statutory holidays as required.
* Employees must not enter the job site during non-business hours except with permission.
* Cell phones are not to be used while working. (Separate cell phone policy follows)

## Equipment, Tools, Vehicles

Employees shall not remove tools from the job site except with permission.

Employees shall not operate any equipment or machinery without the permission of a supervisor.

# Rules of Safety

A separate page is available which outlines the safety rules to be followed.

**Failure to follow all rules and procedures will result in disciplinary action or termination.**

# Health and Safety Policy

# Letter from management

Management of CARLETON PLACE NURSERY LTD. is vitally interested in the health and safety of its employees. Protection of employees is a continuing objective. CARLETON PLACE NURSERY LTD. will make every effort to provide a safe, healthy work environment. All supervisors and workers must be dedicated to the continuing objective of reducing risks of injury.

CARLETON PLACE NURSERY LTD., as employer, bears ultimate responsibility for worker health and safety. As president of CARLETON PLACE NURSERY LTD., I give my personal promise that every reasonable precaution will be taken for the protection of workers.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible to ensure that machinery and equipment are safe and that workers work in compliance with established safe work practices and procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety.

Every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the Company.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization from the president to the workers.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_ President

# Some Specific Elements to Health and Safety Policy

Health and Safety Employee Representative:

Lindsay Flatters has been selected as the Employee Health and Safety Representative. The Health and Safety Representative will:

Carry out regular safety inspections of the property (section 2 below)

Work with employees and management to identify health and safety hazards

Work with management to correct safety hazards

Produce reports on inspections and actions taken, which will be kept on file and available to all employees.

Participate in an annual audit of the SDS File

Participate in an annual audit of the company Health and Safety policy.

## Hazard Identification Inspections:

The Health and Safety Rep will perform monthly inspections of the Garden Centre in order to identify and document any safety or health hazards. The inspection logs are kept in the Health and Safety Binder.

## Health and Safety Binder

A binder will be maintained and accessible to all employees. The binder will contain:

A copy of the Health and Safety Policy

A copy of the Harassment Policy

A site plan drawing of Nursery property and retail store.

A copy of the Emergency Spills Procedure for Carleton Place Nursery.

Safety Fact Sheet for Lawn Mower Use.

Safety Test for Lawn Mower Use

Safety Fact Sheet for Using the Soil Mixer

Safety Test for Soil Mixer

Safety Notes for Tractor Use

Safety Test for Tractor Use

Safety Notes for Chainsaw Use

Safety Test for Chainsaw Use

Safety Inspection Logs

On Going Communications:

All employees are encouraged to discuss safety concerns with the safety rep or the management of the company.

All employees have the right to know about workplace hazards..

All employees have the right to be trained in the safe conduct of their jobs.

All employees have the right to refuse work that they deem to be unsafe.

Procedure to follow in Refusal to Work Incident – Upon refusing to work, the worker shall promptly report the circumstances to his or her supervisor or employer. The supervisor will then investigate the situation in the presence of the Health and Safety Representative. All of the health and safety concerns must be dealt with prior to the employee returning to the job.

SDS File:

This file of Safety Data Sheets will be kept in a location where it is accessible to all employees. This file is updated on an ongoing basis and formally reviewed by the health and safety rep along with management on an annual basis, ensuring that all information is current.

## Training:

WHMIS Training: All employees will be expected to take part WHMIS 2015 training that is offered. This training is offered online and Carleton Place Nursery will pay registration fees.

Pesticide Training: All greenhouse growers along with other senior staff will be required to complete a Grower Pesticide Safety Course offered by OMAF. Carleton Place Nursery will pay for this training.

Forklift Training: All employees who use a Forklift will be required to have a Forklift safety certificate. Carleton Place Nursery will pay for this training.

Other Equipment Training: Employees who use any powered equipment in the course of their duties will be instructed and tested in their knowledge of safe operation. Courses and tests have been developed for the lawn mowers, soil mixing machine, chainsaw and tractor.

Tailgate Training Sessions: From time to time short safety discussions on specific safety topics and involving small groups of employees are held. Employee participation will be documented and placed on personnel file.

Dress Code:

Certain elements of the dress code at Carleton Place Nursery are directed specifically towards Health and Safety objectives.

CSA approved footwear must be worn at all times

Proper hats, shirts and sunscreen must be used to protect against the dangers of the sun.

New Employee Orientation:

All new employees are introduced to and given a copy of the Health and Safety Policy of Carleton Place Nursery. During their initial site tour they are shown the location of:

The posted copy of the Health and Safety Policy, which includes the name of the Health and Safety Representative

* + The posted copy of the Occupational Health and Safety Act
  + The posted Health and Safety at Work Poster giving worker’s rights
  + The posted Employment Standard’s Act poster
  + The posted WSIB poster giving steps to follow in case of emergency
  + The SDS file
  + The Emergency Spills kit
  + The First Aid kits
  + The fire extinguishers
  + The sources of safe and unsafe drinking water
  + The locked storage cabinet for commercial pesticides
  + The posted list of emergency phone numbers

## Health and Safety Responsibilities:

Manager’s Responsibilities –

Management is responsible for the development, implementation and maintenance of a company Health and Safety Policy. They must:

Ensure workplace inspections are performed

Conduct information sessions such as staff meetings

Conduct incident investigations

Conduct employee training

Conduct employee safety observations

Supervisor’s Responsibilities –

A supervisor must ensure that workers:

Work in a manner and with protective devices, measures and procedures required by the Occupational Health and Safety Act

Uses and wears any equipment or protective devices or clothing as required by the employer

Are provided with all equipment and information to do their job safely

Worker’s Responsibilities –

All employees will comply with all company Health and Safety policies. They shall:

Work in compliance with the Occupational Health and Safety Act

Report to his or her employer any perceived dangers to his or her health and safety

## Posted Health and Safety Information:

It is the responsibility of the supervisors to ensure that the following information is posted in the Time Clock area and within view of all employees:

* Carleton Place Nursery Health and Safety Policy
* Occupational Health and Safety Act
* Health and Safety at Work Poster
* Employment Standards Poste
* WSIB – *In case of injury* poster
* The name of the Health and Safety Representative
* SDS files
* The Health and Safety Binder (safety policies, safety procedures, safety logs, safety equipment information, safety tests)
* Emergency telephone numbers
* Agricultural exemptions poster
* Names and/or certificated of employees with First Aid certification

Workplace Harassment Policy **–**

Carleton Place Nursery has developed and enforces a strict policy against any form of workplace harassment. That policy is attached here.

Policy for Employee Safety in Case of Hold Up or Break In

Carleton Place Nursery has developed a policy of educating employees on how to protect their health and safety in case of a break in or holdup. The recommended behavior standards are attached here.

# Carleton Place Nursery Ltd Violence and Harassment Policy

The management of Carleton Place Nursery Ltd is committed to preventing workplace violence and harassment and providing a work environment in which all individuals are treated with respect and dignity.

## Workplace Violence is

The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker

An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker

A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker

Workplace harassment means:

engaging in a course of vexatious comment or conduct against a worker in a workplace -- a comment or conduct that is known or ought reasonably to be known to be unwelcome.

## Workplace Sexual Harassment

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 to be unwelcome or

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

The management of Carleton Place Nursery recognizes the potential for violence and harassment in the workplace. We will therefore make every reasonable effort to identify all potential sources of such risk to eliminate or minimize them through our workplace violence and harassment prevention program.

**Workplace violence and/or harassment will not be tolerated from any person in the workplace**.

Carleton Place Nursery is committed to allotting whatever time, attention, authority and resources necessary to ensure a safe and healthy working environment for all employees. Carleton Place Nursery will take every reasonable precaution to protect an employee from physical injury if we become aware, or believe that domestic violence is a risk.

Everyone in the workplace must be dedicated to preventing workplace harassment. Managers, supervisors, and workers are expected to uphold this policy, and will be held accountable by the employer.

## Examples of what constitutes workplace harassment when repeated or when performed on a single severe occasion.

Preventing a person from expressing himself or herself: yelling at the person; threatening; constantly interrupting that person; prohibiting the person from speaking to others.

Unwanted touching, physical contact or sexual advances which may or may not be accompanied by threats or explicit or implicit promises.

Making rude, degrading or offensive remarks.

Making gestures that seek to intimidate.

Engaging in reprisals for having made a complaint under this policy.

Discrediting the person by spreading malicious gossip or rumours, ridiculing him/her, humiliating him/her, calling into question his/her convictions or his/her private life, shouting abuse at him/her.

Compelling the person to perform tasks that are inferior to his/her competencies that demean or belittle him/her, setting the person up for failure, name calling in private or in front of others.

Isolating the person by no longer talking to him or her, denying or ignoring his or her presence, distancing him or her from others.

Destabilizing the person by making fun of his or her beliefs, values, political and/or religious choices, and mocking his or her weak points.

Harassing a person based on a prohibited ground of discrimination (as described in the Policy).

Physical violence or threats of violence to create fear and control another person

Workers are encouraged to report any incidents of Workplace Violence and/or Harassment.

If you believe that you have been harassed, you are encouraged to make it known to the other person as soon as possible in an attempt to resolve the problem. The earlier the problem is addressed and discussed, the better the chance of it being resolved and the inappropriate behavior stopped.

If the problem is not resolved, or if you feel you cannot speak directly to the other person, or if you believe that the harassment was serious enough, you should notify

Your supervisor, or the manager at the next level.

Your Health and Safety Representative

Management will investigate and deal with all concerns, complaints, or incidents of workplace violence and harassment in a fair and timely manner while respecting workers’ privacy as much as possible. Employees who engage in these acts will be subject to disciplinary action, ranging from a verbal reprimand to a written report on the employees personnel file to termination of employment for breaching a fundamental company policy. Management will not feel constrained to follow a graduated series of disciplinary steps. Severe cases will be dealt with by terminating the employee.

Nothing in this policy prevents or discourages a worker from filing an application with the Human Rights Tribunal on a matter related to Ontario’s Human Rights Code within one year of the last alleged incident. A worker also retains the right to exercise any other legal avenues that may be available.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ President / CEO Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Emergency Fire Procedure

In case of Fire:

Evacuate the area of all customers and employees. Employes should gather at a pre-determined gathering spot near the Highway sign.

Call the **Fire Department 256-1234 or 911**

## Preparations in case of Fire Involving Pesticides

Inform the Fire Department that we have pesticides, oil tanks, paint in the store and fertilizers.

Store these hazardous materials in one place.

Provide inventory of hazardous materials to Fire Department.

Provide floor plan to Fire Department. Include the following:

Position of doors and windows.

Water sources and capacity for fire fighting.

Site drainage map.

Fence line s showing access routes

Electric panels.

Plan for dikes to prevent runoff from contaminating water courses.

Advise Fire Dept to use foam or fog to avoid water runoff.

Keep fire extinguishers (ABC type) in store and greenhouse.

If a spill, fire or theft occurs involving pesticides, the Ontario Minister of Environment and Energy must be called.

Local Office is (613) 521-3450

2435 Holly Lane

Ottawa, Ontario

K1V 7P2

# Security Policies and Procedures

Because we are a retail establishment, we are potential targets for a number of different crimes. The following policies and procedures are intended to identify the potential areas of trouble and to prevent their occurrence. The procedures will also guide us all in dealing properly with the trouble when it does occur. At all times employee safety is the top priority in dealing with any security problems.

## Areas of Concern

Shoplifting

Robbery

Break and Enter

Fraud

### Shoplifting

### Prevention and Detection

Always be aware of the potential for shoplifting. Watch for these behaviours that sometimes signal trouble:

Watch for shoppers who shop in groups. One may try to create confusion or to distract you while others do the pilfering.

Watch for shoppers who place large bags on the floor. Articles can be dropped into these bags.

Watch for shoppers who carry large packages. These can be used to hide the articles that are being stolen.

Watch for shoppers carrying rolled umbrellas. Articles can be dropped into these.

Always greet customers and provide prompt attention to them when they enter the store.

Supervisors should always be aware of the possibility of “inside jobs”.

Carleton Place Nursery policy is to report ALL shoplifting cases to the police.

# Spills Procedures for Pesticides

When a spill occurs:

* Evacuate and prevent unprotected people from entering the area.
* Ventilate the area.
* Put on protective clothing ( ie masks, goggles, PVC gloves, rubber boots, long sleeved shirt and pants or coveralls).

When a spill comes in contact with any person:

* Remove the person from the spill area.
* Remove contaminated clothing and wash affected skin with soap and water.
* Get medical attention.

To Deal With a Liquid Spill

* Stop the container from leaking by pouring into another container.
* Cover the spill area with a thick layer of absorbent material (soil, cat litter, vermiculite)
* Allow pesticide to be soaked up.
* Shovel or sweep the absorbant material into a waste drum.

To Deal With a Granular or Powder Spill

* Stop the container from leaking by placing it into another container or bag.
* Sweep or shovel the dry material into a waste drum.

If a spill causes or is likely to cause any adverse effects such as:

Impairment to the quality of the natural environment, air water or land

Injury or damage to property, plants, or animal life.

Adverse health effects.

Impairment to safety.

Loss of normal use of property.

then the SPILLS ACTION CENTRE must be called at 1-800-268-6060 (24 hours).

## Reporting Spills

### Who must report spills?

The person who spills or causes a spill should report it.

The person who had control of the pollutant immediately prior to the spill should report it.

Police or municipal authorities who may have been informed or who are investigating the spill should report it

When to Report.

Ministry of Environment should be contacted immediately, even if only preliminary details are known. Additional details can be provided later. It is presumed that reporting is done by TELEPHONE.

## Specific Reporting Requirements

The MOE offices can be used to report a spill during regular office hours.

(613) 521-3450

1-800-860-2195

Otherwise use the SPILLS ACTION CENTRE which is open 24 hours a day.

1-800-28-6060

Do not leave voice mail as this does not satisfy the reporting requirements.

### Notification to Municipality

In addition to MOE, spills that cause or are likely to cause adverse effects are to be reported to the municipality in which they occur.

### Notification to Owner

If the person who spills is not the owner of the material spilled then the owner must be notified forthwith. Both the owner and the person who had charge of the material immediately prior to the spill are jointly responsible for cleanup.

### Notification to Person in Control

Where a person who spills is neither owner of the material nor the person who had control of the material immediately prior to the spill, then the person who spills is to notify the person who normally has control of the material.

# Dress and Appearance Code

The following dress code was developed with input from all staff levels and with several objectives in mind. Above all it was recognised that a positive company image is reinforced by a clean, smartly dressed team of employees.

It is essential that all employees be easily recognised by the public as employees here. All employees are required to wear approved clothing bearing the Carleton Place Nursery logo.

All employees will be issued the following clothing for use at work: 2 –golf shirts; 1 - long sleeve golf shirt; 2 – sweatshirts. A windbreaker and a rain suit will be loaned for the duration of the season, to be returned, in good shape, at the end of the season. This is the only approved clothing for staff while at work.

All employees can be expected to be in contact with the public – our customers. As such, employees are required to wear only clothing which is in good repair and in good taste. Torn jeans or shirts will not be tolerated. Supervisors are instructed to enforce these rules by insisting that inappropriate dress be changed immediately. Replacement of torn or worn company clothing will be done at company expense if wear and tear is as a result of normal work use. Clothing which is damaged due to abuse will be replaced at employee expense.

All employees are required to wear clothing in the way that it was designed to be worn. Baseball caps will not be worn backwards. Tee shirt sleeves will not be rolled up over the shoulder.

All employees must be prepared to work in whatever weather conditions each day presents us with. That means employees must show up with all necessary clothing with them.

Employees are to collect all of their clothing to take home with them at the end of each day.

Safety issues impact dress code. Proper personal protective equipment must be worn for every job. Proper footwear must be worn. Some jobs require long pants for safety. All employees must be prepared to do these jobs. Proper hats should be worn to protect against the sun.

# Policy for the Use of Cell Phones and Other Electronic Devices by Employees During Work Hours

This policy applies to the use of all personal or company-owned electronic and computing devices, such as smartphones, iPod, iPad, laptops and computers.

There are many legitimate and approved uses for these devices in the work environment at Carleton Place Nursery. These include:

Listening to music through ear buds when an employee is working alone and away from the public.

Using the internet to look up plant or cultural information for customers.

Using store computers to check inventory status of stock items.

Senior employees with a “carletonplacenursery.com” email address can use these devices to check work email and work texts.

These are the only approved uses of personal electronic devices at work.

Except for the above, personal electronic devices are NOT TO BE USED for

PERSONAL USES.

No PERSONAL TEXTS.

NO PERSONAL PHONE CALLS

NO PERSONAL INTERNET INQUIRIES

If your job duties do not call for you to use your device, please do not let it distract you.

# Policy for the Management of Employee Time Off

This policy describes the principles used to determine the accumulation and use of time off for all employees at Carleton Place Nursery Ltd.

For the purposes of this policy a “year” is the 365 (6) days between January 1 and December 31.

For the purposes of this policy a “week” is the seven-day period between Monday and Sunday.

For the purposes of this policy, Statutory Holidays include:

New Years Day

Family Day

Easter Sunday\*

Victoria Day

Canada Day

Labour Day

Thanksgiving Day

Christmas Day

Boxing Day

## Policies for Salaried Employees

Salaried employees are expected to work a 40 - hour work week. During the six-week peak gardening season, beginning with the Monday following Mothes Day, salaried employees are expected to work a six -day work week (48 hours).

A “normal” workday requires employees to start work at 8:30 am. Employees are entitled to a 30-minute meal break each day for which they are not paid. Whenever possible employees can take two 15-minute breaks in a day, for which they are paid.

Salaried employees are entitled to two days off per week. These two days are called **“Weekend”** time off although they may not necessarily occur on a Saturday or a Sunday.

Salaried employees are entitled to receive a day off while receiving “**Public Holiday Pay”** when they meet all statutory conditions, for all Statutory Holidays. If the employee works on an official Statutory holiday, they may be entitled to the same Public Holiday pay PLUS a premium payment OR the Public holiday stipulations can be honoured on a substitute day.

Salaried employees are entitled to six, eight-hour days per year of **“Medical Leave Pay”.** This is to be applied when the employee is sick or needs time off for medical appointments. This leave will be recorded on an hourly basis to a maximum of 48 hours per year. Employees who require more time than this should refer to the short-term disability allowances in our benefit plan.

Salaried employees are entitled to earn a maximum of 3 weeks (120 hours) of **annual leave** in a year. This leave is to be used for vacation or other personal uses.

Annual leave is earned for everyday worked. It is earned at a rate of .0564%. So, in a forty-hour week the employee earns .0564% x 40 = 2.3 hours, or, for a full 2180-hour year, the earning is .0564 x 2128 = 120 hours or three weeks.

Annual leave can be used before it is accumulated but the limit for any year is 120 hours. If an employee stops their employment at Carleton Place Nursery, prior to earning all the annual leave they have already taken in that year, the amount of unearned holiday time used will be paid back to Carleton Place Nursery.

Annual Leave must be applied for and approved by management. Management will not withhold approval in an unreasonable way but must consider the successful operation of the business and the time-off requests of other employees. Because of the extreme seasonal nature of the garden business, requests for leave during the peak season (Mid April – Mid June) are not likely to be approved by management.

Annual Leave and Sick leave apply only in the year where they are earned. They cannot be saved and used in future years.

Leave taken by employees that is beyond the annual maximum amount or which is unapproved will not be paid.

When an employee takes time off, the time will be accounted for as follows:

If an employee calls in sick, goes home early due to illness or takes time off for medical appointments, then the time will be considered **“Sick Leave”** to a maximum of six days per year.

The first two days in a week that a salaried employee takes off and which is not **“Sick Leave”,** will be considered **“Weekend time off”**

If in the week that the time off occurs, there is a statutory holiday, then the third day will be considered **“Stat Holiday time off.”**

If a salaried employee takes time off beyond **“Weekend time off”**, “**Stat Holiday time off”** or **“Sick Leave”,** that time will be considered **“Annual Leave”** to a maximum of 3 weeks (120 hours) in a year.

Each year Carleton Place Nursery closes its retail doors for about three weeks at Christmas time. During this time, salaried employees are not, normally, required to report to work. Any days that fall into that time frame,

that are not **“Weekend Days”** or not **“Stat Holiday”** days are **“workdays**”. Employees must be available to be called into work. As such these days are counted towards the earning of **“Annual Leave”** credits. If a salaried employee is unavailable to be called in on those days, the time off will be considered either **“Sick Leave”** or “**Annual Leave”** and count towards the annual maximums in those categories.

## Policies For Hourly Paid Employees

Time off policies for Hourly Paid Employees are governed by the Employment Standards Act of Ontario.

Hourly Paid Employees are paid for every hour that they work.

Hourly Paid Employees are not paid for hours that they do not work.

Following are exceptions to those rules:

Hourly Paid Employees who have been employed for two weeks, are entitled to a maximum of three (3) days of unpaid, job-protected sick leave.

Hourly Paid Employees, who work the last scheduled shift prior to and the first scheduled shift after a **“Stat Holiday”** are entitled to be paid for that Stat Holiday. If they work on the **“Stat Holiday”** they are entitled to still receive **“Stat Holiday”** pay along with a premium hourly rate. Alternatively, the Hourly Paid employee can have all the rights of the **“Stat Holiday”** applied on a substitute day.

Hourly Paid Employees earn **Vacation Pay** with every hour they work. This vacation pay is calculated as either 4% of all earnings for employees who have been employed for 5 years or less or 6% of all earnings for all employees who have been employed more than five (5) years.

# Right to Disconnect

Carleton Place Nursery Ltd understands that, in a working environment, work-related pressures may make employees feel obligated to perform their job duties outside their regular working hours. Work-related pressure and feeling an inability to disconnect from the job can lead to stress and deterioration of mental and physical health. This policy has been established to support employee wellness, minimize excessive sources of stress, and ensure that employees feel they can disconnect from their work outside their regular working hours.

## Definitions

Disconnecting from work: Not engaging in work-related communications, including e-mails, telephone calls, video calls, or the sending or reviewing of other messages, to be free from the performance of work.

Regular working hours: The time agreed to by an employee, as stated in their employment contract, when they are meant to complete work for Carleton Place Nursery Ltd.

## Guidelines

An employee’s time outside regular working hours is meant for the employee to recharge and spend as they wish and should not be used to complete work-related tasks. However, there may be a lack of separation between home and work that makes it difficult for employees to truly disconnect.

Carleton Place Nursery Lt sees employee health and well-being as priorities while working and while away from work. We are committed to increasing overall employee health and wellness and providing employees with a positive work–life balance. This policy is intended to promote that ideal by specifically detailing the company’s expectations related to disconnecting from work.

## Disconnecting from Work

Employees are entitled to disconnect from work outside regular working hours without fear of reprisal. All scheduled breaks should be taken and time off entitlements for non-work-related activities should be used each year. Employees are encouraged to set clear boundaries between work and their personal lives, regardless of their working arrangement.

Outside regular working hours and when disconnecting from work, employees:

 • Should stop performing their job duties and work-related tasks.

• Are not expected or required to respond to work-related communication outside their regular working hours, while on break, or during any paid or unpaid time off.

• Will not face repercussion or punishment for not communicating or for ceasing work.

• Should respect co-workers’ time and should not expect them to respond, communicate, or complete work.

## Workload and Productivity

Carleton Place Nursery Ltd understands that employees may want or need to work outside their regular working hours to meet a time-sensitive deadline or to attend to an urgent matter or emergency; however, employees should not regularly or frequently work outside their scheduled hours to complete or catch up on work.

Employees who cannot manage their workload during their regular working hours should meet with their direct manager to evaluate their workload, priorities, and due dates.

Managers will work with employees to come up with a solution to:

Ensure current workload is achievable

Find solutions such as, training and task management skills, if the workload is not deemed manageable.

Ensure normal job duties can be completed during regular working hours.

Ensure employees can remain productive and meet company goals and objectives.

## Communication

Employees should not feel obligated to send or respond to work-related communication outside regular working hours. Carleton Place Nursery Ltd may occasionally send general communication to employees when they are not working, such as on an employee’s day off or scheduled vacation. Employees are not expected to respond to any company communication when not at work, apart from unforeseen circumstances or emergencies.

Employees who do not reply to work-related communications outside regular working hours will not face negative effects on their employment.

## Breaks and Time Off

Breaks are provided in accordance with employment standards and are intended to provide employees with time to recharge and enable them to work productively during regular working hours. Employees should take any scheduled or company-provided breaks during their shift and use that time to disconnect from work.

## Vacations

Carleton Place Nursery Ltd. understands the importance for our employees to have personal time off. Employees are encouraged to use their accrued paid vacation time in full every year and should take the time for rest, relaxation, and personal pursuits. Employees will never be obligated to complete work-related activities during scheduled time off. Knowing that, time management is the responsibility of employees and scheduled time off should not interfere with deadlines. Managers will work with employees to delegate job-specific duties that must be completed while the employee is on vacation to maintain workflow and productivity. Employees should not be reluctant to take vacation due to workload, unless there are limitations or restrictions because of a due date, project priority, scheduling conflict, or unforeseen circumstance that prevent an employee from taking a vacation at a specific time, in which case managers will assist in determining appropriate actions to take to meet deadlines and accommodate time off requests whenever possible.

## Acknowledgement and Agreement

 I, (employee name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acknowledge that I have read and understand the Right to Disconnect Policy of Carleton Place Nursery. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# New Employee Orientation Checklist

* Overview of Carleton Place Nursery Ltd
* Job Description
* Terms of employment
* Introduction of Health and Safety Policy
* Some Health and Safety Immediate Essentials

-don’t drink from hoses –drinking water locations

-first aid kit location

-spills kit location

-MSDS file location

-sun protection

* Workplace Harassment Policy
* Safety and Security Policies and Procedures
* Dress code
* Policy for use of cell phones
* Policy for Employee time off
* Right to disconnect
* Payday
* Tour
* Introduction to fellow employees
* Introduction to supervisor for first work assignment

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

I acknowledge that the foregoing topics were discussed with me

# Homework

* TD1 forms to be completed
* WHMIS

Complete WHMIS 2015 for workers-located online wsps.ca Workplace Safety & Prevention Services

-there will be a fee but once a completed form is returned you will be reimbursed

* Complete the free online safety course “Health & Safety Awareness Training for Workers & Supervisors” located online at labour.gov.on.ca –return completed certificate
* Steel toed footwear
* Blank void cheque or bank account information for direct pay deposit
* Phone number for the nursery is 613-257-8175 –Heather can be contacted with cell phone/text 613-292-5353