



Joe Johnson Equipment
General Employment
Policies and Procedures
Manual

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General Employment Policies and Procedures **Policy #**

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Welcome and Introduction

It is with pride that we introduce our company, Joe Johnson Equipment Inc. (“JJE”).

You are part of great company at JJE. JJE is a Team in every sense of the word. And we are focused on people, focused on service. Not only is JJE family-owned, but we are also very family-oriented.

JJE was founded by Joe Johnson Sr. in May 1988. Originating in the City of Newmarket, Ontario, JJE moved to the City of Barrie in 1993. In the spring of 2007, we designed and built a state-of-the art Head Office in Innisfil, Ontario to support our growth in Ontario.

In addition to Innisfil, JJE has branches in Edmonton, Calgary, Winnipeg, Toronto, Ottawa, Montreal and Halifax. Our sister company, JJE (USA) has branches in Rochester and Albany, to serve the western and central New York State. JJE also owns a company in the South-American country of Chile, called Orbitec.

What does JJE do?

Joe Johnson Equipment Inc. is an environmental equipment distribution and servicing company supporting municipalities and contractors that undertake work for local governments in the area of infrastructure maintenance and municipal sanitation.

JJE sells, leases, rents and supports equipment in the following industries: (1) snow and ice control, (2) refuse & recycling collection, (3) street and grounds maintenance, (4) sewer-cleaning and hydro-excavation, (5) industrial vacuum systems, and (6) indoor ice-control. JJE represents approximately 20 product lines and is the *exclusive* distributor of our product lines within each area that we operate. “Exclusive” means that we are the *only* authorized sales, service, warranty and OEM parts’ supplier for most of the top manufacturers in the industry. We pride ourselves on maintaining a limited range of product lines thereby enabling us to support each unit to its fullest. We are honoured and humbled to be associated with the many municipal and private sector customers across Canada, New York and Chile.

Experience and Expertise

In providing our customers with complete product support, we strive to maintain our excellence in the mobile equipment field. We strive to ensure that our Sales, Parts and Service staff have the professionalism, skills and product knowledge to provide our customers with quality service. Our customers receive after-sale service and parts availability 24 hours a day, 7 days per week. Our commitment is to:

- Educate and assist our customers with making sound capital purchase decisions
- Provide industry-leading sales and service support
- Provide immediate response for all parts and service customer requirements
- Provide a wide selection of on-the-shelf replacement parts, and
- Gain, maintain and grow the respect of our customers as a reputable and leader in the environmental equipment industry.

The staff of Joe Johnson Equipment together possesses a wealth of experience in the municipal and contractors' equipment industry. We have an experienced and reputable Sales staff. Our Parts departments have a strong and entrenched rapport with numerous municipalities and contractors throughout our territories. Our energetic Service department has knowledge in hydraulics, electronics, chassis service, and public works equipment repair and maintenance. As a team, we all contribute to JJE's success and continual expertise in the industry.

Most Important Asset? ... You!

You, our staff, are the Company's most important asset. We aspire at every turn to provide our employees with a safe, healthy and respectful work environment, free from discrimination and/or harassment. This is our pledge to you. If we can help you in any way, or you can help us achieve our pledge, we encourage you to speak up at anytime. We believe that open communication is an important aspect to any successful workplace and, as such, we preach an "open door policy" which we encourage you to use.

Joe Johnson Equipment's promise to you is to:

- Create an environment of mutual trust, respect and accountability,
- Promote personal and professional growth,
- Develop a team-first concept,
- Demand the highest ethical standards from ourselves and of others.

We believe that having the *right* people on our team is our most important asset and the foundation of our success. Really, nothing can be accomplished effectively in life unless you have the right people on your team, and we realize and support that belief.

Employment in our company is a partnership between the company and you. We will do our part to provide you with the resources, clarity of expectations, challenges, guidance, and support that you need to excel professionally. In return, we expect you to contribute your enthusiasm, talent, work ethic, ambition, personal accountability and motivation towards our Company goals. We believe in the fundamentals of integrity, fairness, respect for others, courage, clarity, imagination, accountability and tenacity. These are the values of both our company, *and* the values that we look for within those who work for our company. With these building blocks, we know that the JJE Team and you will achieve mutual success.

Welcome to JJE; I am honoured that you have chosen to be at JJE and I look forward to accomplishing tremendous things with you.



Joe Johnson
President
Joe Johnson Equipment Inc.

Joe Johnson Equipment

Mission Statement

Through a doctrine of integrity, professionalism and propriety, Joe Johnson Equipment is committed to customer, supplier and employee success.

Our mission is (i) to provide the highest valued products and services at a reasonable profit to our customers and (ii) to be an invaluable partner to our customers, suppliers and employees.

Definitions:

Joe Johnson Equipment Inc. may be represented as “Joe Johnson Equipment”, “JJE”, “JJEI”, “the Business” or “the Company” at various times throughout this policy manual.

An Employee of Joe Johnson Equipment may be represented as “the employee”, “employees”, “staff”, “team members” or specified position within Joe Johnson Equipment at various times throughout this policy manual.

Our General Employment Policy Manual

This Manual is a summary of our General Employment Policies and Procedures and applies to all JJE Employees. This Manual contains:

- (i) Code of Conduct
- (ii) General Employment policies and procedures

This manual is not inclusive of your employment with Joe Johnson Equipment and may be changed at the discretion of management. As well, there will be more policies in effect that apply within your specific department that have been put in place by your Manager as well. In addition, more obligations specific to your position will be found in your job description given to you upon hire or modified some time after your hire date.

This is not the sole document of all employment requirements and/or expectations. There are grounds for JJE to reprimand or dismiss its staff for cause that may not be found written within this Manual and need not be specifically ‘written’ anywhere as they are common sense offences. For example, in the event of company theft or you intentionally damage company property or a co-worker, then your employment will be immediately terminated and we may pursue you legally. Depending on the magnitude and/or frequency of a policy or procedure breach, the response by JJE may include your termination or even to the point where JJE will take legal action against you. In the interest of your own safety, the safety of others, the mental and physical health of all staff, to maintain the effect our insurance policy, and to maintain efficient operations at JJE, we take breaches of our Policies and Procedures very seriously; *we have to*.

IT IS **YOUR** DUTY TO KNOW ALL OF THE POLICIES AND PROCEDURES THAT APPLY TO YOU ... “ignorance of the law is no excuse” for breaching a policy or procedure. Where additions or revisions are made, such changes will be inserted into this manual, emailed to all staff that have email access, and posted in the department for all others. It is at the time of issuance that the new policy comes into effect and is enforceable. We encourage you to review this manual at least quarterly to ensure you are familiar with all of its requirements. You **MUST** read it at least once per year. Please, ask your manager or Human Resources for any clarification on any topic contained herein.

At the end of the manual is a sheet for you to sign indicating that you have read, understood and agreed to be bound by these terms. Signing this sheet and submitting it to your Human Resources Manager is a pre-requisite to you maintaining employment with Joe Johnson Equipment.



Code of Conduct

Our Mission

All great organizations, teams, partnerships, and groups have one thing in common: Cause, Purpose, Unity, Focus, a **Mission**.

A strong, common mission wins games and ensures success. In our company, we focus on the fundamental importance of the balance between customers, suppliers, employees and growth.

Joe Johnson Equipment's Mission Statement is outlined on the previous page. At its root, Joe Johnson Equipment's mission is to continuously exceed the expectations of our employees, customers, and our suppliers.

Our goal is to be the benchmark of excellence in every aspect of our business. We will deliver top-notch service through uncompromising commitment to continuous improvement.

Through the relentless pursuit of excellence in all we do, our mission is to be the acknowledged leader in our industries and to exceed the expectations of our customers, employees, and supplier partners.

Joe Johnson Equipment's commitment to this mission will make our company a place where people want to come to work and a place where customers are satisfied with our products, our people and our services.

Exceed Expectations

Please pay special attention to a key component of our mission, which is to *exceed* expectations.

As an employee, you can expect us to exceed your expectations for support, guidance, and opportunity. In turn, we expect that you will exceed our expectations of commitment, dedication, standards, attitude, and strong work ethic. We expect that our customers' expectations are exceeded in all circumstances also.

As a customer, have you ever had your expectations not met by a business? Were you let down? Did you go back? Did you recommend this business to acquaintances? Have you ever been a customer and were "surprised" by that extra little attention, timeliness, or helpful attitude? Did you go back? Did you recommend the product or company to acquaintances?

Let's go the extra mile, and *exceed* expectations.

Attitude

We have the greatest freedom in every circumstance and situation – the freedom of choice. Every second of every day, we have the choice of how we perceive, think about, and respond to situations and our environment.

Our attitude is our "filter" or "lens" for perceiving, processing, and responding to our environment. The same situation with different attitudes will result in different perceptions, thoughts, actions, and outcomes. Your attitude is your choice.

Positive attitude = The right attitude for every situation at JJE.

For instance, you are called into your supervisor's office to discuss how you recently handled a difficult situation with a customer. You know that you could have done better, but you really did try given the circumstances of the situation. Your supervisor, Mr. Jones, offers advice on how to handle a similar situation in the future. He then asks for your thoughts. How do you respond?

If your attitude is negative, you see your supervisor as a threat. You perceive his trying to help you as degrading or a put-down. You concentrate on justifying or defending yourself. You are unable to accept his guidance. You respond to him in a manner that suggests that you are not taking his comments well. You leave the situation feeling resentful and he feels frustrated.

If your attitude is positive, you see your supervisor as a coach. You perceive his trying to help as a genuine attempt to increase your effectiveness. You take his criticisms and suggestions constructively. You attempt to understand his perspective. He senses that you care and are willing to improve. You leave the situation with a determination to do better next time. He feels good about your attitude. The next time you encounter a similar situation, your attitude is positive and you do a better job!

The key to this anecdote is that you *choose* your attitude. A **positive attitude** equals positive results, always.

Responsibilities

Our commitment to each employee is to provide a work environment that will assist in your career development. We are committed to providing meaningful and challenging work, while creating opportunities for internal advancement and training opportunities.

A career is a journey through challenges, successes, and hard work. As you begin your career with us, we want you to begin with the end in mind. We want progression and advancement within our company, JJE, to be in your future.

Your responsibility to us includes an active commitment to maintaining a positive, respectful, productive, and safe working environment. Your input, feedback, and communication will help us achieve this goal. We want you to know that you can speak to us with confidence about any issue. We cannot solve problems that we do not know about. If you have a problem with a Manager or are uncomfortable in speaking with your direct Manager about a specific issue, then we strongly encourage you to discuss your concern with the Human Resources Manager or myself, Joe Johnson Jr. My door is always open to you and my cell phone (416.420.0653) always rings for you.

As discussed in the attitude section, we would like to emphasize that you have choices. Only you can choose to do what is necessary to produce positive results in your own life, personally and professionally. One choice that we encourage you to make is regarding your work ethic.

Your work ethic is your general approach on the job. Whether it is positive or negative, your work ethic defines the results you produce. You can make a conscious choice to be positive, treat

people with respect, and make decisions based on what is right. Or you can do the opposite. By consistently achieving a positive work ethic, positive results will follow.

JJE is a company that treats employees with fairness, respect and honesty; and we expect to be treated in the same manner. It is the basic Golden Rule we all learned in kindergarten and it is just as valid today.

Health and Safety

At Joe Johnson Equipment Inc. (JJE), the health and safety of our employees is vital. Our long term goal is to eliminate workplace injuries and illnesses through achieving the following objectives:

- To promote a healthy and safe culture for our employees both on and off the job;
- To revisit and reinforce the basic fundamentals of health and safety;
- To hold persons exercising Managerial responsibilities accountable for the health and safety of JJE's employees; and
- To establish a solid foundation on which to move forward and continuously improve our health and safety program.

To reach this goal, commitment is required from all of us...President, Management, JJE employees, and contractors. We recognize that to ensure due diligence, it is everyone's responsibility to comply with all relevant legislation, regulations, codes, standards, and guidelines. In addition, all third parties, such as contractors and visitors, will comply with JJE's policies and procedures, and current legislation.

We value everyone's efforts to achieve a healthier and safe lifestyle both on and off the job. In working collaboratively together to report accidents, incidences, and hazardous conditions, complying with legislation requirement and company policies and procedures, we will share the objective of a safer and healthier working environment.

As an organization, it is imperative that we value this policy and honor its intent, and move beyond minimum compliance with legislation. We want JJE to stand as an example of excellence to our staff and those we serve.

Please refer to the Health and Safety Manual for applicable all Health and Safety policies and procedures.

Attendance Management

We expect you to adhere to your specific work hours as agreed to upon your hire or as requested by your Manager. Your Manager will go over this in more detail. If, for any reason, you are unable to attend, will be late, or need special accommodations, please inform your Manager immediately. It is expected for you to communicate any attendance issues promptly, so we can ensure your safety and make alternate work arrangements.

Whenever you are entering or leaving the building, you must inform the Reception of your intentions. If at all possible, inform Reception of the time you expect to be out of the office and where you plan to be. If your office does not have a Reception, ensure that your Manager is aware of your intentions to leave and how long you plan to be out. This will ensure your safety in the event of an emergency. Please refer to the Working Alone Policy and Emergency Evacuation policy found in our Health and Safety Manual.

Professionalism

JJE expects every employee to maintain a high standard of professionalism, competence and integrity in working together and in representation of the company.

- Employees shall not discriminate against anyone on basis of race, gender, religion or national origin, or another other aspect of human rights.
- Employees shall not exploit the trust or use their potentially influential position against others.
- Employees are not permitted to accept third-party gifts that could be reasonably expected to influence their objectivity. Please refer to the Gift Acceptance Policy.
- Employees shall not use their work relationship with others to further their own interests.
- Employees will participate in activities which advance the goals of the company.
- Employees shall remain accountable to the standards of JJE when acting in a business capacity with other companies.

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image JJE presents to customer and visitors. Personal hygiene and appropriate etiquette related to hygiene is expected from all staff.

During business hours, employees are expected to attend work in a clean and orderly appearance, and to dress appropriately based on the position held. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

Department Manager's will instruct their employees on the appropriate dress codes and footwear befitting any events and job responsibility. Staff dress codes may vary from department to department. Provocative clothing is defined at the discretion of the supervisor based on company guidelines (i.e. no halter tops, shorts, tight fitting or revealing clothing, etc.). Clothing items are expected to be clean and free from odors, tears and stains. Concerns in these areas are to be dealt with immediately and with sensitivity and dignity.

Effective and Open Communication

JJE promotes open communication and encourages active participation in communicating any ideas and/or concerns with us. Your communication will be held in confidence and dealt with in an appropriate manner. To truly achieve a positive work environment, we require your input, support and feedback.

We encourage all of our staff to share thoughts, ideas and opinions. Sometimes, others do not share these same opinions, and these differences are expected. How we handle those differences of opinion is very important. Discussing the issue rationally with the opposing party and getting

it out in the open is recommended, if appropriate. Electronic, physical and verbal abuse is not tolerated and could lead to termination. If a discussion is becoming too heated with no resolution in sight, the best course of action is to bring it to the attention of your Manager. If the conflict happens to involve your Manager directly, then the matter should be brought to the attention of the President and/or Human Resources for intervention and resolution.

The use of proper communication tools can solve many communication breakdowns. Unfortunately, it can also be the *cause* of such breakdowns. Email, although an excellent and efficient communication tool, can lead to poor or miscommunication. Take a moment before sending the email and ensure it is clearly written without other interpretation. Consider if another method of communication should be used to ensure information is clear and maximize your intended results.

Team Dynamic

Employees are expected to uphold JJE standards and demonstrate compassion, respect and concern for all persons employed or having business with JJE. Staff must be co-operative, reliable and trustworthy with other employees and are not to engage in malicious or irresponsible behaviors that relate to other staff or business associates. All employees at JJE are part of a team; the *same* team. It is everyone's responsibility to take a role in this team, help others when needed and provide support and feedback when appropriate. Specific policies relating to employee conduct are covered in detail within this manual.

Office Etiquette

Due to those with allergic reactions, we request that all employees wear minimal to no cologne or perfume. JJE is a smoke-free workplace. Please refer to the Smoking Restrictions Policy for details.

Washrooms

As all JJE employees share unisex restrooms, it is important and expected that all JJE employees demonstrate respectful etiquette. Should there be any concerns, please speak with Human Resources or your Manager.

Kitchen

Kitchen and lunchrooms are to be maintained and clear from remaining food and drinks. It is everyone's responsibility to clean up any dishes and food not consumed. The dishes, cutlery, glasses and mugs are provided for employee and customer use and as a property of JJE, shall remain at the office.

Temperature

Only the Designated Employee shall change settings on the thermostat in each location. If there are any concerns in regards to the temperature at your workstation, please speak with Human Resources or your Manager. Where there is a concern with temperature, noise or environmental air circulation, please speak with a member of the Joint Health and Safety Committee.

Parking

To assist our customers no staff members are allowed to park in the customer designated parking area unless given specific authorization. Always park in the designated employee parking areas to avoid obstruction of potential fire escape areas or conflict with our fire evacuation plan. This may also avoid any type of damage done to your vehicle by being parked in a high traffic area. If you are unclear of these zones then please speak to your Manager.

Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at JJE will be based on merit, qualifications, and abilities. JJE does not discriminate with any employment opportunities and no employment decisions will be made based on race, color, religion, gender, national origin, age, disability, sexual orientation or any other characteristic protected by law.

An employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of her/his Manager or the Human Resources Manager. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment. Please refer to the Anti-Harassment Policy.



General Employment Alberta Policies and Procedures



Joe Johnson Equipment

Policy /Procedure: 100

Subject: Confidential Information & Records

Revision Number: 1

Date: February 1, 2008

SUBJECT: Confidential Information and Records

PURPOSE: To advise every employee of their responsibilities in maintaining specific information and records under strict confidence.

SCOPE: This policy is applicable to all employees of Joe Johnson Equipment

POLICY: In the course of your employment at Joe Johnson Equipment Inc., you may come into contact with confidential information, confidential records and goods that are the property of Joe Johnson Equipment Inc. This information must be kept confidential and is not for public information. No records or documents are to be removed from Joe Johnson Equipment Inc. without permission from the President.

Anyone who discloses confidential information removes company records or removes goods without permission will be terminated immediately. (If you leave your employment and take with you any records, information, goods or property, this will be considered theft and treated as such).

“Confidential information” is defined as any and all knowledge and/or information that may be obtained in the course of employment with respect to the conduct and details of the business including, but not limited to, personnel, product and parts pricing, sales forecasts, technical bulletins / advice regarding products, marketing strategies, financial information of any kind, and any and all information regarding our customers and suppliers and business objectives used by the employer and will be forever held inviolate and is concealed from any competitor and all other persons not considered as an employer or employee or agent in representation of Joe Johnson Equipment.

Each employee at Joe Johnson Equipment is required to treat all information that is created or obtained while working for JJE as strictly confidential and not to disclose any information that could reasonably be assumed to adversely affect the competitiveness of JJE. By completing the attached letter, you have agreed to such confidentiality terms listed above.



Confidential Information, Records and Goods Acknowledgment

I acknowledge that in the course of my employment at Joe Johnson Equipment Inc., I will come into contact with confidential information, confidential records and goods (written, electronic and verbal) that are the property of Joe Johnson Equipment Inc. ("JJEI").

I promise that any and all knowledge and/or information that may be obtained in the course of my employment with respect to the conduct and details of the JJEI business including but not limited to personnel, product and parts pricing, sales forecasts, technical bulletins / advice regarding products, marketing strategies, financial information of any kind, and any and all information regarding our customers and suppliers and business objectives used by the employer and will be forever held inviolate and will be concealed from any competitor and all other persons not considered as an employer or employee or agent in representation of Joe Johnson Equipment Inc. Each employee at Joe Johnson Equipment is required to treat all information that he/she learns and undertakes while working for JJEI as strictly confidential and not to disclose any information that could reasonably be assumed to adversely affect the competitiveness of JJEI.

I acknowledge that this type of above information is owned by JJEI. I promise that any information that I learn or possess shall not be communicated to anyone else, regardless of whether the person is an employee or non-employee of JJEI.

I realize that this information must be kept confidential and is not for public information. I understand and promise that no records or documents are to be removed from Joe Johnson Equipment Inc. without permission from the President.

I realize that breach of this promise will be dealt with in the same manner as a breach of other JJEI policies. If I suspect a breach of this promise by another employee, then I undertake to report it to the Human Resources Manager or President. I know that a breach of this nature will be taken very seriously and result in repercussions up to and including possible termination and subsequent legal action against me by JJEI. I am aware that anyone who discloses information or removes company records and goods without permission will be terminated immediately. If my employment ceases with JJEI and yet I take any records, information, goods or property, then I understand that this will be considered theft and treated by JJEI as such.

I acknowledge having read and understand the above.

Signature: _____ Signed Date: _____

Signatures Name: _____

Witness' Name: _____

Please return to Human Resources immediately after signatures.



Joe Johnson Equipment

Policy /Procedure: 101

Subject: Employee Orientation

Revision Number: 1

Date: February 1, 2008

SUBJECT: Employee Orientation

PURPOSE: Orientation is designed to welcome new employees and ensure each employee is knowledgeable on the safety rules, codes of conduct, and other general expectations, while working at JJE.

SCOPE: This policy is applicable to all employees of Joe Johnson Equipment.

POLICY: Orientation is intended to provide the new employee with insight on company expectations, values and mission. Orientation is conducted within the employee's first three days of employment and includes:

- A meeting with Human Resources/General Manager to review the required forms, compensation and discussion on the policies provided;
- A meeting with the Health & Safety Representative to conduct the orientation and WHMIS training and review our Health and Safety Manual;
- A Walk-around tour and introduction to other staff;
- Meeting with your Reporting Manager to discuss the position, expectations, and department goals;

Managers, please refer to the departments Orientation Form for details.

Probationary Period

The Probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the position is the right fit for both parties.

Joe Johnson Equipment uses this period to evaluate employee capabilities, fit, work habits, and overall performance. During this time, if management does not feel the employee is appropriate for the position for any reason, the employee will be dismissed without notice and will be paid only for the time worked. Either the employee or Joe Johnson Equipment may end the employment relationship, at any time during or after the probationary period, with applicable notice.

All new employees' probationary periods shall be a minimum of 90 calendar days after their date of hire. Any significant absence will automatically extend the probationary period by the length of the absence. If Joe Johnson Equipment determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the probationary period may be extended for a specified period of time by JJE, at the Company's full discretion.

After successful completion of the probationary period, employees will be eligible for other Joe Johnson Equipment Employee Benefits, as per the employee's specific offer letter. Human Resources will provide the employee with required paperwork for Compensation Plan entitlements. It is the employee's responsibility to complete this paperwork and return to Human Resources to ensure eligibility and timely enrollment.



Joe Johnson Equipment

Policy /Procedure: 102

Subject: Outside Employment

Revision Number: 1

Date: February 1, 2008

SUBJECT: Outside Employment

PURPOSE: To ensure that every employee at Joe Johnson Equipment is working to their fullest potential and not compromising the company's interests.

SCOPE: This policy is applicable to all employees of Joe Johnson Equipment

POLICY: Employees shall notify in writing, and receive written approval from the President prior to engaging in any form of secondary employment. Joe Johnson Equipment reserves the right to deny any request for secondary employment if, in JJE's sole discretion:

- The secondary employment, in any manner, conflicts with JJE, or creates a conflict of interest for either party,
- Interests or public image of Joe Johnson Equipment may potentially be jeopardized,
- The employee's availability or performance at JJE (including the potential requirement for over-time hours) is potentially affected, and/or
- The secondary employment involves working for an organization that does business (vendor or customer) with Joe Johnson Equipment.

If Joe Johnson Equipment determines that an employee's existing outside work interferes with performance or the ability to meet the requirements of Joe Johnson Equipment and communicates this to the employee, then the employee must terminate the outside employment if he or she wishes to remain with Joe Johnson Equipment. All employees will be subject to Joe Johnson Equipment's scheduling demands, regardless of any existing outside work requirements.

No employee shall engage in any other activity that compromises Joe Johnson Equipment' image. This prohibition includes the unauthorized use of any company owned tools, equipment and/or resources. In addition, employees are not to conduct any outside business (be it personal errands or secondary employment related) during the hours they are scheduled to work for Joe Johnson Equipment. Unapproved use of Joe Johnson Equipment facilities, equipment, supplies, or time for engaging in personal use, secondary employment or hobbies will result in disciplinary action up to and including termination.



Joe Johnson Equipment

Policy /Procedure: 103

Subject: Open Door Communication

Revision Number: 1

Date: February 1, 2008

SUBJECT: Open Door Communication

PURPOSE: To provide resolution to any internal conflict and opportunity for JJE employee's to openly communicate their thoughts, opinions, and workplace situations.

SCOPE: This policy is applicable to all employees of Joe Johnson Equipment.

POLICY: To achieve the highest quality work environment, Joe Johnson Equipment encourages all staff to share thoughts and ideas, provide feedback and suggestions, and to communicate opinions. Sometimes, others do not share these same opinions, and differences are expected. How we handle those differences of opinion is very important.

Discussing the issue rationally with the opposing party is recommended where appropriate. When there is no immediate resolution, the best course of action is for the employee to bring it to the attention of his/her Manager. If the conflict happens to involve their Manager directly, then the matter should be brought to the attention of the Human Resources Manager or the President for intervention and resolution.

If the conflict cannot be resolved verbally, the employee may submit the incident in writing to their Manager and/or the Human Resources Manager. In order to resolve conflicts in a timely manner it is expected for the employee to present the issue within a 30 day time period from the actual incident or knowledge of the incident.

Staff can expect that communication will be held in strict confidence and complete discretion will be used by those involved with the conflict. Employees are expected to use discretion themselves regarding the incident while resolution is being evaluated and processed.

Where an investigation is necessary, the Human Resources Manager and/or the President shall be involved in conducting such an investigation. Human

Resources shall develop a report on the finding of the investigation and provide recommendation(s) on the appropriate course of action.



Joe Johnson Equipment

Policy /Procedure: 104

Subject: Employee Privacy Policy

Revision Number: 0

Date: February 1, 2008

SUBJECT: Employee Privacy Policy

PURPOSE: To ensure all aspects of employment at Joe Johnson Equipment comply with the Company's goal of protecting the monitoring, collection, use and disclosure of personal information of prospective, current and former employees of Joe Johnson Equipment

SCOPE: This policy is applicable to all current, prospective and former employees of Joe Johnson Equipment.

POLICY: The Employee Privacy Policy contains the principles that are observed by Joe Johnson Equipment regarding the collection, use and disclosure of personal information about current, prospective and former employees of Joe Johnson Equipment.

Personal Information

For the purpose of this policy, "Personal Information" is defined as information which identifies an individual, including:

- Home address and home telephone number,
- Birth date as it relates to age,
- Compensation and performance assessments,
- Medical and benefit information,
- Family and marital status, and/or
- Information obtained during the hiring practices

Personal information shall exclude the individual's name, position title, business contact information, career experience, any use of company equipment including but not limited to electronic mail, telephone, and computer use, and any other information about the individual that is readily available to the public.

Consent

Consent requirements may vary depending on circumstances and upon the type of personal information that Joe Johnson Equipment intends to collect, use or disclosure. In its sole discretion, Joe Johnson Equipment will determine whether

an employee's consent is required based on the level of sensitivity of the personal information and the purpose for which the information is to be used.

Collection

Unless the purpose for the collection is obvious, the collection of personal information shall be identified to the individual prior to collection. The Company will only collect the amount and type of information that is necessary to meet the Company's records and processing of information requirements.

Joe Johnson Equipment will collect personal information about employees during employment or prospective employment for various purposes, primarily to establish and manage the employment and/or other working relationships between Joe Johnson Equipment and their employees. Where information is collected, Joe Johnson Equipment shall identify the purposes for which personal information is collected at the time of or prior to the information being collected.

Joe Johnson Equipment may also collect personal information from other sources including previous employers, personal references, or other third parties to whom the employee has given permission to disclose the information.

Use and Disclosure

Joe Johnson Equipment shall not use or disclose personal information for purposes other than those for which it was collected, except with the consent of the employee or the use and disclosure is authorized by law.

Human Resources may disclose personal information to other Human Resource departments or Senior Management of prospective employer(s) for the purposes of providing references regarding current or former employees. Where no written consent had been provided, Human Resources shall disclose general employment information including position(s) and effectiveness within the position while at Joe Johnson Equipment, employment dates, when employment has ceased.

Where a third party agency acting on Joe Johnson Equipment's behalf or legal bodies require employee's personal information, Joe Johnson Equipment will not require the employees consent. Such Agency shall include but is not limited to Consultants, Brokers representing the Company, Benefit providers, Government Agencies and Auditors. Such personal information will be disclosed under strict confidence and only where such information is required. Although Joe Johnson Equipment will protect and limit the use of personal information about our employees that is disclosed to third parties, Joe Johnson Equipment is not responsible for the subsequent use or disclosure of personal information.

Accuracy

Joe Johnson Equipment takes appropriate steps to ensure that personal information is accurate, complete and up-to-date to minimize the possibility that inaccurate personal information is used to make a decision about Employees.

Security

Joe Johnson Equipment will provide safe practices to ensure the security of personal information is protected against the loss or theft. Such information is restricted to specific positions held within the organization under lock and key to safeguard such information from unauthorized access, disclose, copying, use or modifications.

Positions within the organization that are authorized to obtain personal information include the President, VP of Finance, Reporting Manager and their successor, departmental Vice President, Payroll, and Human Resources.

Retention and Disposal

Personal information is kept as long as necessary to satisfy the purposes for which the information was obtained. Personal information that has been used to make a decision about an employee shall be retained for a reasonable period, which will permit the employee to access the personal information after the decision has been made.

Specific legal requirements enforce the retention of personal information for a specified period of time. Employee files shall remain readily available for a reasonable period after employment has been terminated.

Communication of Policies and Practices

Joe Johnson has a responsibility to communicate with the employees on the policies and practices that effect the management of personal information and will make these practices and policies readily available.

Access to Personal Information

Joe Johnson Equipment accurately maintains and securely stores personnel files on each employee. The personnel file includes such information as the employee's job application, resume, background check information, current personal information, records of training, documentation of performance reviews, benefit and compensation records, discipline and other employment records.

Personnel files are the property of Joe Johnson Equipment, and access to the information they contain is restricted. Generally, only the employee's Managers and Human Resources of Joe Johnson Equipment who have a legitimate reason to review specific documentation on file and are permitted to do so upon the Human Resources approval.

Employees who wish to review their own file should contact the Human Resources Manager. Employees may review their own personnel files, within three (3) working day of the request, where possible.

Information and forms within the personnel file or the file itself cannot be removed under any circumstances. The contents of the file are not transferable, should the employee terminate their relationship with Joe Johnson Equipment and request these documents for another position and/or agency.

Employees' Responsibility

Your personnel records are accurately maintained and securely stored. Any changes in your life, including phone number, address, and family status should be noted in our records. In addition the number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, and other status reports should be accurate and current at all times. If any personnel data has changed please notify the Human Resources Manager as soon as possible.

Monitoring of Company Property

Joe Johnson Equipment reserves the right to monitor any employee and use of company property including the monitoring of telephone, cellular phone, blackberry, computer hardware, computer software, electronic mail, vehicles, workstations, security system and any other company property that may be used by the employee and is not considered personal information.

One purpose of monitoring such property is to ensure all employees are using such equipment for business purpose and not abusing such privileges. Monitoring employees' use of such equipment may occur at any time. In the event when the monitoring of an employee's usage of company property and the employee is found to be in violation of the any company policy, progressive discipline will apply.

JJE not liable for Improper Disclosure

JJE will use reasonable efforts to ensure that personal information is protected and handled only in accordance with this Policy. However, JJE accepts no responsibility for damages which may result from the inaccuracy, mismanagement, theft or erroneous disclosure of personal information provided that JJE had taken reasonable steps to protect said information.

Complaint Resolution Process

If an employee is concerned about Joe Johnson Equipment's management of employee's personal information practices, the employee is advised to submit a written complaint to the attention of the Human Resources Manager. The Human Resources Manager will ensure all complaints are investigated and responses are made to any and all complaints under this policy in a timely manner. If the complaint is found to be justified, the Human Resources Manager and President will take reasonable steps to amend the applicable application of the Privacy policy.



Joe Johnson Equipment

Policy /Procedure: 105

Subject: Email, Internet and Computer Use

Revision Number: 1

Date: April 23, 2007

SUBJECT: Electronic Mail, Internet and Computer Use

PUPOSE: It is the policy of Joe Johnson Equipment ('the Company') to monitor, regulate the access, content and disclosure of information send and received by the Company's employees using the Company's computer resources including, but not limited to, the electronic mail system and the Internet.

SCOPE: This policy is applicable to all employees of Joe Johnson Equipment

POLICY: The Company's electronic mail system and Internet access is intended for employee use to conduct company business and is not to be made available for use by third parties (including suppliers, customers, or the general public) without prior authorization from the VP of Finance or President. Use of company assets including computer hardware and software for personal use is prohibited.

Company Electronic Mail Addresses

Everyone within the company is assigned an e-mail address with the intent to facilitate each employee in their roles at the Company. Email is to be used to conduct company business.

Proprietary Interest

The Company resources, including but not limited to hardware, software, the electronic mail system and Internet access, are the property of the Company. As such, employees should not have an expectation of privacy in anything they create, store, send, receive or retrieve using the Company computer resources. Please review the Company's Privacy Policy for additional information.

Employees expressly waive any rights of privacy in anything they create, store, send, or receive on the computer or through the Internet or any other computer network. Employees consent to allowing personnel of the Company to access and review all materials employees create, store, send or receive on the computer or through the Internet or any user computer network or means. Employees understand that the Company may use human or automated to monitor the use of its computer resources.

Guidelines

Use of the electronic mail system or Internet for solicitation of, or influence over, commercial ventures, religious or political causes, outside organizations, or other non-employment-related solicitations are strictly prohibited.

Creating or distributing offensive messages or image data on the electronic mail system or retrieving offensive messages or image data from the Internet is prohibited.

Mass distribution of messages and image data not related to Company business (e.g. jokes, chain letters) is prohibited. Offensive messages or image data includes any inappropriate, disregard and unwanted circulation of messages or image data about race, ancestry, place of origin, age, sex (includes pregnancy), colour, ethnic origin, national or aboriginal origin, distinctive groups or affiliations, creed, sexual orientation, marital status, family status, mental or physical disability, source of income, political and/or religious beliefs, or record of offenses.

The unauthorized distribution, loading and downloading of Company trade secrets, copyright materials, proprietary financial information or similar confidential information is prohibited.

Confidential information should not be sent by electronic mail to anyone within the Company or outside the Company unless directly requested by the President of the Company. When approval has been given, confidential electronic mail shall include the warning header "Privileged and Confidential – Do not forward without permission".

The collection of transmission of material in violation of federal, provincial or local laws is prohibited.

Software Installation and Duplication

Unauthorized duplication of copyrighted computer software is strictly prohibited. Any software installation on company owned computer hardware must be approved by the VP of Finance. Joe Johnson Equipment's standard of conduct on this subject is as follows:

- We will neither engage in nor tolerate the making or using of unauthorized software copies under any circumstances.
- We will provide legally acquired software to meet our legitimate software needs in a timely fashion and in sufficient quantities for all our computers.
- We will comply with all license or purchase terms regulating the use of any software we acquire or use.

- We will set and enforce internal standards to prevent the making or using of unauthorized software copies, including effective measures to verify compliance with these standards and
- Appropriate disciplinary measures for violation of these standards.

Downloading Files from Internet

Downloading of music, images or software from the Internet is strictly prohibited unless specifically approved by the VP of Finance or President. Downloading software such as Kazaa, and any peer to peer sharing programs are not allowed on company workstations. Rules for adherence of this policy apply from the full Internet Usage Policy and will be enforced as such.

Hardware

Acquisition of any new computer hardware or software must be approved by the VP of Finance prior to purchase. Any hardware used to access the corporate network must be approved by the VP of Finance prior to connectivity.

Confidentiality

Notwithstanding the Company's right to retrieve and read any or all electronic mail messages, using the Company's electronic mail system, such messages should be treated as confidential by other employees and accessed only by the intended recipient. The unauthorized access and retrieval of another employee's electronic mail is prohibited.

The content of electronic mail and information retrieved from the Internet, properly obtained for a legitimate business purpose, may be disclosed within the Company without the permission or authorization of the employee.

Password

Messages created, received or sent over the electronic mail system or through the Internet are not confidential. The use of a password to access or use the Internet or electronic mail system does not guarantee confidentiality or privacy. The Company reserves the right to change an employee's password without the employee's prior consent.

All messages, though erased and deleted, may still be retrievable and readable.

The appropriate use of encryption or password protection on any file, message or image data composed, sent, received or retrieved using the Internet or the Company's electronic mail system is permitted. All employees must disclose their password to the President of the Company upon request.

Passwords must be treated with the strictest of confidence and it is the responsibility of the employee to ensure their passwords remain confidential. Sharing of password other than to the VP of Finance or President is prohibited. Certain Employees maybe privy to confidential information such as employee personal data, customer information, vendor information etc., as such it is the

responsibility of each employee to protect the unauthorized access to this information.

Viruses

Email or Files which you do not know the origin should be immediately deleted. If you suspect an email or file contains a virus or intended to disrupt company information or hardware, please notify the VP of Finance immediately. Email which contain attachment or zip files should be reviewed carefully before it is opened. If you do not know the original sender of this file please delete the file.

General

The Company will not be responsible for any unauthorized use of the Company's electronic mail system or the Internet. Any employee who discovers any violation of this policy shall immediately notify the VP of Finance or President. Any employee found in contravention of this policy may be subject to disciplinary action up to and including termination of employment and/or legal action.

Responsibility

It is your responsibility to ensure that you comply with this policy. It is the responsibility of the Systems Administrator at the Company to immediately notify the President whenever the Administrator becomes aware of a violation or potential violation of this policy. The President is designated to render any further interpretation of this policy.



Joe Johnson Equipment

Policy /Procedure: 106

Subject: Telephone Communication

Revision Number: 1

Date: February 1, 2008

SUBJECT: Telephone Communication

PURPOSE: To ensure all employees at Joe Johnson Equipment clearly understand the expectations and their responsibilities with the Company telephone systems.

SCOPE: This policy is applicable to all employees of Joe Johnson Equipment

POLICY: We expect that you will, from time to time, be making personal calls on company telephones (both landlines and mobile phones). If, however it is noticed that you are spending an excessive amount of time on a company phone for personal use, it will be considered a breach of policy and a warning could be issued. Personal long distance calls are not permitted. Joe Johnson Equipment is the owner of the telephone and therefore has the right to check all phone bills for any additional or long distance charges.

Paging System

All inter-office paging will be conducted in a professional manner and kept to a minimum. When calls are received by reception for employees without a landline, the Receptionist will take down a message (name and number) and inform your Manager, unless it is an emergency situation.

Cellular Phones

All cellular phones provided by Joe Johnson Equipment must first be approved by Joe Johnson Equipment. Namely, no staff can simply go purchase a cell phone and charge the bill to Joe Johnson Equipment. This includes replacement mobile phones.

All relevant staff with a company provided cell phone must have a message that clearly identifies to the caller that they have reached Joe Johnson Equipment and identifies the user of the cell-phone. This information is pivotal to our phone system functioning properly. Again, Joe Johnson Equipment owns the cell phone, so the caller needs to know they have reached “John Smith at Joe Johnson Equipment”, not just John.

Cellular phones provided by Joe Johnson Equipment adhere to the same policies as landlines. We encourage the use of landlines as opposed to cellular phones whenever possible. We will not tolerate a staff person abusing the cellular phone by avoiding the use of landlines while present at a Joe Johnson Equipment location.

Traveling Across Borders

When traveling to the US/Canada for any length of time on business, please notify the Payroll Coordinator before the departure date so your cell phone plan can be changed temporarily to a US/Canadian plan for the duration of the trip. Upon your return, please notify the Payroll Coordinator so the phone can be returned to its original plan. This process can ensure that we are saving significant amounts of money on our cell phone bills.

Land Lines

All relevant staff with voice mail in the office must update their greeting every day. The message should clearly confirm to the caller that they have reached Joe Johnson Equipment, identify the person and extension that they have reached, state the date and what their plan is for that day, where they can be reached, and when they'll be back. This information is pivotal to our phone system functioning properly. No personal long distance calls are allowed on company phones.

First Point of Contact

If you are the first point of contact for the client/individual contacting Joe Johnson Equipment, it is imperative that we represent the company in a professional manner by welcoming the caller with the following greeting process:

- “Good morning/afternoon Joe Johnson Equipment. How can I help you?”
- Assist them to their designation and transfer them to the extension or page the individual they have requested.
- Where the transfer or page has not been successful, please transfer that individual to reception or into the voicemail.
- All employees are required to answer their phone in a polite manner by greeting the caller and indicate your name.

When caller is requesting information on the # of computers in the office, how long the company has been in business, the number of employees, who owns Joe Johnson Equipment, or any other related matter, each call is to be transferred to the Vice President of Finance.



Joe Johnson Equipment

Policy /Procedure: 107

Subject: Smoking Restrictions

Revision Number: 1

Date: February 1, 2008

SUBJECT: Smoking Restrictions

PURPOSE: To ensure that all employees are informed of the designated smoking areas and adhering to all health & safety regulations and local By-Laws.

SCOPE: This policy is applicable to all employees of Joe Johnson Equipment

POLICY: To protect everyone from the hazards of second-hand smoke and to ensure a healthy environment for all, Joe Johnson Equipment strictly prohibits smoking anywhere in the building. Joe Johnson Equipment strongly adheres to the applicable by-laws and/or State and Provincial Legislation and therefore enforces the following policy:

- Any staff member who does smoke must do so in an outside designated area and use a proper receptacle to extinguish/dispose of the cigarettes to maintain a clean and presentable appearance for our customers and fellow employees.
- Smoking shall only occur on your designated breaks or lunch time.
- There is absolutely no smoking anywhere in the building. Any employee who is in violation of this Policy will be subject to disciplinary action(s) up to and including termination.

Failing to abide by this policy could be in conflict with local state/provincial laws, and upon conviction, is liable to a fine or penalty.



Joe Johnson Equipment

Policy /Procedure:108

Subject: Progressive Discipline

Revision Number: 1

Date: February 1, 2008

SUBJECT: Progressive Discipline

PURPOSE: To communicate to all employees the expectations and results when misconduct and/or violation against his/her job description, legal requirements or company policies occur while employed at Joe Johnson Equipment. The purpose is also to provide a framework and rules for each employee to follow to ensure all employees are working in a safe and productive environment.

SCOPE: This policy is applicable to all employees of Joe Johnson Equipment.

POLICY: Joe Johnson Equipment Inc. has procedures and policies contained in this manual which apply to every member of our staff. Other procedures and policies are departmental and job specific requirements assigned by your Manager, and legislation which regulates conduct and requirements during employment. To maintain employment with Joe Johnson Equipment, you are required to meet these requirements and follow all company policies. It is the responsibility of the Manager to be intimately familiar with the contents of this manual and to ensure that all policies and procedures are adhered to and enforced to the letter within his/her respective department.

If a Manager believes that a policy or procedure is not being followed by a person who is a member of another department, then that Manager shall sit down with the Departmental Manager of the perceived offender and create a resolution. If an acceptable resolution cannot be reached between the two Managers to solve the problem then this must then, and only then, be brought to the attention of the President and/or Human Resources Manager to intervene and arrive at a solution.

Joe Johnson Equipment Inc. has established the progressive discipline system to ensure that all employees are following all policies and procedures accordingly. If the employee chooses not to comply with policies and procedures, or engages in any type of misconduct deemed unfit by Joe Johnson Equipment standards, will be subject to our disciplinary process.

Please note: Counseling is not considered a part of the progressive discipline but may be used in the discretion of JJEI in a case of any minor behavior that does not comply with JJE's expectations, ethics, policies and/or procedures.

Progressive Disciplinary Process

The following are the guidelines to progressive discipline which are dependent on the severity of the misconduct. Human Resources will assist the Reporting Manager throughout the disciplinary process.

Level 1 Your first offence may be subject to a verbal warning, confirmed in writing, depending on severity of the violation. This level of discipline is to assist the employee in identifying the area(s) where improvement is required and providing the employee with guidance to influence the proper behaviour. The employee will also be advised of the consequences if another violation is to occur.

Level 2 A second warning will be a written warning, depending on severity of violation. At the second warning your Manager will review your job description with you and identify the violated policy and/or procedure. It will also be determined if there is any additional guidance is required.

Level 3 A third warning is grounds for a suspension without pay for up to 5 days, depending on the severity of the offence. At this point, there will be an action plan developed for the employee and the immediate Manager to ensure that performance issues and behavior is corrected. The employee will also be advised of the consequences if another violation is to occur.

Level 4 Grounds for Termination. It should be noted that any breach of any policy or procedure in this manual, in and by itself, constitutes grounds for dismissal. There are serious cases of misconduct that Joe Johnson Equipment will not tolerate in any circumstance, and will be considered grounds for termination, even at a first offence. Some examples of serious misconduct, where termination is always warranted, but are not limited to the following:

- Gross negligence
- Theft (regardless of the amount, time or company records);
- Fraud of any kind
- Falsifying a resume / job application
- Any criminal act
- Putting the security of others at risk
- Assault or threat of assault of any kind
- Possession of a dangerous weapon
- Attending work under the influence etc.

Based on the incident your Manager will discuss your employment with senior management. Management will decide on the disciplinary action to take.

Employee Notice

An employee, whom notice has been given under this section, shall not terminate his or her employment without first giving Joe Johnson Equipment written notice,

- (a) at least one week before doing so, if his or her period of employment is less than two years; or
- (b) At least two weeks before doing so, if his or her period of employment is two years or more.

After resignation has been received, Human Resources will setup a meeting with the employee to arrange for an exit interview.

Exit Interview

The purpose of the exit interview is to gather information about Joe Johnson Equipment's employment environment. It is a method to gain candid information on employment conditions within JJE to then identify consensual views, patterns of management behaviours, business conditions, or specific personal conditions, which may have contributed to an employee's decision to seek alternative employment.

The exit interview is to be conducted at the time an employee is voluntarily terminating employment. In the event that there is an emotional circumstance, the interview may be conducted with in one month after the departure.

The use of the interview is to obtain factual and candid information. The departing employee must feel free to express their opinions without retaliation and that no employee will be named through the process. The results will remain confidential and will only be viewed by the President and the Human Resources Manager. All completed interviews will not be included in the departing employees personnel file.

Termination

Joe Johnson Equipment will provide notice of termination to an employee who is beyond the probationary period with JJEI (generally an employee who has been continuously been employed for three months or more) unless the employee is given written notice of termination. Notice will be based on the legislative requirement.



Joe Johnson Equipment

Policy /Procedure: 109

Subject: Company Uniforms and Allowances

Revision Number: 1

Date: February 1, 2008

SUBJECT: Company Uniforms and Allowances - Canada

PURPOSE: To ensure all employees, who are required to wear JJE uniforms and/or clothing apparel due to their position, clearly understand their responsibilities when in possession of such company clothing.

SCOPE: This policy is applicable to all Canadian employees of Joe Johnson Equipment for whom clothing is provided.

POLICY: The Company will supply all shop employees with uniforms and/or coveralls. This uniform is mandatory when working in the service shop, or when doing a service call away from the service shop.

Each week the agent from the uniform company visits the premises dropping off clean uniforms and picking up the dirty ones. The employee must tag their uniform if it requires repair. Normal wear and accidental damage is expected, however, if a uniform is lost, or damaged willfully, the employee will be responsible for the replacement cost of the garment. All uniforms and coveralls are accounted for, so if any problems arise with an employee's uniform, the employee should report the problem to their Manager.

Office Staff

The office staff in the Parts and Service departments will receive Joe Johnson Equipment shirts or JJE name badges with the company logo and the shirts or badges shall be worn daily. As a representative of the company, the professional appearance of the shirts must meet company standards.

Shop Staff

The company will provide shop personnel a one-time maximum allowance of \$150 to put towards winter work apparel. This will include winter coats, insulated coveralls, and gloves, etc.

Road personnel will also receive an initial \$150 winter clothing allowance but may request additional funds from their Manager as required through the duration

of their employment. These requests are subject to approval and all subsequent purchases must be pre-authorized by management prior to purchase.

Service Mechanics, Technicians and Apprentice Mechanics will received a \$300.00 tool allowance annually at the beginning of each calendar year following their first year of employment.

Uniform Returns

Upon termination of employment, the employee will hand in all uniforms and coveralls to be accounted for prior to their final pay. If there are uniforms or coveralls missing the employee will be responsible for the replacement cost of the garments and the employee, authorizes Joe Johnson Equipment Inc. to deduct the cost from any monies or wages of any nature owed to the employee.

Please refer to the Health and Safety Manual for details on Personal Protective Equipment.



Joe Johnson Equipment

Policy /Procedure: 110

Subject: Attendance Management

Revision Number: 1

Date: February 1, 2008

SUBJECT: Attendance Management

PURPOSE: To ensure all employees at Joe Johnson Equipment are clearly aware of JJE's expectations on an individual's attendance and the procedure to follow when an absence occurs.

SCOPE: This policy is applicable to all employees of Joe Johnson Equipment

POLICY: To maintain a safe and productive work environment, Joe Johnson Equipment expects employees to be dependable and punctual for their scheduled work. Absenteeism and tardiness place a burden on other employees, Joe Johnson Equipment, customers and suppliers. Each department may have particular attendance and absentee requirements that need to be followed. Such expectations will be discussed with your Manager during orientation and performance reviews.

PROCEDURE:

- 1) In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they are required to notify their Manager as soon as possible in advance of the anticipated absence or tardiness. This will allow for the Manager to arrange work accordingly, ensure employee's safety, and meet customer's and supplier's obligations.
- 2) The Manager is then obligated to inform the Human Resources Manager as soon as possible after having been notified of the tardiness or absence.
- 3) In the event where absence and/or tardiness is abused or is continuous without prior approval, progressive discipline will apply. The Manager is advised to contact Human Resources prior to any discipline being issued. Management holds the right to request medical proof or other evidence to validate such circumstance.
- 3) Managers are also responsible for tracking attendance for all employees reporting to them. Please refer to the "Annual Employee Attendance Tracker" form (Appendix 110-A).

- 4) In the event where days are missed due to serious illness or personal circumstances which exceeds 2 days, the Manager is to inform Human Resources immediately.

NOTE: Any absence due to illness equal to or greater than 3 days, Medical Clearance documentation must be provided to Human Resources or the employee's Manager in order to return to work safely.

- 5) Where absence is caused by circumstances beyond the employee's control, Joe Johnson Equipment will assist the employee in making them whole. Where feasible an hourly employee who receives overtime pay entitlement, can bank hours for any hours owing or for future requests. Such a decision is at the full discretion of JJE. Please note: banking hours may not be suitable for certain positions, events, or schedules. Any hours for banking must be arranged by your Manager and Human Resources.

Where an employee resigns from JJE and the hours banked are less than hours owing due to absence, the remainder owing will be deducted from the final pay.

The Payroll Coordinator is responsible for tracking hours banked and hours owing for all employees. Prior to hours owing, the proper paperwork must be completed and signed by the employee and the Human Resources Manager prior to any adjustments and/ or agreement. Please refer to "Banked Hours Request Form" (Appendix 110-B).

Requested Absence

Should an Employee request time away from work, which shall include vacation, bereavement, or any other leave, the employee is required to complete the "Absence Request Form" (Appendix 110-C) and provide this form to the Manager for review and approval.

Should the Manager not approve the Employee's request for absence, the Manager shall discuss the reasoning for the decision. The Manager shall then provide Human Resources with the signed copy of the form for attendance records.

Should the Manager approve the request for absence, the Manager shall advise Human Resources for final approval and provide Human Resources with a signed copy indicating the approval. Human Resources shall provide paperwork to the Payroll Coordinator for processing.



Banking Hours Request Form

Employee Name: _____

Department: _____ Location: _____

Manager: _____

Details:

I _____, wish to bank any hours worked over _____ hours per pay period, until further notice, for the purposes of the approved:

- Apprenticeship Leave
- Due to illness
- Other _____

I understand and agree that any hours banked, not accordance with the indicated purpose of banking, will not be paid, unless approved by appropriate Manager and Human Resources. Should any banked hours not be used by the end of employment or the end of the calendar year, such banked hours will be paid on either the last pay period. If you wish to continue banking hours the following year, please speak with Human Resources or Payroll.

Any overtime hours banked will be applied at time and a half during the indicated absence or pay out. Any regular hours banked will be applied at time for time during the indicated absence or pay

All requests are to be submitted to your Manager and Human Resources for approval prior to banking.

Employee Signature

Date

Approved dates: _____.

Rejected

Comments:

Manager's signature Date

Human Resource Manager's signature Date

HR to provide Payroll with a copy upon approval



Absence Request Form

Employee Name: _____

Employee Department: _____ Location: _____

Reporting Mgr: _____

Type of Absence Requested:

- Vacation
- Bereavement
- Maternity/Paternity
- Jury Duty
- Other _____

Dates of Absence:

From: _____ To: _____

Additional Dates of Absence:

From: _____ To: _____

Additional Information:

All requests shall be submitted to your Manager for approval prior to the absence, excluding sick and/or emergency leaves.

Employee Signature Date

- Approved – Employee to return to work:** _____.
- Rejected**

Please inform Human Resources immediately after approval.

Comments:

Manager Signature Date

HR Approval – Signature Date



Joe Johnson Equipment

Policy /Procedure: 111

Subject: Workplace Violence

Revision Number: 1

Date: February 1, 2008

SUBJECT: Workplace Violence

PURPOSE: To ensure all employees at Joe Johnson Equipment are free from any exposure to workplace violence while working at Joe Johnson Equipment.

SCOPE: This policy is applicable to all employees of Joe Johnson Equipment.

POLICY: All employees have the right to work in an environment free from emotional and physical violence, threats, and intimidation. Violence is a form of serious misconduct that undermines the integrity of the employment relationship.

This applies to all individuals that are involved in the company's operations, including JJE employees, contract and temporary workers, vendors, customers and anyone else on or off company property while in the process of conducting company business.

General examples of prohibited workplace violence include, but are not limited to, the following:

- All threats or acts of violence occurring on company property, regardless of the relationship between the company and the parties involved in the incident.
- All threats or acts of violence not occurring on company property but involving someone who is acting in the capacity of a representative of the company.
- All threats or acts of violence not occurring on company property involving an employee of the company if the threats or acts of violence affect the interests of JJE.

Examples of conduct that are considered "threats or acts of violence", includes but is not limited to, the following:

- Aggressive physical contact with another individual.
- Threatening to harm an individual or his/her family, friends, associates, or their property.

- Intentional destruction or threat of destruction of property owned, operated or controlled by JJE.
- Making harassing or threatening telephone calls, letter or other forms of written and electronic communication.
- Intimidating or attempting to coerce an employee to do wrongful acts.
- Harassing surveillance, also known as “stalking”, the willful, malicious and repeated following of another person.
- Making a remark suggesting or implying that an act to injure persons or property regardless of reasoning.
- Possession or use of any firearm, weapon, or any other dangerous device.

Any violation of this policy by any individual on company property, by anyone acting as a representative of the company while not on company property, or by any individual, when their actions affect Joe Johnson Equipment’s business interests will be met with appropriate action.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts shall be removed from the premises as quickly as safety permits, and shall remain off the premises and on suspension pending the outcome of an investigation.



Joe Johnson Equipment

Policy /Procedure: 112

Subject: Anti-Harassment

Revision Number: 1

Date: February 1, 2008

SUBJECT: Anti-Harassment

PURPOSE: To provide employees with a safe and harassment-free workplace and ensure all employees receive equal respect and treatment, regardless of personal differences.

SCOPE: This policy is applicable to all employees of Joe Johnson Equipment

POLICY: Joe Johnson Equipment Inc. is committed to providing a work environment in which all individuals are treated with respect and equality. Each individual has the right to work in a professional atmosphere that promotes equal opportunities, free of discrimination. Harassment in the workplace is a form of discrimination and will not be tolerated.

Anti-Harassment/Discrimination

Harassment is defined as any unwelcome action by any person(s), in particular by management or co-worker, whether verbal, visual or physical, on a single or repeated basis, which can be reasonably expected to humiliate, insult or degrade another employee. "Unwelcome" in this context means any actions which the harasser knows, or ought to reasonably know, would not be desired by the victim of harassment.

Prohibited grounds are race, color, religion, mental and physical disability, dependence on alcohol/drugs, age except as provided by the law, gender, family status, pregnancy or possibility of pregnancy, sexual orientation, nationality/place of origin, ethnic origin, ancestry, religious beliefs, source of income, political beliefs or associations, or pardoned conviction. Abuse of power, authority, or control is also considered a form of harassment. These provisions shall be interpreted in accordance with and subject to the provisions of the Human Rights Code.

While all forms of harassment are prohibited, it is important to emphasize that sexual harassment is specifically prohibited. Violations of this policy will be dealt with immediately and may be subject to progressive discipline up to and including termination.

Definition of Sexual Harassment

Examples of sexual harassment include, but are not limited to; unwanted touching, leering, inappropriate gestures, sexual assault, verbal threats or abuse, inquires or comments of an individuals sex life, telephone calls or e-mails with sexual overtones, gender bias jokes or insults, displaying of pornographic or sexually offensive material, repeated unwanted social invitations and inappropriate or unwelcome focus or comments on a person's physical attributes or appearance. The means of transmitting these signals could be written, electronic, verbal or simply via one's own mannerisms towards another, depending on the context.

Sexual Harassment can arise either on a one time-basis or through a series of incidents that might reasonably be expected to cause offence or humiliation, or, that might reasonably be perceived as placing a condition of a sexual nature on an employee's continued employment or opportunity for training or promotion, and which ought to be reasonably expected to be unwelcome. The right to be free from Sexual harassment includes the right to be free from a sexual solicitation or advances made by a person in a position to confer, grant, or deny a benefit or advancement where the person making the solicitation knows or reasonably ought to know that it is unwelcome.

In addition, the right to be free from sexual harassment includes the right to be free from a reprisal or a threat of reprisal for the rejection of a sexual solicitation or advances where the reprisal is made or threatened by a person in a position to confer, grant or deny a benefit.

Finally, sexual harassment includes incidences where an employee is subject to sexually oriented remarks, behavior or surroundings that create an intimidating, hostile or offensive work environment producing a poisoned work atmosphere.

Procedure: Reporting and Investigating a Harassment complaint

1. Informal Process

Individuals who believe they are being harassed may tell the offender that his/her behaviour is unwelcome. The individual may wish to confront the alleged harasser directly as an effort to resolve the matter. However, there is no obligation for the individual to confront the offender if you feel that this will not be accepted by the offender. It is recommended that the harassed individual should document any situations or discussions that have occurred.

2. Formal Process

In the event that an informal resolution of the matter is ineffective or impossible, the following steps should be followed in reporting a harassment complaint:

a) Notification by Staff

The individual who believes that they have been subject to harassment should provide a written report of the incident to the Human Resources Manager. A copy will be provided to the President, Joe Johnson Jr.

The employee is also advised to maintain a record of the incidents leading up to and following the complaint.

b) Investigation of the Complaint

Complaints will be investigated and resolved by the President and/or Human Resources Manager. Human Resources will thoroughly investigate the matter. The steps that may be taken in the investigation include:

- Both the Complainant and the alleged Harasser will be interviewed, as well as any other individuals involved or witnessed.
- Where the violation has been affirmed, JJE will take appropriate consequential action and a final report will be completed by Human Resources and kept in a separate file with Human Resources. Consequential action includes but is not limited to: withholding promotion, re-assignment, suspension, and/or termination. The results of such a violation will be documented accordingly in the Harasser's personnel file.
- Where the violation has not been affirmed, no action will be taken against an employee who has made a complaint in good faith or the alleged harasser. Joe Johnson Equipment Inc. will not, in any way, retaliate against an individual who makes a genuine concerned report of suspected harassment. In this case no documentation of the incident will be placed in the accused or the Complainant's file.
- Based on the investigation finding, those parties conducting the investigation shall discuss the results with the Complainant and the alleged Harasser.

Confidentiality

Any allegation of harassment brought to Management's attention will be promptly investigated in a confidential manner to protect the privacy of the persons involved. During the investigation where other parties are involved, such individuals will be exposed to specific information in regards to the complaint. Such individuals will be reminded of their duty to keep all information/matter prior to, during and after the investigation under strict confidence. All reports regarding the harassment complaint will be kept in strict confidence, and will be kept in the Human Resources office, unless, legally requested or administrative proceedings arise out of the harassment report are required.

False Accusations

if an investigation results in a finding that the complainant *intentionally* and falsely accused another of harassment knowingly or in a malicious manner, the complainant will be faced with any one of the following consequences: withholding of a promotion, re-assignment, disciplinary suspension and/or termination.

Conclusion

Joe Johnson Equipment Inc. has developed this policy to ensure that all can work in an environment free from harassment. The company will make every effort to ensure that all employees are familiar with the policy and know that any complaint received will be thoroughly investigated and appropriately resolved.

Joe Johnson Equipment Inc. encourages employees to file a complaint promptly to assist in ensuring an effective investigation and resolution. However, due to the sensitivity of these problems and because of the emotional toll such misconduct may have on the individual; no time limit will be instituted for reporting a harassment complaint.

We also strongly encourage that you report any suspected harassment of any kind. However, we will not pursue an investigation without first obtaining your consent to proceed. So please do not be afraid of bringing the matter up to the Human Resources Manager or to the President for fear that we may pursue the offender in a manner that could simply compound the problem or that will be embarrassing to you – we will work with you every step of the way, in strict confidence and in an informed manner.



Joe Johnson Equipment

Policy /Procedure: 113

Subject: Alcohol and Substance Abuse

Revision Number: 1

Date: February 1, 2008

SUBJECT: Alcohol and Substance Abuse

PURPOSE: To maintain a healthy and safe environment for all employees of Joe Johnson Equipment.

SCOPE: This policy is applicable to all employees of Joe Johnson Equipment

POLICY: Joe Johnson Equipment strives to provide a safe work environment and encourages personal health.

Zero tolerance: A drug and alcohol free workplace is an essential component to a quality work environment. JJE has implemented a zero tolerance rule towards the use of alcohol and substance during work hours. Therefore, prohibits the use of illegal drugs, alcohol and/or any other substances during work hours.

Definition

For the purposes of this zero tolerance rule, an alcoholic beverage is any beverage that may be legally sold and consumed and has alcohol content.

Substance is defined as any substance other than alcohol capable of altering an individual's mood, perception, pain level, or judgment.

A prescribed drug is any substance prescribed for individual consumption by a licensed medical practitioner.

An illegal drug is any drug or controlled substance that is illegally sold or consumed.

Requirements

All employees are prohibited from being under the influence of alcohol or drugs (illegal or prescription), that may inhibit their co-ordination or reflex action during work hours.

No prescription drugs will be brought on company premises by any person other than the one for whom it is prescribed. Such drugs will be used only in the

manner, combination, and quantity prescribed. Any employee whose off-duty abuse of alcohol, illegal or prescription drugs results in excessive absenteeism, tardiness, poor behaviour, or is the cause of an accident is not acceptable and discipline will apply.

No alcoholic beverage will be brought or consumed on company premises or during working hours, except in connection with company-authorized events.

Any employee who commits an unlawful act on or off company premises, such as: the use or sale, possession, transfer, or purchase of illegal drugs on company property or while performing company business is strictly prohibited and will be reported to appropriate law enforcement officials.

If an employee participates in any conduct and discredits the company in any way, they will be subject to disciplinary action.



Joe Johnson Equipment

Policy /Procedure: 114

Subject: Security Inspections

Revision Number: 1

Date: February 1, 2008

SUBJECT: Security Inspections

PURPOSE: To ensure every employee at Joe Johnson Equipment is protected from any dangerous substances or weapons.

SCOPE: This policy is applicable to all employees and visitors at Joe Johnson Equipment.

POLICY: Joe Johnson Equipment wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials as defined by the company at its discretion. To this end, Joe Johnson Equipment prohibits the possession, transfer, sale or use of such materials on its premises. Joe Johnson Equipment requires the cooperation of all employees in administering this policy and maintaining a safe environment.

Desks, lockers, vehicles and other storage devices are provided for the convenience of the employee, but remain the sole property of Joe Johnson Equipment and may be inspected at any time. As well, any articles found within them can be inspected by a representative of Joe Johnson Equipment at any time, either with or without prior notice. Joe Johnson Equipment also reserves the right to enter such property to obtain required information during a period of time when the staff member using the property is absent from work. No personal locking devices or codes may be placed on company property at any time, without company permission.

Joe Johnson Equipment reserves full access rights to computer and other mechanical devices, files, email, voice mail, etc. as used by employees for business purposes. Where protective codes or locking devices are appropriate, the employee will provide their Manager with a key or password code in order to retrieve information and property required. For questions relating to personal property and information, please refer to Employee Privacy Policy for details.



Joe Johnson Equipment

Policy /Procedure: 115

Subject: Scheduled Hours and Overtime

Revision Number: 1

Date: February 1, 2008

SUBJECT: Scheduled Hours and Overtime

PURPOSE: To ensure that each employee and manager maintains an accurate account of hours worked and are compensated appropriately.

SCOPE: This policy is applicable to all employees of Joe Johnson Equipment

POLICY: Accurately recording the hours worked is the responsibility of every employee and their manager. Joe Johnson Equipment shall keep accurate records of the hours worked in order to calculate proper compensation. Time worked is all hours actually spent on the job performing assigned duties with Managements permission. Employees and Managers shall also accurately record the hours away from their regular shift for personal reasons.

All employees are given a half-hour **UNPAID** lunch. This time must be deducted from the time cards prior to submission for payroll. For example, an hourly employee who normally works 8:00 am to 4:30 pm, with a half hour off for lunch, would equal a standard 8 hour day. If the timecard indicated more than 8 hours with no approval/request by the Manager, the employee's timecard must total 8 hours - not more.

Falsifying or tampering with any time records may result in disciplinary action.

For Hourly Employees

The Manager will verify by reviewing all hours indicated, and then sign the time record before submitting it for payroll processing. If corrections or modifications are made to the time record, the Manager must verify the accuracy of the changes by initialing the time record.

Scheduled Hours

Each employee will have a scheduled shift/hours that the individual is required to fill in order to meet the requirements of the position and the Company. From time to time, these hours may change temporarily or permanently depending on what is required. Such hours will be determined by the Manager and agreed upon by the employee.

Hourly employees will receive regular compensation for hours worked only, and will not receive compensation for any missed time due to personal absence (some exceptions may apply). Salaried employee will receive their regular scheduled compensation when personal absence is due to personal illness not greater than 3 consecutive days. Please refer to the Attendance Management Policy in the event of an absence. In the event the policy is abused or excessively used to the employee's advantage, the company can request evidence at any time as it applies, and may lead to disciplinary action.

OVERTIME

Hourly employees are expected to work a minimum number of hours based on a standard workweek. A standard workweek varies for hourly employees and is based on their position and location within Joe Johnson Equipment. Based on the statutory requirements, the maximum number of regular hours worked will vary. Any hours worked beyond the maximum number of regular hours will be paid at time and one half with the approval and sign off by the employee's Manager. If no approval has been made, the employee will not be paid for any hours worked beyond their regular scheduled hours.

If an hourly paid employee is participating in an extracurricular activity on behalf of the company at the request of the company, (for example a Joe Johnson Equipment hockey challenge, Open House or a remote training seminar), that employee will be paid for their regular shift, if applicable. The extracurricular activity, including travel time, also will not contribute to the employee's overtime calculation for that week.

All Management Employees are exempt from receiving overtime pay and will not receive time off in lieu of pay.

Non-Management Salaried Employees shall not receive overtime pay. Any overtime hours worked beyond statutory maximum of regular hours, in a given week would be entitled to time off in lieu. The employee and their Manager shall track and monitor such hours. Once hours have accumulated, the employee can arrange for time off in lieu of pay. The Manager shall approve such a request based on the number of overtime hours accumulated and ensure that the department will be able to meet business demands and deadlines.

For further details on tracking lieu time hours, please speak with Human Resources.



Joe Johnson Equipment

Policy /Procedure: 116

Subject: Gift Acceptance Policy

Revision Number: 1

Date: February 1, 2008

SUBJECT: Gift Acceptance Policy

PURPOSE: This policy is intended to provide a guideline to employees on the acceptance of gifts, to ensure such acceptance is aligned with JJE's mission, values and ethics.

SCOPE: This policy is applicable to all employees of Joe Johnson Equipment

POLICY: Joe Johnson Equipment emphasizes the critical requirements for high business standard and ethical practices. To preserve the mission and ethical standards, Joe Johnson Equipment requires all employees, regardless of level, to conduct themselves in accordance with this policy and other values of business conduct established by Joe Johnson Equipment.

Every employee is obligated to be familiar with this policy and will be held accountable for their conduct. Those who fail to compile with this policy may be subject to disciplinary actions.

The following circumstances, while not inclusive, are situations that may lead to a perceived conflict or the perception of a conflict of interest. They are intended to provide a guideline on the sort of behaviour that may constitute a conflict of interest as it relates to the giving or accepting of inappropriate gifts.

At no point shall an employee solicit or accept any gift where a conflict of interest is present or is potentially present. Such decision as to whether a 'conflict of interest' exists is at the sole discretion of JJEI. A 'conflict of interest' would arise, for example, where a JJEI employee accepts / solicits a gift:

- From one of JJEI's Competitors
- From an entity that would mix private or personal financial interest(s) with the Company's
- Where an employee could potentially influence the duties and responsibilities of another employee at JJE
- That could be expected to influence the employee's treatment of clients, suppliers or customers

- That could be objectively construed as a bribe, pay-off, reduction in or redirection of funds that would otherwise flow to JJEI, used as a favor, or inappropriate incentive.

Generally, employees shall not solicit or accept for personal benefit, directly or indirectly, any monetary gift of any kind. Exceptions shall include a charitable donation or a non-monetary gift which value does not exceed \$100.00. This does not include any normal hospitality exchanged which is occurring for business purposes only (an example is meals).

A non-monetary gift shall be defined, but not limited to:

- A gift valued at \$100 or less, and
- charitable donations on your behalf, or
- event tickets, or
- holiday/celebratory gifts, or
- gift basket, or small tokens of appreciation

The acceptance of a gift where a conflict of interest is or has the potential to occur, the employee must disclose this information immediate to their reporting Manager, Human Resources Manager or Vice President. Failure to disclose such information may lead to termination.

In the event where a non-monetary gift has been received beyond the employee's knowledge until delivery, and where the gift exceeds the \$100.00 value, the employee is required to disclose such information immediately to their reporting Manager, Human Resources Manager or Vice President. Such individual(s) shall decide on the right course of action. Failure to disclose such information will result in progressive disciplinary action and may lead to termination of employment.



Joe Johnson Equipment

Policy /Procedure: 117

Subject: Vacation Entitlement

Revision Number: 1

Date: February 1, 2008

SUBJECT: Vacation Entitlement

PURPOSE: To encourage and ensure that all employees receive their vacation entitlement and to maintain a healthy work environment and an employees work-life balance.

SCOPE: This policy is applicable to all employees of Joe Johnson Equipment

POLICY: Each employee is entitled to vacation time with pay, within the guidelines outlined below, unless otherwise agreed. Probationary employees will accrue vacation pay from the date of commencement of employment. However, no vacation time will be allowed within the first 3 months of employment and pro-rated in the first calendar year. Following the 1st year of employment, an employee will be entitled to the following vacation effective every January 1st of the calendar year:

Year Of Employment	Vacation Rate of gross earnings	Number of weeks
0.1-11.9 months	4%	Pro-rate
1-5.9 years	4%	2 weeks
6-10.9 years	6%	3 weeks
11- day of last employment	8%	4 weeks

PROCEDURE: Requesting Vacation

Employees shall complete the Absence Request Form (110-C) to submit vacation requests during the sign up period of January 1st to March 31st for that calendar year. Every effort will be made to accommodate vacation requests without adversely affecting business operations. Managers are responsible for

communicating vacation approvals and providing Human Resources with a copy of the approved request form to ensure accurate processing. Please refer to the Attendance Management Policy.

During the designated sign up period, if 2 employees request vacation for the same time period and both requests cannot be granted without adversely affecting business operations, the employee with the longest continuous length of service shall be given preference.

If you have not submitted your vacation request during the sign up period, you may still do so later in the year, but you will have to choose from the available time remaining. In this case, length of service will not be given preference.

Every employee is strongly encouraged to take their entitled vacation time each year. Vacation credits cannot be carried over in the following year, except where accumulative vacation occurs in the first calendar year of hire. An employee shall receive vacation pay for vacation time taken, and will receive such pay for that pay period.

Processing Vacation

Upon the request and approval of vacation time, the immediate Manager shall inform Human Resources by providing the required form, and record the number of days and hours on the "Employee Attendance Tracker (110-A)" to maintain accurate records of attendance. Human Resources shall provide the Payroll Coordinator with all required information for payroll adjustments.

Exceptions

In recognition of business demands, those employees who have received more than 2 weeks entitlement, and after attempting to schedule vacation time were unable to take such time off, the employee will receive vacation pay for any vacation remaining beyond the 2 weeks of entitlement. Such remaining vacation entitlement shall be paid on the last pay period of the calendar year. Employees with a maximum of 2 weeks of vacation entitlement shall take such vacation and will not receive payment in lieu of time. Any exceptions to this policy must be reviewed by the Human Resources Manager prior to approval.

In the event where the employee requests more vacation time then entitled, the remainder will be considered a request for a Leave of Absence. Please refer to the Leave of Absence Policy. The company does not pay for any vacation pay or time off over and above the annual entitlement.

Termination

Upon termination of employment, employees will be paid for unused vacation time that had been earned throughout the calendar year and will be included on the last pay. In the event where a termination has occurred and the employee has

taken more vacation time than earned through approval of their Manager, the unearned time will be deducted from the employee's final paycheck.



Joe Johnson Equipment

Policy /Procedure: 118

Subject: Holiday Schedule

Revision Number: 1

Date: February 1, 2008

SUBJECT: Holiday Schedule

PURPOSE: To recognize the holidays set forth by legislative bodies and provide employees with an annual schedule to assist in their work-life balance.

SCOPE: This policy is applicable to all employees of Joe Johnson Equipment

POLICY: A General Holiday Schedule will be issued by the Human Resources Manager at the beginning of each calendar year to standardize the scheduled days to represent general public and paid holidays. Holiday pay will follow all statutory requirements and the annual General Holiday Schedule issued to all employees shall specify any variations.

Any staff member required to work on a statutory holiday will be paid time and a half for the actual hours worked on that day and will receive pay in lieu for a day away from work, or will receive another day off with pay within 3 months of the worked statutory holiday. Your department Manager must approve all hours worked on statutory holidays, as it applies to the Scheduled Hours and Overtime Policy.

To qualify for the holiday with pay, you must work your regular shift on the day before and the day after the determined general holiday, unless vacation time was taken and approved. If there is an absence due to illness, you must provide a doctor's note on the day you return back to work.



Joe Johnson Equipment

Policy /Procedure: 119

Subject: Bereavement Leave

Revision Number: 1

Date: February 1, 2008

SUBJECT: Bereavement Leave

PURPOSE: To assist and accommodate employees when the death of a loved one has occurred.

SCOPE: This policy is applicable to all employees of Joe Johnson Equipment

POLICY: Full time employees who have completed their probationary period are entitled to a paid leave of absence in the event of the death of a specified immediate and/or extended family member.

An employee who has been excused from work, under these provisions, shall receive the amount of wages he/she would have earned by working a regular scheduled work day(s). Where feasible, the Employee shall complete the Absence Request Form (110-C) for approval. Please refer to the Attendance Management Policy for details.

Immediate Family Member

Qualified employees will be granted up to 3 days paid leave when the death of an immediate family member has occurred. This leave must be approved by your Manager. The paid leave of up to 3 days must be consecutive and part of the regular work week. Consideration will also be given to those making funeral arrangements, travel time, etc., at the discretion of management.

An immediate family member is classified as the following:

Spouse/Significant Other, Parent, Step-Parent, Grandparent, Child or Step-Child, Grandchild, Sibling, Step-Sibling, Current Spouse/Significant Other's Parent/Step-Parent, Brother-in-law, and Sister-in-law

Extended Family Member

When a death occurs to an extended family member of a full-time employee who has completed their probationary period, the employee, upon request, will be excused on the day the funeral occurs, provided the employee would have been

scheduled to work on that day and provided he/she attends the funeral. This leave must be approved by the employee's Manager.

An extended family member is classified as the following:

Spouse/Significant Other's Grandparents, Uncle, Aunt, Cousin, Close friend, and Work Associate.

Considerations

In the event that the funeral of the immediate or extended family member (as defined above) is delayed, the employee may have their excused absence from work delayed until the appropriate period which includes the date of the funeral. Consideration will also be given to those making funeral arrangements or who require extensive travel, at the discretion of Management.



Joe Johnson Equipment

Policy /Procedure: 120

Subject: Leave of Absence - Alberta

Revision Number: 1

Date: February 1, 2008

SUBJECT: Personal Leave of Absence

PURPOSE: To accommodate JJE employees who require a leave of absence, and where the circumstances are beyond their control.

SCOPE: This policy is applicable to all Alberta resident employees of Joe Johnson Equipment

POLICY: All employees must complete their probationary period prior to an approved leave. During any leave under this policy, an employee shall continue to participate in each type of benefit plan that is related to his/her employment, unless he/she elects in writing not to do so. Types of benefit plans are health care benefits, retirement plan provisions and vacation. During an employee's leave, Joe Johnson Equipment will continue to make the employer's contributions for any plan described above unless the employee provides written notice that they do not intend to pay the employee's contributions for the benefits. The period of an employee's leave shall be calculated based on the length of the employee's service, the maximum entitlement based on legislative requirements and/or company policy.

Should a leave of absence be required, the employee shall request or notify their manager in writing and when feasible, complete the Absence Request Form (110-C).

Upon return of such leave, Joe Johnson Equipment will pay the employee at a rate that is equal to or greater than the rate that the employee most recently earned, or the rate that the employee would have earned had he or she worked throughout the leave.

Provincially Regulated Leave of Absences

The following leaves are recognized under the Employment Standards Code of Alberta. Any changes to the Employment Standards Code for a leave of absence

shall be recognized under this policy to reflect our legislative obligation to our employees:

Maternity Leave

An employee may begin her maternity leave no earlier than the day that is 15 weeks before her due date, and no later than her due date, or the day on which she gives birth. An Employee is entitled to maternity leave after 52 consecutive weeks of employment. Exceptions to entitlement can be found in the Employment Standards Code.

An employee wishing to take pregnancy leave shall provide written notice to the Human Resources Manager as soon as possible, and no later than six (6) weeks before the day the leave is to begin.

Joe Johnson Equipment does maintain the right to request a medical certificate from a legally qualified medical practitioner determining the due date.

The employee may change the date to an earlier day that was indicated in the notice:

- a) if the employee provides a new written notice, at least two (2) weeks prior to the day given in the original notice;
- b) Or, an employee stops working because of complications occurring earlier than the due date stated in the notice.

In the event where an employee stops working due to pregnancy complications, the employee shall submit a written notice of the day the pregnancy leave began, or as soon as reasonably possible.

If not entitled to parental leave, an employee's pregnancy leave ends the last work day of the 15th week after the pregnancy leave began. If an employee wishes to end the leave earlier than the originally expected return date, the employee may do so by giving Joe Johnson Equipment at least (4) four weeks notice prior to the day of return.

Parental Leave

An employee who has been employed by Joe Johnson Equipment and who is the parent of the child is entitled to a leave of absence without pay following the birth of the child or the coming of the child into the employee's custody, care and control for the first time.

An employee may begin parental leave no later than 52 weeks after the day the child is born, or comes into the employee's custody, care or control for the first time. However, if an employee has taken pregnancy leave, they must begin parental leave the day the pregnancy leave ends. The employee wishing to take parental leave shall give the employer written notice at least six (6) weeks before the day the leave is to begin.

If an employee stops working because a child comes into the employee's custody, care and control for the first time earlier than expected, the employee's parental leave begins on the day he or she stops working; and the employee must give the Human Resources Manager written notice of their parental leave within two (2) weeks.

If the employee also took Maternity leave, an employee's parental leave ends 37 weeks after it began, or otherwise 37 weeks after it began. An employee may end his or her parental leave earlier than the day that was originally set out by giving the Human Resource Manager written notice at least four (4) weeks before the day he or she wishes to end the leave.

Family Medical/Compassionate Care Leave

A leave of absence may be taken if a qualified health practitioner provides a certificate deeming that the "individual" is unable to care for them self and is at significant risk of death. The employee is entitled to a maximum of eight (8) weeks leave. The employee may begin a leave no earlier than the first day of the week in which the practitioner certificate has been provided to the Human Resources Manager. The employee has an entitlement of up to eight (8) weeks without pay, to provide care or support to an "individual".

Such an "individual" is classified as:

- The employee's spouse.
- A parent, step-parent or foster parent of the employee.
- A child, step-child or foster child of the employee or the employee's spouse

If two or more employees request a family medical leave under this section in respect of a particular individual, the total of the leaves taken by all the employees shall not exceed eight (8) weeks.

In the event where an immediate leave is required before advising the employer, the employee shall advise the employer of the leave in writing as soon as possible, and to include the qualified health practitioners certificate.

Jury Duty

Jury duty leave is provided to regular employees both full time and part time, who works at least 20 hours per week. Employees who are summoned to service during the regular work week as a jury member or as a witness for which the employee has been subpoenaed will receive their regular rate of pay for judicial hours away from work, less income received during the jury participation. In the event that the employee is the defendant or plaintiff, the employee shall not be paid their regular rate of pay, unless under the review of Management.

Once the employee has received documentation by the courts, the employee is to provide their immediate Manager with a copy. The Manager shall then provide Human Resources with a copy for the employee files to document the possible leave of absence. Human Resources will then advise the employee and Manager on the remaining steps.

The employee is expected to return to work where reasonable conditions exist for full or partial workdays that he or she is not engaged in court activity.

Other Leave of Absence

Personal Leave of Absence

An employee who is on a personal leave of absence is required to use all of their vacation entitlement prior to a personal leave of absence being approved. A personal leave of absence does not include time away from work to pursue a company approved certification or licensing educational course.



Joe Johnson Equipment

Policy /Procedure: 121

Subject: Employee Performance Management

Revision Number: 0

Date: February 1, 2008

SUBJECT: Employee Performance Management System

PURPOSE: To provide clear expectations and a fair method of measuring performance for all employees. It is a method in identifying departmental and individual objectives, and aligning each individual with JJE's expectations and goals.

SCOPE: This policy is applicable to all employees at Joe Johnson Equipment.

POLICY: The Employee Performance Management System has been established to help align Managers and Employees efforts towards a common goal. All employees are evaluated on the same main competencies to ensure each and every employee is rewarded and evaluated fairly.

All employees are given a maximum of three (3) goals to achieve through out the review year. Each goal has a method to measure the level of accomplishments and the date for the goal to be accomplished. Managers will work with each employee to provide feedback, coaching and opportunity to identify areas of improvement, areas of strength, and areas for assistance and career growth.

The Five Point Scale is applied to all competencies and goals being reviewed, and is based on clear expectations defined by the company, their Manager, and the position. The sum, average, and rating scale will provide the employee with an overall performance score based on goal accomplishments and successful level of competency throughout the designated time period.

A **Multi-Rater** may be used at the Manager's discretion. Multi-Raters are completely confidential and will only be used as an aid for Managers to evaluate their employees. Although comments and evaluations maybe disclosed, all names and information that could be linked to an individual will be removed by the Manager prior to the employees viewing.

PROCEDURE:

Manager's Preparation

- Get your facts: notes, past review, accomplishments and struggles throughout the year
- Issue Multi-raters to designated individuals
- Begin to evaluate the employee and prepare preliminary objectives
- Make notes/comments for each area evaluated
- Be honest and be aware of any common errors
- Keep in mind any personal considerations and/or organizational changes that may effect their performance results
- Arrange for a meeting with the employee, in a private environment
- Consult with Human Resources on next steps

Conducting the Review: Manager

- Follow through on the specified meeting time
- Invite the employee to participate throughout the review
- Begin by providing a general overview on their performance
- Take your time and discuss each area/section evaluated and provide examples
- Develop objectives together. Ensure you are both satisfied with the end result and time lines
- Discuss his/her own career aspiration
- Request for the employee to complete comments section if desired
- Provide HR with a copy of the SIGNED review

Manager's Follow-up

- Review and discussion the employee's comments
- Follow-up on the objectives and provide support when needed
- Continually monitor the employees progress and provide feedback
- Provide coaching and leadership to the employee to ensure they are meeting your expectations.
- Give constructive criticism and recognition when deserved

Employee's Participation

- To participate throughout the review and provide comments
- Contribute to the development of the objectives
- Participate in other evaluations through Multi-raters
- Follow up with the Manager during and completion of objectives
- Discussion around career ambition and desired learning opportunities
- An employee may ask to complete self evaluation prior to meeting



Joe Johnson Equipment

Policy /Procedure: 122

Subject: Employee Recognition Program

Revision Number: 1

Date: February 1, 2008

SUBJECT: Employee Recognition Program

PURPOSE: To recognize an employee's accomplishments and contribution to the overall objectives and effectiveness of Joe Johnson Equipment.

SCOPE: This policy is applicable to all employees of Joe Johnson Equipment.

POLICY: Recognizing an employee for their accomplishments is a motivating factor that increases job satisfaction and encourages effective performance.

Our employees are the best source of innovations, process improvements to increase productivity and efficiency, and continually improvements on our internal and external services. The Employee Recognition Program is to recognize and reward our best resources, and encourage a highly effective team.

Approaches to Recognition

There are two (2) approaches to employee recognition: formal and informal recognition. Either approach may be used to recognize individual(s) or team(s) who have made significant contributions towards Joe Johnson Equipments' goals, prioritizes and success.

Informal Recognition

The informal approach provides recognition at any time by the employee's Manager and may include on-the-spot recognition for productive teamwork, project completion, new or modified work practices, or general positive employee behaviour.

Formal Recognition

The formal approach provides planned recognition to an employee or team for exceptional performance and/or accomplishments. This may include a formal Thank-You letter or card, Annual Awards, Non-Monetary and Monetary gifts.

Types of Recognition

The following are annual and periodical recognition initiatives applicable to all employees in their designation.

1) Joe Johnson Senior, Integrity Award

The Joe Sr. Integrity Award is a distinctive award designed to commemorate and pay tribute to the founder of the company; Joe Johnson Sr. This award also recognizes a JJE staff member who possesses many of the same qualities and attributes which Joe Sr. exemplified. Such qualities include: charisma, honesty, vision, integrity, tenacity, strength of character, and a continued dedication to excellence in all aspects of their career.

2) Manager of the Year Award

The Manager of the Year recognizes a JJE staff member in a management for who continues to be dedicated to the principles of Joe Johnson Equipment and demonstrates strong managerial leadership in process improvements, employee career development and is has a reputation of strong impartial and ethical standards in dealing with internal and external customers.

3) Parts Department: Employee of the Year

This award recognizes a member of the Parts department who demonstrates leadership in promoting Joe Johnson Equipment to Associates, Customers and Suppliers. The employee continues to practice JJE ethical standards, has made positive contributions to the improvement of parts sales and/or processes, and strives for continual personal and team success.

4) Administration Department: Employee of the Year

This award recognizes a member of the Administration department who also demonstrates leadership in promoting Joe Johnson Equipment to Associates, Customers and Suppliers. The employee continues to practice JJE ethical standards, has made positive contributions to the improvement of processes and communication, and strives for continual personal and team successes.

5) Service Department: Employee of the Year

This award recognizes a member of the Service department who demonstrates leadership in promoting Joe Johnson Equipment to Associates, Customers and Suppliers. The employee continues to practice JJE ethical standards, has made positive contributions to the improvement of quality customer service work and efficiencies, and strives for continual personal and team success.

6) Sales Department: Employee of the Year

This award recognizes a member of the Sales department who demonstrates leadership in promoting Joe Johnson Equipment to Associates, Customers and Suppliers. The employee continues to practice JJE ethical standards, has made positive impacts to the sales process, seeks new opportunities, and strives for continual personal and team success.

7) Birthday Recognition

The President, Joe Johnson Jr. recognizes each employee during the birthday every calendar year, to personalize and demonstrate Joe Johnson Equipment's appreciation for all of the employee's efforts and dedication to the company.

All recognition awards will be documented, reported, and processed accordingly by the Human Resources Manager.

Should you have any questions in regards to the awards and recognition program, please see the Human Resources Manager.



Joe Johnson Equipment

Policy /Procedure: 123

Subject: Employee Development

Revision Number: 0

Date: February 1, 2008

SUBJECT: Employee Development

PURPOSE: To invest and assist Joe Johnson Equipment employees in their career development and training. This policy has established guidelines for the training and tuition reimbursement as they related to Joe Johnson Equipment.

SCOPE: This policy is applicable to all employees of Joe Johnson Equipment.

POLICY: Joe Johnson Equipment is committed to creating and fostering an environment that facilitates and enhances the skills training and career development of its employees. Employees will be provided with opportunities to maintain and develop their skills, adapt to a changing work environment, and fulfill their employment potential within Joe Johnson Equipment.

Employee's continued career development is a fundamental means for Joe Johnson Equipment to achieve its organizational goals and objectives. Career development is a broad, ongoing and multifaceted set of activities to increase an employee's and organization's level of performance.

Training is a systematic process for developing the knowledge, skills, and behaviours required to successfully perform an employee's role, while providing each employee with an opportunity to learn and expand on their skills and competencies.

Requirements

An employee's career development and training shall be based on the skills, knowledge, and competencies which are:

- Necessary for the employee to carry out their duties efficiently and effectively,
- Necessary for the employee to achieve their performance objectives as set out by their Manager,
- Required for the employee to keep up-to-date on new legislation, new technology, changing standards, practices and policies,

- Required to enable the employee to continue to improve their job performance,
- Helpful to prepare the employee for future roles and responsibilities within Joe Johnson Equipments realm.

Identifying and Determining Areas for Development

Induction/New hire training ensures new employees are provided with the necessary information and awareness of Joe Johnson Equipment’s operations to enable the new employee to settle into their new role quickly. During the first three months where an employee begins a new position, the Manager will assist and observe the employees performance, competencies and skill set as it relates to the position.

For all employees, an emphasis will be given to determine the personal development and training that relates to continual improvements in quality, performance of service provided, and/or the achievements of business and positional objectives.

The following criteria will be review to assist in identifying training and career development needs:

- Required to meet all legislative obligations
- Essential skills required to maintain procedural and company standards
- Assist in the prevention of inefficiencies or waste
- Enable the employee to meet their responsibilities in completing their professional development requirements
- Career development pursuit aligned with company objectives which relates to a position held at Joe Johnson Equipment

Responsibilities

Reporting Managers will create and foster an environment that facilitates and enhances the skills training and career development of their staff members by:

- a) Initiating the discussion and implementation of the staff member’s development during the annual Employee Performance Management Review.
- b) Providing the employee with internal resources to ensure their staff members skill level and job knowledge are strong and well-suited for the position and will meet the expectation of Joe Johnson Equipment

Senior Management will create and foster an environment that facilitates and enhances the skills training and development of staff through:

- a) Annual consultation with their management group on the clear and realistic expectations and objectives for the department

- b) The identification of staffing levels and development needs to successfully facilitate the agreed upon objectives
- c) The assessment and implementation of training needs during the annual Employee Performance Management Reviews, with special consideration on the development of Managerial skills.

All Staff Members will take the primary responsibility for managing their own careers by:

- a) Examining their current skills and identifying areas for further development
- b) Continually seeking opportunities for on-going skills enhancement and job knowledge
- c) Attending all training provided by the company as required
- d) Contributing to departmental/branch annual goals and objectives
- e) Sourcing professional development courses and requirements, as it applies.

Human Resources will provide support to Senior Managers, immediate Managers, and all other staff members to help carry out their career development responsibilities by:

- a) Sourcing all applicable external and internal training and development sessions, seminars and continual educational courses
- b) Consulting and assisting Management in training needs assessment and implementation of the career development process.
- c) Obtaining appropriate approvals from Senior Management
- d) Posting of job vacancies as it relates to career opportunities for staff. Please refer to the Recruitment and Selection Policy
- e) Provide guidance to staff as required.

ESG UNIVERSITY: ESG University has been organized and developed by Federal Signal. ESG is a virtual campus where students, instructors, subject matter experts, and training managers can share knowledge, develop and manage online instruction, collaborate, and assess progress on knowledge transfer relating to their products.

Joe Johnson Equipment has enrolled all staff members into the ESG University to assist in the training and the knowledge development specific to the product lines manufactured by Federal Signal. There are specific courses targeted for mechanics, sales, and parts staff, as well as, general product knowledge courses for all employees. All training is conducted on-line. Should you require further information relating to the ESG University or wish to obtain a user name and password to access the course, please contact Human Resources.

Tuition Reimbursement Program

The tuition reimbursement program provides eligible employees with the opportunity to obtain, maintain, or improve their professional capabilities through participating in courses of study at

accredited colleges, universities, and academic facilities specializing in education and career related training.

Eligibility:

- 1) Tuition Reimbursement is available to full-time permanent employees who have been continuously employed by Joe Johnson Equipment for at least six (6) months,
- 2) Educational pursuant is either directly related to the employees current position, or future position within Joe Johnson Equipment, or is aligned with company goals and objectives,
- 3) The employee has completed the “Tuition Reimbursement Request Form” (Appendix 124-A) and has obtained the required approvals, and
- 4) Successfully completed all requirements of the course (final marks are required).

Types of Tuition Reimbursement:

Academic Courses for Career Development

Undergraduate and graduate level academic courses taken as part of a career development program that will provide an employee with the skills, knowledge, and competencies which can be applied to and/or support specific career development plans.

Professional Certificate

Programs, courses and/or testing which will leading to the employee’s professional certificate which is directly related to the employee’s field and professional designation, and should provide the participating employee with the skills, knowledge and competencies applicable to their current position. This includes the apprenticeship pursuit to skilled trade licensing.

Graduate Programs

Job-related graduate level academic programs, up to and including those leading to a Master’s degree, must provide an employee with skills, knowledge, and competencies that are specifically applicable to his or her current field.

PROCEDURE:

An employee who wishes to pursue and/or complete academic development will be required to complete the “Tuition Reimbursement Request Form” and attach a copy of the course and the costs associated with the request. Please contact the Human Resources Manager for details. The submission of the request must be signed off by your Manager and then submitted to Human Resources.

Human Resources will determine eligibility for reimbursement and provide Senior Management with a recommendation. Determination of eligibility is listed above.

For any Tuition Reimbursement to be granted, Senior Management must approve the request. Senior Manager will determine the level of reimbursement dependant on the level of education.

Upon approval, the Employee is required to register themselves for the course, testing, or program. Upon completion, the employee is required to submit a copy of the final grade, and a copy of the receipts for payment of tuition and eligible fees, depending on the approved reimbursement level.

Professional Membership Association

The Professional Association Membership fees shall be relating to their current field, to assist the employee in maintaining, and/or obtaining their professional designation. Such membership fees will be approved by their Manager and Senior Management. Upon approval, the employee may register and submit such fees through the Internal Expense procedure.

The Employee is required to provide Human Resources with a copy of the enrollment (annual or otherwise), for their personal file.

Non-Reimbursable Costs

Items that are not eligible for reimbursement include, but not limited to, student union fees, overtime, recreational and meal costs, travel or parking costs, assistance or tutoring fees, late fee penalties, transcript fees, alumni fees, entrance exams, research or studying cost, or any other costs not directly associated with the applicable course or program.

Work Schedule Limitations

Participation in the Tuition Reimbursement Program should not interfere with the employee's ability to perform their regular duties.

Special exceptions will be determined by Senior Management when an employee's educational program requires an absence from their duties during normal hours, the employee and manager must agree on such a schedule in advance and make necessary arrangements to ensure that expectations are met. Special consideration will be made for an employee who is pursuing an Executive Management Program, Master's or doctoral degree.



Tuition Reimbursement Request Form

Employee Name: _____ EE #: _____
Employee
Department: _____ Manager: _____
Name of
Course/location: _____

Type of Training:

- College course
- Certificate/designation
- Management training
- University course
- MBA/PH.D.
- Degree/diploma

Course Dates and time

Start: _____ to _____, Monthly /weekly / daily (circle)

Reason for Request:

Will there be any time away from work: _____. If yes, why?

Cost of Tuition: _____ (copy of course and cost required)

Estimated cost of books etc. (please provide details):

I have read the Employee Development Policy and understood all requirements and items not reimbursed. Approval is required before enrollment.

Employee Signature Date

Manager's Signature VP/HR Signature

Passed Score: _____ Total Reimbursed: _____

Failed

Comments and Course of Action:

Upon successful completion, reimbursement shall be paid on the following pay. A copy of the course completion and receipts are required.



Joe Johnson Equipment

Policy /Procedure: 124

Subject: Recruitment and Selection

Revision Number: 0

Date: February 1, 2008

SUBJECT: Recruitment and Selection

PURPOSE: To provide all employees with an opportunity for internal career advancement, while selecting the best qualified candidate for vacant positions within Joe Johnson Equipment.

SCOPE: This policy is applicable to all employees of Joe Johnson Equipment and those participating in the recruitment and selection process.

POLICY: The selection of a successful candidate for any position within Joe Johnson Equipment will possess a combination of education, work experience, attitude, and creativity that will increase the quality, quantity, and stability of the workforce, while encouraging overall professionalism, internal growth and best practices.

Recruitment activities will include the solicitation and posting of position(s) internally and externally to attract a diverse applicant pool and provide equal opportunity for those meeting the required qualifications.

PROCEDURE:

1. Request to Hire

To fill an open position, the Department Manager is required to complete a "Position Request Form" (Appendix-124A) with a drafted job description for Human Resources Manager and President or Vice President to review and approve. Once approved, the job descriptions will be reviewed and revised to meeting the requirements and duties for the position, if applicable. If the position requested has not been approved, revisions and re-submission is up to the discretion of Management.

2. Internal Posting

Human Resources will post all approved position internally. All internal job posting will be forwarded via email to all locations for posting. Service or General Managers are required to post all positions on a JJE Communication Board for all employees to view, until the expiration date.

Those employees who wish to apply are required to see their Manager for the Internal Application Form (Appendix – 124B). All applications must be received by the indicated deadline to be considered.

Human Resources will track all internal applicants and review the resume(s). The Human Resources Manager is responsible for contacting all internal candidates and advising them of their application status. Decisions pertaining to internal applicants are to be based on the skill set required for the position and the length of service in their current role.

In cases where an employee is promoted or transferred within Joe Johnson Equipment, and where an employee, in the sole judgment of management, is not successful in the new position, can be removed from the position at any time during the secondary probationary period. The employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and Joe Johnson Equipment's needs.

3. External Posting

Joe Johnson Equipment may actively pursue external applicants for each vacancy by advertising the position(s) on the company website, local newspapers, job bulletins, and on various job websites. Criteria for all postings are based on:

- Education
- Experience
- Competencies

4. Reviewing Applications/Resumes

Human Resources Manager shall review all resumes and/or applications based on position requirements and experience, in conformance with governing legislative bodies. Standard questions have been applied to the JJE Application Form to ensure no Applicant information is requested that could be perceived as a violation of an individual's rights.

5. Telephone Interview

Human Resources Manager will contact potential employees for a telephone screening process to determine potential candidate's skill set.

6. Personal Interview and Testing

Human Resources Manager will make recommendations to the applicable Management group. Based on Management decisions, Human Resources will contact the selected candidates and request an interview(s). Human Resources Manager will assist the Management group in creating standard questions to ask in an interview.

During an interview only questions to assist in the determination of the applicant's qualifications and ability to perform the essential duties of the position

will be asked. JJE shall follow all legislative requirements to ensure equality and fairness to all applicants in all situations.

Should testing be required, the Human Resources Manager will be responsible for conducting any required testing. Depending on the position, an additional interview may be required.

7. Background Checks

To ensure that individuals who join JJE are well qualified and have a strong potential to be productive and successful, it is the policy of JJE to check the employment and personal references of all applicants. Once the best candidate(s) have been identified, Human Resources shall contact at least two (2) references provided by the candidate, prior to any offer letter. Should reference results be less favourable, Human Resources will meet with the Management group for discussion.

For all positions, that are responsible for handling financial information, personal and confidential information, and/or may be in contact with high cost products, will be required to undergo a criminal background check, upon the candidates consent to release this information. Only information obtained from the candidate's consent that could cause serious harm to current or future employees, or where criminal offenses have been identified and convicted without a pardon will not be considered. Joe Johnson Equipment will follow all legislative requirements as it relates to individual privacy and human rights.

8. Final Decision

Defined by the outcome of the background checks, the Managers will collectively decide on the best candidate and a verbal offer will be made by the Human Resources Manager. Human Resources Manager will generate the offer letter signed by the Reporting Manager. Either the Reporting Manager or Human Resources Manager will deliver the offer letter to the candidate. If accepted the new employee must sign the offer and acceptance letter.

9. Employment Contract

The Reporting Manager or successful candidate will provide the Human Resources Manager with the signed original offer letter and acceptance for the employee file. Human Resources will provide the Payroll Coordinator with the required paperwork.

Conditions of Employment

1. Driver's License

For those who may be driving company vehicles, JJE will request a copy of your driver's license for insurance purposes.

2. Social Insurance Number

This is to ensure that the applicant is legally able to work.

3. Qualification Certificates

Proof of certificates or qualifications maybe asked where it is a requirement to perform the position. For example: Professional designations, skilled trade license certificates.

4. Background Check

Any costs associated with references or criminal records checks will be covered by Joe Johnson Equipment and consent will be obtained prior to Joe Johnson Equipment's Representative pursuing any background checks. All information obtained will remain strictly confidential and only applicable information will be shared between the Human Resources Manager, direct Senior Manager and the Reporting Manager in order to select the best candidate.

5. Clauses

For defined positions, candidates will be required to agree to such clauses including non-solicitation, and/or confidentiality as a condition of employment as per offer letter.



**Appendix 124-A:
Position Request Form**

Job Posting #: _____ Date: _____

Position/Job Title: _____ Department: _____

Reporting MGR: _____ Location: _____

Cost Center: _____ Date Required: _____

Reason for Request:

<input type="checkbox"/> Replacement	<input type="checkbox"/> New Position	<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part-time Or Student	<input type="checkbox"/> Range _____	<input type="checkbox"/> Band _____

Refer to the job description for details.

Additional Comments:



 Manager's Date Departmental VP's Date

 President's Date HR Manager's Date



Candidates:

Hired Employee:

Employee # : _____ Employee Name: _____

Starting Date: _____ Starting Rate: _____ Details: _____

Home Phone #: _____ Cell Phone #: _____



Internal Application Form Appendix 124-B

Applicant's Information

Job Posting : _____ Job Posting #: _____
Employee Name: _____ Date of Application: _____
Current Position: _____ Current Manager: _____

Applicant's Details

It is recommended to attach an up-to-date resume.

In the space provided below, please indicate 1) why you are applying and 2) a summary of your qualifications and experience.

Applicants Signature: _____ **Date:** _____

Report Manager's Signature: _____ **Date:** _____

NOTE – To ensure proper notification, your Reporting Manager must sign-off prior to applying

For Human Resource Use Only

Date Received: _____ HR Signature: _____

Interview Scheduled for Qualified Employee: _____ With _____



Joe Johnson Equipment

Policy /Procedure: 125

Subject: Payroll - Canada

Revision Number: 1

Date: February 1, 2008

SUBJECT: Payroll - Canada

PURPOSE: To ensure precise compensation payments and accurate maintenance of all Joe Johnson Equipment employee's payroll and personal records based on company policies, procedures and legislative requirements.

SCOPE: This policy is applicable to all Canadian employees of Joe Johnson Equipment

POLICY: All employees are paid by direct deposit based on a bi-weekly schedule. The pay week runs from Sunday to Saturday. Payroll is to be paid out into the employee's bank account by the payroll service at some point on the Thursday after the pay-period has ended. When payroll is to be paid out the week of a statutory holiday, the timing of payroll payment and pay-stub handout may be delayed by one day.

Pay-stubs are handed out or shipped out on the Thursday of that pay week. If a regular payday falls during an employee's vacation, the employee's pay stub will be available upon his or her return from vacation, unless other arrangements have been made with the employee's Manager.

Pay Corrections

Joe Johnson Equipment takes all reasonable steps to ensure that employees receive the correct amount to pay for each pay period. In the unlikely event that there is an error in the amount paid, the employee should promptly bring the discrepancy to the attention of their Manager or the Payroll Coordinator to ensure corrections are made as quickly as possible.

Pay Deductions

Various legislative bodies require that JJE make certain deductions from every employee's compensation. Joe Johnson Equipment may also offer programs and benefits beyond those required by law. Such eligible employees may voluntarily authorize deductions from their pay to cover the costs of participation in these programs.

Pay offsets are pay deductions taken by Joe Johnson Equipment, usually to help pay off debt or obligation to JJE or others. JJE must follow court orders or

garnishee requests, regardless of the employee's agreement. Employees can expect strict confidentiality in any matters pertaining to deductions or setoffs from paychecks. If the employee has questions concerning why deductions or setoffs were made from their pay, or how they were calculated, they are to contact the Payroll Coordinator.

No Employee Loans

Joe Johnson Equipment shall not provide personal loans to employees. Any personal loan requests shall be directed to the Human Resources Manager, and is at the discretion of Joe Johnson Jr., ONLY.

Taxable Benefit

Taxable benefits are not dollars paid to employees but rather values attributed to the employees for dollars paid on their behalf by the employer. Such taxable benefits applicable to Joe Johnson Equipment employees are:

A) Taxable Life Insurance:

Joe Johnson Equipment provides monthly premium on your behalf for life insurance. This premium, although paid by Joe Johnson Equipment, is a taxable benefit to all Canadian employees and the applicable taxes are deducted from the employee's pay.

B) Automotive

Those employees who are provided with a Joe Johnson Equipment vehicle (owed or leased), are subject to taxable benefit costs when the company vehicle is used for personal transportation.

Tracking Business and Personal Travel

Personal transportation refers to any driving for purposes other than business, which includes traveling between home and regular work location. However, when an employee travels directly from home to a location which is not the employee's regular place of business or vice versa, it is not considered personal transportation and is considered business travel.

The taxable benefit that results from an employee's personal use of a company vehicle is a part of the employee's compensation and must be reported on the year end reporting forms, namely, T4's, and can be found in boxes 14 and 34 of the T4.

As required by the CRA, all employees, who are provided with a company vehicle, are responsible for tracking all personal and total kilometers used throughout each calendar year. All kilometers must be recorded by the Driver on the Kilometers Log Sheet daily. All kilometers are to be reported to the Payroll

Coordinator on a timely basis. Please refer to the Company Vehicle Policy for further details.

Termination/Leave/Layoff

Should the Employee stop working with Joe Johnson Equipment for reasons of a leave of absence, temporary layoff, permanent layoff or termination, the employee shall receive their final pay, vacation pay remaining, banked hours remaining, and a Record of Employment following or included in the employee's last pay period.

T4's

By legislative requirements, Joe Johnson Equipment will send out all T4's to all Canadian employees not later than February 28th of each calendar year.



Joe Johnson Equipment

Policy/Procedure: 126

Subject: Travel Policy

Revision Number: 2

Effective Date: June 1, 2017

PURPOSE: The Travel Policy provides employees with a guideline for business travel and related expenses.

SCOPE: This policy is applicable to all employees of Joe Johnson Equipment (“the company”) who conduct business travel and entertain clients.

POLICY: The Travel Policy is designed to act as a guideline for business travel and entertainment expenses. The primary approach when travelling or entertaining clients is to spend prudently. Limits outlined in this policy are intended to be the upper limits for most circumstances, not an expected spend amount. Amounts in excess of the limits should be only for exceptional situations such as expensive destinations (major cities), should be reviewed with Manager prior to the expense being incurred and the reason for the excess coverage should be explained in the expense report submission. The company reserves the right to decline expenses that are not in alignment with the guidelines and/or are deemed unreasonable. Employees may be subject to payroll deduction in this situation to reimburse the company for the expense.

RESPONSIBILITIES:

The Company will provide a company credit card to employees who frequently travel or incur expenses as part of their role with the company. Any employees who incur more than \$1000.00 per year of expenses must use a company credit card, and adhere to the monthly expense claim submission process through Concur. In the event that the company credit card cannot be used, the company shall reimburse its employees through Concur once applicable receipts and Manager approval is submitted.

The Employee is responsible for ensuring that claims for reimbursement or payment are submitted through Concur on a monthly basis, and that all expenditures are supported by detailed receipts. Missing receipts or lack of detailed receipts may result in a payroll deduction (if on company credit card) or non-reimbursement (if on a personal credit card). Failure to submit expenses on a monthly basis may result in company credit card being revoked.

Authorized Approvers are Managers who are responsible to ensure all expenses were incurred for reasonable business related expenses, applicable receipts are included with each expense, and ensure employee adherence to the guidelines set out in this policy. Department Managers may have guidelines that are more stringent than outlined in this policy, and will communicate those to their department in advance of travel occurring.

Category	Limits (CAD \$, Tax Additional)	Additional Guidance
Air Fare	<p>Generally, choose the lowest-fare route that reasonably meets travel requirements. Manager and below level employees must obtain pre-approval from their Manager before a flight is booked.</p> <p>Economy-plus fares are permitted only for flights that exceed 6 hours straight.</p> <p>Reservations should be made at least two weeks in advance of travel. Any flight exceeding \$1000.00 requires Manager approval in advance of booking.</p>	<p>Travel should be scheduled only when necessary for business objectives. Schedule flexibility is expected to help minimize cost, but it need not unreasonably invade personal time and convenience. Non-refundable fares should be weighed against the cost-savings and the likelihood of plan changes. Generally, select non-refundable fares if the cost savings exceed the fee for changing the ticket.</p>
Air Fare Surcharges	<p>Small charges (up to \$30.00 per flight) for boarding priority are acceptable.</p> <p>Luggage fees (1 bag) are considered reasonable if travelling for more than 3 days.</p>	<p>Avoid all charges for seat assignments and seat upgrades unless flying for more than 6 hours straight.</p> <p>Change fees should be avoided and must have written Manager approval before being incurred.</p>
Hotel	<p>Up to \$160.00 per night is considered acceptable.</p>	<p>Refer to “JJE Corporate Hotel Rates” listing and utilize these listed hotels when possible.</p> <p>Hotels expenses such as movie rentals or valet parking are not covered.</p>
Meals – Travelling Employee Only	<p>Up to \$20.00 for breakfast or lunch; up to \$50.00 for dinner (per person).</p>	<p>Applicable to travel only outside the local area.</p>
Group Meals/Entertainment – Employee Attendees Only	<p>Up to \$20.00 for breakfast or lunch; up to \$50.00 for dinner (per person).</p> <p>All attendees of the meal must be documented on the expense claim within Concur.</p>	<p>Intended for (a) group meals while travelling out of town or (b) working session in which business is conducted, generally not to exceed one such meeting per quarter for the same group. May also apply to <i>occasional</i> recognition or departmental outings.</p> <p>The most senior employee at the meal must pay for the meal. Any exceptions to this and/or to the meal guidelines, must be submitted for “one over approval”.</p>
Group Meals/Entertainment – Including Customers or Other Third Parties	<p>Up to \$150.00 per person.</p> <p>All attendees of the meal must be documented on the expense claim within Concur.</p>	<p>Includes food, beverage and/or entertainment of attendees with a customer or third party in attendance, where a business benefit is expected.</p> <p>Beverages, including wine and liquor, should be no more than moderately priced and should be consumed in moderation. Any exceptions to this and/or to the meal guidelines, must be submitted for “one over approval”.</p>
Gratuities on Meals	<p>Up to 20%.</p>	<p>Approach as good service earns 15-20%</p>
Car Rental	<p>Compact or intermediate class, refill the tank rather than incur fuel-filling charge.</p>	<p>Car size exceptions apply to large group travel (3 or more travelers).</p> <p>Insurance on car rentals should be declined as there is coverage through the company credit card program.</p>
Airport Parking	<p>Short-term parking at the terminal should only be used for short trips (no more than one overnight).</p>	<p>For multi-day trips, use long-term or remote parking. If the costs of driving and parking exceed the cost of a taxi/shuttle, choose the latter.</p>
Car and Taxi Services	<p>Use standard taxi services (not limo/”black car”) or Uber type services, whichever offers the best</p>	<p>Tips should generally range between 10-15%.</p>

	rate.	
Cell Phones	Use free wi-fi as much as possible when travelling.	Contact the IT department before all international travel to ensure for the best rate plans on company cell phones.
Travel Insurance	Covered through Group Benefits.	

TRAVEL EXPENSE GUIDELINES

CORPORATE HOTEL RATES

Effective for 2017-2018

Whenever possible, the below hotels should be used or a hotel that offers a comparable rate.

Innisfil and Barrie:

Holiday Inn Express – Rate \$97.00 + tax

506 Bryne Drive

Barrie, ON

(705-725-1002)

Ottawa:

Holiday Inn Express – Rate \$154.00 + tax

2881 Gibford Dr.

Gloucester, ON

(613-247-9500)

Winnipeg:

Canada Inns Garden City – Rate \$105.00 + tax

2100 McPhillips St.

Winnipeg, MB

(204-633-0024)

Calgary:

Service Plus Inns – Rate \$124.00 + tax

3505 114 Avenue

Calgary, AB

(403-256-5352)

Edmonton:

Four Points Sheraton – Rate is \$105.00 + tax

403 11 Avenue

Nisku, AB T9E 7N2

Rochester:

Holiday Inn Express – Rate \$94.98 (US) + tax

1635 W Ridge Rd

Rochester, NY

585-663-8400

CORPORATE CAR RENTAL DISCOUNT PLANS

Effective for 2017-2018

Enterprise: XVC2441

Budget: Z729209

Hertz: 2007832

Avis: Z615865

National Car Rental: XVC2441

Dollar Rent A Car: TB6949

Thrifty Car Rental: 001023



Joe Johnson Equipment

Policy /Procedure: 127

Subject: Company Vehicle and CVOR

Revision Number: 1

Date: February 1, 2008

SUBJECT: Company Vehicle and CVOR

PURPOSE: To ensure legislative compliance as it related to the transportation and use of company commercials and otherwise vehicles.

SCOPE: This policy is applicable to all employees of Joe Johnson Equipment.

POLICY: Every employee of Joe Johnson Equipment (Canada) is responsible for adhering to the terms of these policies and procedures, and your Manager at JJE is charged with the duty to ensure your compliance. This policy closely mirrors the *Law* in Ontario, but it is not meant to replace the HTA, Truck Transportation Act or any other applicable regulation. It is merely an annotated version of the law that forms our Company policy; you still must of course adhere to the *Law*.

Failure to comply with the terms set forth in this policy will result in consequences to the employee up to and including termination of employment. Any breach of these terms may result in civil and or criminal prosecution against the employee and /or Joe Johnson Equipment Inc.

It is of the utmost importance for you to comply with these procedures. The impact of your failure to do so could be huge and grave, as this affects our ability to operate as a business overall. As a Joe Johnson Equipment employee, it is your responsibility to understand this document in its entirety as it applies to you; “ignorance of the Policy is not an excuse” for breaching a policy or procedure. Please ask your Manager or Tisyn Milne for any clarification on any topic contained herein. In the event of a traffic accident or incident, please notify Tisyn Milne or Ted Hui immediately.

Drivers

Definitions:

A) A G class is any car, van or small truck or combination of vehicle and towed vehicle up to 11,000 kg provided the towed vehicle is not over 4,600 kg.

B) A CVOR class (commercial motor vehicle) is any motor vehicle with a registered gross weight of more than 4500kgs (9,920lbs)

CVOR Requirements

Any Joe Johnson Equipment Inc. employee that, at any time, operates a CVOR class vehicle **must** perform the following actions:

1. Complete a pre-trip inspection (VCR)

- Every JJE CVOR Class vehicle must be inspected before its first trip each day.
- A list for what is required by the ministry while completing a Pre-Trip Inspection (Appendix -127A). All drivers must complete a trip inspection sheet that must remain in the vehicle for the entire day before submitting it to the relevant service department upon their return to the shop. If the trip lasts for more than one day, all daily trip sheets for that trip must be submitted upon the driver's return to the shop.
- The following must appear on each trip inspection sheet:
 - i. Vehicle make
 - ii. License Plate or unit number
 - iii. License plate or unit number and the trailer number if applicable
 - iv. Date and time of inspection
 - v. Name and signature of the person who inspects the vehicle
 - vi. Any safety defects

(Please see the attached Appendix for a list of items to be inspected.)

- Every driver shall forward the inspection report to the Service Department that is responsible for maintaining that vehicle either (i) upon his return to the yard or (ii) within 5 days, whichever date comes first.
- If there are no defects found, the person who inspects the vehicle shall record that fact on the trip inspection sheet.
- In the event that a defect is found, it must be reflected on the pre-trip inspection report and reported to the Shop Foreman or Service manager before the vehicle can be operated.
- If a defect is found *during* a trip, it must also be noted on the trip inspection sheet, regardless of whether that driver is driving or otherwise in charge of the vehicle.
- If the defect is a safety issue, the vehicle may not be operated by anyone until the defect is repaired or the vehicle is deemed fit for the road by a licensed service technician. The pre-trip inspection report must be signed by a licensed service technician before the vehicle can again be operated on a road.

No JJE employee shall knowingly operate a vehicle that has a safety defect or one that is overloaded by weight or dimension. Each individual employee is responsible for ensuring load security in compliance with the HTA and Truck

Transportation Act, including proper positioning of the load to ensure compliance with the Weights and Measures Act.

2. Complete and Maintain a Log Book

All drivers must maintain a log book while operating any CVOR class vehicle and must adhere to the following requirements:

- A Driver may not drive a vehicle after having driven for 13 hours or been on duty for 14 hours or 16 hours of elapsed time (work shift). (To clarify you are considered “on duty” at any time you are performing a function for JJE)
 - A Driver shall be in compliance at all times with at least one of the following two schedules.
 - i. In any period of 7 consecutive days, a driver may not drive after having been on duty for 70 hours during that period
 - ii. In any period of 14 consecutive days a driver may not after having been on duty for 120 hours during that period, AND a driver shall not drive unless the driver has been off duty for at least 24 consecutive hours before the driver totals 70 hours on duty during that period.
 - A Driver must have at least 8 consecutive off duty time between days.
-
- Driver must declare cycle one or two in daily log
-
- 48 hour averaging allows a driver to reduce the daily off duty requirement by the 2 "other" hours of off duty time and this time is added to the 8 consecutive hours on day 2, This provision may be exercised every 2nd day is a driver chooses.
-
- Cycle Reset - Rest and recovery - minimum 36 hour reset for cycle 1 (70/7 days) - minimum 72 hour reset for cycle 2 (120/14 days)
-
- the following must appear on a handwritten driver daily log.
 - a. Driver name (complete name)
 - b. Start time
 - c. Time the driver spends in each duty status during the day
 - d. City, town, village or highway location and the location province or state where the driver duty status changes
 - e. Odometer reading recorded for each commercial motor vehicle he or she drives during that day (start and finish)
 - f. Total distance driven by the driver
 - g. Number plate or unit number of each commercial motor vehicle driven and each trailer drawn by the driver
 - h. The name and address of the company for which the driver drives (this should always say Joe Johnson Equipment Inc. and the address of the driver’s JJE location they are based out of.)
 - i. Date and driver’s signature

- j. A continuous line between all duty status periods for the entire day (duty period are off duty, off duty in a sleeper berth, on duty not driving and driving.)
 - k. Total time for each duty status must be entered on the right hand side of the graph grid.
 - l. Sum of the total times for each duty status must show 24 hours
- All drivers must have in their possession the following while operating a commercial motor vehicle:
 - ✓ A daily log up-to-date to the point of the last ‘change of duty’ status.
 - ✓ Copies of their daily logs for the preceding 7 day period.
 - ✓ All fuel, accommodation, bridge and toll road receipts.
 - A driver is not required to make a log on a day on which:
 - ✓ The driver is instructed to drive within a 160km radius of the place where he reports to work, and
 - ✓ The driver returns to home terminal each day to begin to take 8 consecutive hours off duty, and
 - ✓ The driver must maintain a record of on duty status records for each day.
 - ✓ Records must be kept for 6 months.
 - All drivers must submit their logs, fuel and accommodation receipts to their manager at the JJE branch he reports to within 14 days.
 - All managers must submit these logs, once they are inspected for accuracy, to Tisyn Milne or Leslie Ivanko at JJE head office in Barrie, Ontario for review. This must be done within 30 days from receipt of the logs from the driver.
 - All logs, once submitted to the Barrie, Office must still be kept for at least 6 months.

G Class Requirements

1. Every employee who drives a company vehicle at any time must have:
 - a) A valid G driver’s license in good standing
 - b) Provide with a photo copy of license and to provide JJE with the consent to conduct a driver’s abstract
 - c) Obtained Company insurance and has been given approval to drive the appropriate vehicle, by the Inside Sales Manager

- 2) For employees who have been provided with a company vehicle for a continual period throughout the year, will be required to:
 - a) Track all accumulated kilometers and personal kilometers used throughout the year.
 - b) Regular maintenance of the vehicle to ensure it is in good working order

Vehicles

It is the responsibility of each JJE branch Service Manger to ensure the maintenance of all vehicles at the respective location.

Records kept by Joe Johnson Equipment

1. Identification records
 - a. Copy of ownership.
 - b. Owned-company information, if other than JJE.
 - c. Name of the person or company who supplied vehicle.
2. We must have in place a periodic inspection, repair and maintenance program in place to ensure that all vehicles are systematically repaired, maintained and inspected in accordance with our maintenance program **Light Duty Maintenance Schedule** (Appendix 127-B), and **Heavy Duty Maintenance Schedule** (Appendix 127-C). These schedules set forth must be adhered to. We must have a separate **Heavy Duty Trailer Maintenance Program** (Appendix 127-D), and the **Utility Trailer Maintenance Program** (Appendix 127- D1) in place; this schedule will be based solely on a monthly interval as our trailers are not equipped with hub meters.
3. Vehicle maintenance and repair records must be complete and shall include the following information:
 - a. Odometer reading at time of repair.
 - b. Inspection or maintenance that took place.
 - c. Complete vehicle information: Make, model, year, VIN# and unit#.
 - d. Person or persons who performed inspection or repair.
4. Each fleet vehicle must have its own jacket (file) in which all maintenance, safety documentation will be kept. These files must be kept up to date.
5. Daily Pre-trip inspections (VCR) must be reviewed be the service department daily. If any action is required to ensure the vehicle is in safe operating condition and deemed safe for operation it must be addressed immediately. Any repairs or maintenance records performed by JJE or any outside source must be filled in the corresponding vehicle jacket as soon as possible.
6. All records and statements must be kept by JJE for a period of two years, and 6 months after a vehicle or sold or no longer considered our responsibility.

If you have any questions or concerns with respect to this document please contact Inside Sales Manager or the VP of Finance as soon as possible.

APPEND

PRE-TRIP INSPECTION - LOG BOOK

<p>1. Air Brake System</p> <p>1.1 audible air leak</p> <p>1.2 slow air pressure build-up rate</p> <p>1.3M pushrod stroke of any brake exceeds the adjustment limit</p> <p>1.4M air loss rate exceeds prescribed limit</p> <p>1.5M inoperative towing vehicle (tractor) protection system</p> <p>1.6M low air warning system fails or system is activated</p> <p>1.7M inoperative service, parking or emergency brake</p>	<p>10. Exhaust System</p> <p>10.1 exhaust leak</p> <p>10.2M leak that causes exhaust gas to enter the occupant compartment</p> <p>11. Frame and Cargo Body</p> <p>11.1 damaged frame or cargo body</p> <p>11.2M visibly shifted, cracked, collapsing or sagging frame member(s)</p> <p>12. Fuel System</p> <p>12.1 missing fuel tank cap</p> <p>12.2M insecure fuel tank</p> <p>12.3M dripping fuel leak</p>	<p>19. Steering</p> <p>19.1 steering wheel lash (free-play) is greater than normal</p> <p>19.2M steering wheel is insecure, or does not respond normally</p> <p>19.3M steering wheel lash (free-play) exceeds prescribed limit</p> <p>20. Suspension System</p> <p>20.1 air leak in air suspension system</p> <p>20.2 broken spring leaf</p> <p>20.3 suspension fastener is loose, missing or broken</p> <p>20.4M damaged or deflated air bag</p> <p>20.5M cracked or broken main spring leaf or more than one broken spring leaf</p> <p>20.6M part of spring leaf or suspension is missing, shifted out of place or in contact with another vehicle component</p> <p>20.7M loose U-bolt</p>
<p>2. Cab</p> <p>2.1 occupant compartment door fails to open</p> <p>2.2M any door fails to close securely</p> <p>3. Cargo Securement</p> <p>3.1 insecure or improper load covering</p> <p>3.2M insecure cargo</p> <p>3.3M absence, failure, malfunction or deterioration of required cargo securement device or load covering</p>	<p>13. General</p> <p>13.1M serious damage or deterioration that is noticeable and may affect the vehicle's safe operation</p> <p>14. Glass and Mirrors</p> <p>14.1 required mirror or window glass fails to provide the required view to the driver as a result of being cracked, broken, damaged, missing or maladjusted.</p> <p>14.2 required mirror or glass has broken or damaged attachments onto vehicle body</p>	<p>21. Tires</p> <p>21.1 damaged tread or sidewall of tire</p> <p>21.2 tire leaking</p> <p>21.3M flat tire</p> <p>21.4M tire tread depth is less than wear limit</p> <p>21.5M tire is in contact with another tire or any vehicle component other than mud-flap</p> <p>21.6M tire is marked "Not for highway use"</p> <p>21.7M tire has exposed cords in the tread or outer side wall area</p>
<p>4. Coupling Devices</p> <p>4.1 coupler or mounting has loose or missing fastener</p> <p>4.2M coupler is insecure or movement exceeds prescribed limit</p> <p>4.3M coupling or locking mechanism is damaged or fails to lock</p> <p>4.4M defective, incorrect or missing safety chain/cable</p> <p>5. Dangerous Goods</p> <p>5.1M dangerous goods requirements not met</p> <p>6. Driver Controls</p> <p>6.1 accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly</p>	<p>15. Heater/Defroster</p> <p>15.1 control or system failure</p> <p>15.2M defroster fails to provide unobstructed view through the windshield</p> <p>16. Horn</p> <p>16.1 vehicle has no operative horn</p> <p>17. Hydraulic Brake System</p> <p>17.1 brake fluid level is below indicated minimum level</p> <p>17.2 parking brake is inoperative</p> <p>17.3M brake boost or power assist is not operative</p> <p>17.4M brake fluid leak</p> <p>17.5M brake pedal fade or insufficient pedal reserve</p> <p>17.6M activated (other than ABS) warning device</p> <p>17.7M brake fluid reservoir is less than 1/4 full</p>	<p>22. Wheels, Hubs and Fasteners</p> <p>22.1 hub oil below minimum level (When fitted with sight glass)</p> <p>22.2 leaking wheel seal</p> <p>22.3M wheel has loose, missing or ineffective fastener</p> <p>22.4M damaged, cracked or broken wheel, rim or attaching part</p> <p>22.5M evidence of imminent wheel, hub or bearing failure</p> <p>23. Windshield Wiper/Washer</p> <p>23.1 control or system malfunction.</p> <p>23.2 wiper blade damaged, missing or fails to adequately clear driver's field of vision</p> <p><i>When use of wipers or washer is required:</i></p> <p>23.3M wiper or washer fails to adequately clear driver's field of vision in area swept by driver's side wiper</p>
<p>7. Driver Seat</p> <p>7.1 seat is damaged or fails to remain in set position</p> <p>7.2M seatbelt or tether belt is insecure, missing or malfunctions</p> <p>8. Electric Brake System</p> <p>8.1 loose or insecure wiring or electrical connection</p> <p>8.2M inoperative breakaway device</p> <p>8.3M inoperative brake</p> <p>9. Emergency Equipment & Safety Devices</p> <p>9.1 emergency equipment is missing, damaged or defective</p>	<p>18. Lamps and Reflectors</p> <p>18.1 required lamp does not function as intended</p> <p>18.2 required reflector is missing or partially missing</p> <p><i>When use of lamps is required:</i></p> <p>18.3M failure of both low-beam headlamps</p> <p>18.4M failure of both rearmost tail lamps</p> <p><i>At all times:</i></p> <p>18.5M failure of a rearmost turn-indicator lamp</p> <p>18.6M failure of both rearmost brake lamps</p>	<p>Schedule 1 for Trucks & Trailers</p> <p>"Defects" are in plain text</p> <p>"Major Defects" are in bold text on shaded background and include the letter 'M'</p>

APPENDIX 127A
PAGE 3

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DRIVER'S DAILY LOG

LOG-M1TR-STK Rev. May, 2007
VEHICLE INSPECTION

Date: / / 20

Center Name: _____

Principal Address: _____

Driver's Home Terminal Address: _____

Shipping Document No (s) or Shipper(s): _____

Truck: _____

Commodity: _____

License Plate/Unit No.: _____

Trailer: _____

Distance Driven: _____

Personal Use Distance: _____

Start Odometer: _____

Start Odometer: _____

Signature: _____

Co-Driver's Name: _____

Work Cycle: _____

Off Duty Deferral: _____

Day 1: _____ Day 2: _____

CTPAT: _____

Midnight	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Total
Off-Duty 1																										
Sleeper 2																										
Driving 3																										
On-Duty 4 (not driving)																										

Remarks: _____

Hours available for tolerance (from monthly escape): _____

Use local time at home terminal

Operator (Company)		License Plate	Prov.	Odometer	Defects	Time	Date	Location
1. Truck					Yes <input type="checkbox"/> No <input type="checkbox"/>	St. / Min.	M / D / 20	
2. Trailer					Yes <input type="checkbox"/> No <input type="checkbox"/>	St. / Min.	M / D / 20	

Vehicle	Code	Status	Authorized Person	Date	Comments
		Repaired <input type="checkbox"/> Not a Defect <input type="checkbox"/>	Signature	M / D / 20	
		Repaired <input type="checkbox"/> Not a Defect <input type="checkbox"/>	Signature	M / D / 20	
		Repaired <input type="checkbox"/> Not a Defect <input type="checkbox"/>	Signature	M / D / 20	

I declare that the vehicle(s) shown above has (have) been inspected in accordance with the applicable Schedule.

Name of the person who conducted the inspection: _____ Signature of the person who conducted the inspection: _____ Driver's Signature: _____

The certified driver of the vehicle must sign here in color when the inspection was conducted by another person



Maintenance Schedule

- Engine oil and filter /5000kms /3months
- Synthetic oil is an available option
- Rotate tires , check brakes , check steering and suspension components /6 months / 20000kms
- Any safety related fault to be repaired immediately
- Change differential oil front and rear /40000kms
- Change transmission oil and transfer case oil /40000kms
- These fluids are usually synthetic
- Brake fluid change at every brake job
- Coolant change every 36 months /long life
- Coolant change every 24 months /green color
- Inspect drive belt every service , change when worn and cracked
- Inspect air filter every service , change when beginning to plug up
- Injector and throttle body flush at 100,000kms
- Fuel filter if equipped /40000kms
- Change spark plugs at 50000kms
- Change plug wires every 100,000kms
- Cap and rotor if equipped at 100,000kms
- Radiator and heater hoses at the 5 year mark including the thermostat
- Repack wheel bearings if applicable at every brake job
- Load test the battery and check the charging system every fall
- Check battery connections and keep clean every service
- Test coolant at each service
- Test block heater every fall

This maintenance schedule is only a guideline, please refer to Appendix 127 B, C and/or D for the complete inspection requirements.



Light Trucks Maintenance Schedule 127-B

“B” PM INSPECTION
LIGHT TRUCK

REVISED 04/05/05

Unit # _____ Date _____ KM / HOURS _____

V = OK

X = CORRECTED/SERVICED

WO# _____

0 = FOLLOW UP NEEDED

DRIVE ON INSPECTION

- Inspect unit as per regulation 611 under the highway traffic act of the safety inspection.
- Annual inspection certificate Date on sticker _____ PLATE # _____
- Check clutch “free play “& clutch brake
- Check operation of all instruments
- Check operation of wipers, washers and horns
- Backup alarm
- Warning lights.
- Check all lights (interior and exterior)
- Check brake master cylinder fluid level.
- Check air filter restriction indicator & service as necessary
- Check air induction system for any holes
- Check battery cables and fluid levels
- Check coolant freeze protection level with refractometer
Protection level _____ degrees F {-34 degrees optimum)
- Drain engine oil and change oil filter.
- Refill engine crankcase
- Check exhaust systems
- Check/adjust all fluid levels as necessary. Transmission, differential transfer case oil etc.
- Fire extinguisher

- Reflector set.
- Mud flaps
- Spill kits
- Lube tailgate
- Check tires for damage / wear

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- Check wheel lugs for damage & TORQUE WHEEL LUGS, Torqued to _____
- Check block heater
- Check power steering oil level & /or steering gear box lube.
- Check for any fluid leaks
- Check hose condition and connections, Check adjustments and condition of belts

UNDER VEHICLE INSPECTION

(SUSPENSION MUST HANG FREELY FOR PROPER INSPECTION AND LUBRICATION)

- Check steering components for wear/damage, Check tie rods drag link, steering arm etc.
- Check front wheel bearings and king pins for play/wear
- Visually inspect for broken springs, worn shackles, hanger brackets, and loose U – Bolts
- Check front spring, rear hanger bolts
- Check/adjust all fluid levels as necessary. Check transmission, differential (s) etc.
- Check engine and transmission mounts
- Check service and parking brakes, lubricate parking brake cable and adjust as necessary.
- Check tow hitch for cracks etc

INSPECTED BY _____ LEAD HAND _____

WORK REQUIRED

Unit # _____

Date _____

Mech. _____

S.T.O. = SAFE TO OPERATE

V=OK

STO MECH# DATE WO #

	STO	MECH#	DATE	WO #
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				



Heavy Duty Maintenance Schedule 127-C

REVISED 03/04/05

**“B” PM INSPECTION
HEAVY DUTY TRUCK @ EVERY 300 HOURS**

Unit # _____ Date _____ KM/ Hours _____

V = OK

X = CORRECTED/SERVICED

O = FOLLOWUP NEEDED

WO# _____

DRIVE ON INSPECTION

- Inspect unit as per regulation 611 under the highway traffic act of the safety inspection.
- Annual inspection certificate, Date _____
- License plate sticker, Date due _____ PLATE # _____
- Clutch “free play“ & clutch brake.
- Check operation of all instruments
- Check operation of wipers, washers and horn

CHECK AIR BRAKE SYSTEM

- Check air pressure buildup time at governed RPM (from 85 to 100 psi in 40 seconds Max)
- Check air drier cycling
- Check governor cutout pressure (110 psi min)
- Check air loss with spring brakes applied (4 psi drop within 2 min. is allowable)
- Check air loss with spring brakes released (4 psi drop within 2 min. is allowable)
- Check air loss with foot brakes full applied (6 psi drop within 2 min. is allowable)
- Pump brakes, Note: spring brakes application pressure (s. brakes valve should pop out between 45-35 psi)
- Check low air light
- Check low air buzzer
- Inspect cab, glass mirrors, controls, etc.
- Lubricate door hinges, vent windows, latches, etc.

- Backup alarm
- Warning lights
- Top door or boom system
- Automatic trans., Neutral interlock system NOTE: NO PACKER RPMS IN DRIVE
- Seat belts
- Battery disconnect switch

CIRCLE INSPECTION

- Check all lights (interior and exterior) and trailer cord.
- Check fuel tank vents
- Fire extinguisher
- Reflector set
- Mud flaps
- Spill kits
- Check front wheel bearing hub oil levels

TIRE & WHEEL INSPECTION

- Check tires for damage/wear

L F				RF	
PRESS				PRESS	
DEPTH				DEPTH	
LFO	LFI	RFI	RFI	RFO	RFO
PRESS	PRESS	PRESS	PRESS	PRESS	PRESS
DEPTH	DEPTH	DEPTH	DEPTH	DEPTH	DEPTH
PRESS	PRESS	PRESS	PRESS	PRESS	PRESS
DEPTH	DEPTH	DEPTH	DEPTH	DEPTH	DEPTH
LRRO	LRRI	RRRI	RRRI	RRRO	RRRO
PRESS	PRESS	PRESS	PRESS	PRESS	PRESS
DEPTH	DEPTH	DEPTH	DEPTH	DEPTH	DEPTH

- Check wheel lugs for damage & TORQUE WHEEL LUGS

-] Check valve stems for alligators (steel double check valves)

BATTERY INSPECTION

-] Check covers, hold down, brackets, terminals (NOTE: DO NOT PRESSURE WASH BATTERIES) Hot water baking soda
-] Inspect cables condition and routing.

BODY INSPECTION

CAUTION: FOLLOW LOCKOUT/TAG OUT PROCEDURES

WARNING: REMOVE IGNITION KEY BEFORE ENTERING THE BODY

NOTE: LUBRICATE ENTIRE BODY DURING THE INSPECTION

-] Check hydraulic filter indicator
-] Check hydraulic system for leaks
-] Check floor & blade shoes for wear
-] Check for garbage behind blade
-] Check tailgate hinges for cracks
-] Check/adjust hydraulic oil level
-] Check tractor 5th wheel for damage / wear
-] Check or clean hydraulic filter breather.

ENGINE COMPARTMENT INSPECTION

-] Check coolant freeze protection level with REFRACTOMETER
Protection level _____ degrees F. (-34 degrees optimum)
-] Check coolant level and adjust
-] Check block heater
-] Check air filter restriction INDICATOR and service as necessary
-] Check power steering oil level & /or steering gear box lube.
-] Check for any fluid leaks
-] Check air induction system for any holes
-] Check hose condition and connections, Check adjustments and condition of belts
-] Check exhaust system for leaks, damage etc.

- [] Check steering U joints and slip joint.
- [] Check engine shut down system and Len guard filters
- [] Service spinner filter (if equipped).
- [] Change oil filters.

UNDER VEHICLE INSPECTION

(NOTE: SUSPENSION MUST HANG FREELY FOR PROPER INSPECTION AND LUBRICATION OF KING PINS, AND SPRING PINS.

- [] Check toe in (visual check only)
- [] Check steering components for wear/damage, Check tie rods drag link, steering arm, etc.
- [] Check front wheel bearings and kingpins for play/wear
- [] Visually inspect for broken springs, worn shackles, hanger brackets, and loose U – bolts
- [] Check front spring, rear hanger bolts.
- [] Engine oil sample
- [] Drain engine oil
- [] Check/adjust all fluid levels as necessary. Check transmission, differential (s), etc.
- [] Refill engine crankcase
- [] Check pall trans. Filter indicator
- [] Check engine and transmission mounts.
- [] Check and clean transmission and differential vent
- [] Check drivelines and PTO shafts for wear/damage, Check U joint Phasing.
- [] Start engine and check for fluid leaks.
- [] Stop engine, Recheck engine fluid level.

CHECK BRAKE SYSTEM

- [] Check remaining brake lining at all positions and record minimum lining

CHART

	(_____ %)	(_____ %)	(_____ %)	(_____ %)
FRONT	AXLE # 1	AXLE # 2	AXLE #3	AXLES #4
	(_____ %)	(_____ %)	(_____ %)	(_____ %)

- Slack adjusters
- Push rod angle
- Check brake adjustment, Adjust brakes as necessary.
- Check Haldex automatic slacks - MUST BE REPAIRED NOT JUST ADJUSTED.
- Disc brakes calipers must be free
- Drain all air tanks
- Service Alkie bottle

6/1/2017 1:05 PM
INSPECTED BY _____

LEAD HAND _____

WORK REQUIRED

Unit # _____

Date _____

Mech. _____

S.T.O. = SAFE TO OPERATE V=OK

	STO	MECH#	DATE	WO #
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				



Heavy Duty Trailer Maintenance Schedule 127-D

“A” PM INSPECTION TRAILER

Unit # _____

Date _____

V = OK
 X = CORRECTED/SERVICED
 0 = FOLLOWUP NEEDED

WO # _____

DRIVE ON INSPECTION

- Inspect unit as per regulation 611 under the highway traffic act of the safety inspection.
- Annual inspection certificate, Date: _____ PLATE # _____
- Check air loss with service brakes applied
- Check air loss with spring brakes released
- Check all lights and light cord
- Mud flaps
- Check wheel bearing hubs oil level
- Check lift axles mounting for cracks etc
- Check back door hinges
- Check hydraulic oil levels
- Check 5th wheel king pin and mounting
- Check suspension

TIRE & WHEEL INSPECTION

- Check tires for damage / wear

AXLE #1

PRESS
DEPTH

PRESS
DEPTH

PRESS
DEPTH

PRESS
DEPTH

AXLE # 2

PRESS
DEPTH

PRESS
DEPTH

PRESS
DEPTH

PRESS
DEPTH

AXLE # 3

PRESS	PRESS	PRESS	PRESS
DEPTH	DEPTH	DEPTH	DEPTH

AXLE # 4

PRESS	PRESS	PRESS	PRESS
DEPTH	DEPTH	DEPTH	DEPTH

AXLE # 5

PRESS	PRESS	PRESS	PRESS
DEPTH	DEPTH	DEPTH	DEPTH

AXLE #6

PRESS	PRESS	PRESS	PRESS
DEPTH	DEPTH	DEPTH	DEPTH

- [] Check wheel lugs for damage & TORQUE WHEEL LUGS
- [] Check valve stems for alligators (steel double check valves)
- [] Check remaining brake lining at all positions and record minimum lining thickness

CHART

FRONT

(32's)	AXLE # 1	(32's)
(32's)	AXLE # 2	(32's)
(32's)	AXLE # 3	(32's)
(32's)	AXLE # 4	(32's)
(32's)	AXLE # 5	(32's)
(32's)	AXLE # 6	(32's)

- [] Slack adjusters
- [] Push rod angle
- [] Check brake adjustment, Adjust brakes as necessary.
- [] Check automatic slacks - MUST BE REPAIRED NOT JUST ADJUSTED
- [] Drain all air tanks

WORK REQUIRED

Unit # _____

Date _____

Mech. _____

S.T.O. = SAFE TO OPERATE

V=OK

	STO	MECH#	DATE	WO #
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

INSPECTED BY _____

LEAD HAND _____



Utility Trailer Maintenance Schedule 127-D1

REVISED 08/30/99

“A” PM INSPECTION UTILITY DELIVERY TRAILER

Unit # _____

Date _____

V = OK
 X = CORRECTED/SERVICED
 0 = FOLLOW UP NEEDED

WO # _____

DRIVE ON INSPECTION

- Inspect unit as per regulation 611 under the highway traffic act of the safety inspection.
- Annual inspection certificate Date: _____ PLATE # _____
- Check all lights and light cord
- Check suspension
- Check tongue for cracks
- Check frame for cracks
- Check all cargo straps for wear
- Check for paper work, ownership etc

TIRE & WHEEL INSPECTION

- Check tires for damage / wear

AXLE #1

PRESS
DEPTH

PRESS
DEPTH

AXLE # 2

PRESS
DEPTH

PRESS
DEPTH

AXLE # 3

PRESS
DEPTH

PRESS
DEPTH

- Check wheel lugs for damage & TORQUE WHEEL LUGS

BRAKE INSPECTION

- Check electric brakes for proper operation with unit off ground
- Check wheel bearing for excessive play
- Check brake adjustment on all brakes

WORK REQUIRED

Unit # _____

Date _____

Mech. _____

S.T.O = SAFE TO OPERATE

V=OK

_____ STO MECH# DATE WO #

	STO	MECH#	DATE	WO #
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

INSPECTED BY _____

LEAD HAND _____

 <p>Joe Johnson Equipment</p>	<p>Policy/Procedure: 128</p> <p>Subject: Company Vehicles: Non-CVOR</p> <p>Revision Number: 1</p> <p>Date: June 2012</p>
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SUBJECT: Company Vehicles: NON-CVOR

PURPOSE: To ensure that employees who are provided with a company vehicle for work purposes adhere to the applicable policies and procedures.

SCOPE: This policy is applicable to all employees of JJE who operate a non-CVOR company vehicle. For CVOR policies, refer to Policy #127.

POLICY:

Safety

Drivers of JJE company vehicles shall operate vehicles in a safe manner, fully utilizing principles of defensive driving so as to prevent traffic or vehicle-related accidents or incidents. It is the driver's responsibility to obey all traffic and driving laws within their applicable province or state.

No employee shall operate a JJE company vehicle when under the influence of alcohol or drugs. JJE requires all employees to use vehicle-equipped seat belts while driving a company vehicle. The driver shall take appropriate action to prevent injuries or incidents related to the use of a company vehicle.

Driver Eligibility

In order to be eligible to drive a JJE company vehicle, employees must hold a valid and current driver's license. They must also have a clear driver's abstract. Drivers with convictions on their abstract may still be eligible for a company vehicle upon the discretion of Senior Management. Drivers who obtain infractions after being assigned a company vehicle may lose the privilege of using a company vehicle, at Senior Management's discretion. Depending on the severity of the conviction, the employee may be subject to discipline up to and including termination.

Vehicle Assignment

JJE employees who are eligible for a company vehicle will be notified by their Manager, or at time of employment offer. Vehicle assignment is based upon job requirements, and may be a temporary or permanent assignment, depending on business operation needs. Vehicle model and make will be at the discretion of JJE and is subject to change by JJE at any time. At JJE's

discretion, vehicles maybe changed on a temporary or permanent basis to accommodate the business needs of the company.

Replacement of company vehicles is based on the age of the car and mileage or months of service. Seasonal factors may also be incorporated into the replacement schedule. Employees will be notified by Senior Management as to when their company vehicle is due for replacement.

JJE reserves the right to recover any funds through payroll deductions related to non-business use of the vehicle such as 407 ETR charges, damage to the car as a result of neglect, and tickets or infractions related to not adhering to traffic legislation. Employees will be notified in advance if a payroll deduction will be occurring as a result of the items outlined above.

Driver Responsibilities

Driving a JJE company vehicle is a privilege and as such, drivers are required to adhere to the following:

- Maintain, in good standing, a current driver's license from the province or state in which you reside
- Provide the information required for HR to obtain a driver's abstract upon request from JJE
- Document odometer readings on a monthly basis
- Submit final odometer logs to Payroll at year end for taxable benefit calculations – employee must maintain a driving log consistent with Canada Revenue Agency/Internal Revenue Service requirements in order to calculate taxable benefits
- Report to HR/Senior Management any accidents or driving infractions immediately upon receiving them
- Pay for any costs associated with traffic violations or accidents that were a direct result of not following safe driving procedures and/or legislation
- Report any accidents, incidents or stolen company vehicles immediately or as soon as possible, and follow the "Accident Reporting" procedures
- Drive safely and defensively, and in accordance with applicable laws for the territory in which you are driving – use of cell phones while driving is prohibited except when using hands-free devices
- Maintain the vehicle properly, as outlined in "Vehicle Maintenance"
- Refrain from smoking in the company vehicle
- Maintain the vehicle in a neat and clean order at all times
- Keep a copy of the ownership and plate documentation in the glove box of the company vehicle
- Keep a copy of current insurance for the company vehicle in the glove box
- Follow the procedures outlined in "Returning Company Vehicles" at time of vehicle turn-in
- Ensure emission or safety inspections are conducted as required by the applicable provincial or state laws

- Ensure company assets such as laptops and blackberries are not left in sight within the vehicle, and doors are locked when leaving the vehicle

Vehicle Maintenance

It is the responsibility of drivers of JJE company vehicles to ensure that the vehicle they are assigned is properly maintained. If a vehicle requires a major repair due to neglect of maintenance, the driver may be required to contribute to the cost of the repair. Drivers will adhere to the following:

- All vehicle maintenance expenditures must be pre-approved by the driver's Manager
- Ensure regular vehicle oil changes are conducted as per the vehicle's recommended schedule, located within the Owner's Manual
- Ensure regular tire rotations and tire checks are conducted, as per the vehicle's schedule, located within the Owner's Manual
- Ensure any other manufacturer-recommended maintenance is adhered to
- Ensure any noticeable malfunctions or problems with the vehicle are reported to Manager within 24 hours of identifying them
- Ensure the interior and exterior of the vehicle are cleaned on a reasonable schedule
- Keep copies of all maintenance and repairs receipts

Accident Reporting

- If possible, relocate yourself to a safe place, out of the way of traffic – do not get out of the vehicle if the accident occurred on a high traffic highway
- Call 911 if there are injuries to the driver or anyone else involved in the accident
- Examine the company vehicle and document all damages using the Accident Report form
- Use the camera feature on blackberry to take pictures of all damages to the company vehicle
- Do not discuss the accident with anyone at the scene other than police or paramedics
- Notify the insurance company of the accident by calling the phone number on the insurance documentation in the glove box
- Notify your Manager and/or HR about the accident as soon as possible and no later than 12 hours after the accident has occurred
- Ensure all repairs required due to the accident are pre-approved by your Manager

Insurance

All drivers of JJE company vehicles will be provided with insurance for the vehicle to which they are assigned. JJE **does not provide** Extended Accident Benefits coverage with this insurance and it is recommended that drivers obtain personal auto insurance in addition to the JJE insurance policy. Only the JJE employee is covered as a driver under the JJE insurance policy.

Personal items that are destroyed or stolen are the responsibility of the driver and may be covered under the driver's personal insurance. Questions related to vehicle insurance can be directed to the COO.

Returning Company Vehicles

Employees will ensure the following when returning a company vehicle:

- Wash Vehicle
- Vacuum the interior and trunk
- Wipe off dash board
- Remove personal belongings and garbage
- Full tank of fuel
- Original tires on the car or in the trunk
- Owner's manual and ETR Transponder in glove box
- Insurance and Ownership in the glove box
- All keys and remotes turned in



Joe Johnson Equipment

Policy/Procedure: 129

Subject: Company Credit Cards

Revision Number: 1

Date: June 2012

SUBJECT: Company Credit Cards

PURPOSE: The purpose of this policy is to ensure the monitoring and proper use of all company credit cards, to ensure proper payments can be issued, to validate authorized expenses, and to ensure they are accurately charged and recorded.

SCOPE: This policy is applicable to all employees of Joe Johnson Equipment who are provided and/or use a company credit card.

POLICY: Each expense paid for by company credit card is personal to that employee because the card number is specific to that employee, and the expenses will not be inter-mingled with any other employee's expenses. This provides clear reporting and tracking. Please note the following in regards to Company Credit Cards that are issued in an employee's name:

- Each employee that is issued a company credit card will be held accountable for all purchases made on that card
- Company credit cards are to be used for business expenses only
- Employees who depart the company must return the credit card immediately upon their departure
- Inventory items or anything for resale requires a purchase order to be opened in PFW, with the appropriate information completed within the system
- Retain both the credit card receipt and the itemized (underlying) receipt identifying the item(s) paid - it is vital that both receipts are provided
- On the front of receipts, write the specific reason for this expense/transaction and designate charges – ideally this is done right at the point-of-sale to ensure an accurate account for the transactions and charges
- For phone credit card purchases, such as a flight or rental car bookings, ensure a receipt is emailed/faxed immediately to JJE and complete the

above requirements – again, both receipts are required to ensure costs are tracked and monitored accordingly

- By the 10th of each month, employees will receive a copy of their statement in a spreadsheet format via email
- It is the employee's responsibility to fill in the required fields and to ensure proper receipts are attached
- Once the spreadsheet is complete, please save it and email it to the Accounting Administrator and Manager for approval
- This process should be done within 5 business days of receiving the email from the Accounting Administrator
- Please print out the form and attach all receipts and forward hard copy to the Accounting Administrator for processing
- All paperwork and approvals should be received by the 20th of each month

The company has the right to request additional support or documentation to verify the validity of expenses incurred. If applicable receipts are not submitted as outlined above, or if it is determined that a personal expense has been put on the company credit card, the amount will be deducted from the applicable employee's pay. The employee will be notified in advance if an expense is going to be deducted from their pay.

Please note the following in regards to the Corporate Credit Card issued in the name of the JJE Controller:

- A Corporate Credit Card program has been implemented to facilitate transactions which require a credit card for those employees who do not have a company credit card
- Inventory items or anything for resale requires a purchase order to be opened in PFW with the appropriate information completed within the system
- Only those goods and services authorized are approved for purchase with the credit card
- Maximum amount to be charged to the credit card is \$1,500 - amounts above this limit must be approved by the Controller or COO
- A copy of the signed PO Requisition, receipt and PO must be faxed to the attention of the Controller or emailed within 24 hours of purchase
- The original receipt must be forwarded to the Controller's attention accompanied with the printed PO, receipt of goods and work order showing the goods.

Please note that only those employees authorized to make purchases on behalf of the company will be provided the Controller's credit card information.



Joe Johnson Equipment

Policy/Procedure: 130

Subject: Employee Referral Program

Revision Number: 1

Date: January 2012

SUBJECT: Employee Referral Program

PURPOSE: To provide guidelines for the Joe Johnson Equipment (JJE) Employee Referral Program.

SCOPE: The Employee Referral Program is available to all permanent, active employees of JJE.

POLICY: JJE recognizes that a key method of recruiting and retaining successful employees is through an internal referral process. As JJE job postings are communicated internally, JJE employees may refer somebody they know by completing the *Employee Referral Program form*, and submitting it to Human Resources. Should the person referred be successfully recruited for a position at JJE, and complete their probation period of three (3) months as an active employee, the JJE employee who made the referral will receive a referral reward of \$1000.00, less mandatory taxes and deductions.

PROCESS:

1. Should a JJE employee wish to refer somebody they know to an open JJE position, they must complete the *Employee Referral Program form*, and submit it to Human Resources.
2. Should the person referred by a JJE employee be hired for the open position, or a related position at JJE, and they successfully complete their three (3) month probation period as an active employee, the referral reward will be paid to the JJE employee that made the referral.
3. Should more than one JJE employee refer the same person for a position, and the person meet the requirements as outlined in point #2, the referral reward will be split evenly among those who made the referral.
4. In order to receive the referral reward, the JJE employee who made the referral must still be actively employed by JJE at the time that the referred employee completes their three (3) month probation period.

5. All final decisions regarding the referral reward rest with the President and COO of JJE and the reward amount is subject to change.



Joe Johnson Equipment

Policy/Procedure: 131

Subject: IT Equipment Policy

Revision Number:

Date: June 2012

SUBJECT: IT Equipment

PURPOSE: The purpose of this policy is to provide procedures and expectations regarding the distribution and use of Joe Johnson Equipment (JJE) IT equipment.

SCOPE: This policy is applicable to all employees of JJE who are provided and/or use company IT equipment.

POLICY: Employees of JJE may be provided or allowed to use IT equipment during the course of their employment with the company to assist them in carrying out the functions of their role. IT equipment may include, but is not limited to, Blackberries, iPhones, iPads, cell phones, laptops, desktop computers, printers, internet sticks, chargers, cameras and hands-free devices.

Any IT item that is provided to an employee during the course of their employment is an asset of the company and can be taken back into the possession of the company upon demand.

Employees who are provided and/or use JJE IT equipment are responsible for the safe-keeping of the equipment and must use it in accordance with proper operating procedures.

Any user fees associated with non-business purposes that JJE becomes aware of will be the responsibility of the employee, and the applicable amount will be deducted from the employee's pay. The employee will be notified in advance if a fee or charge related to IT equipment is going to be deducted from their pay.

Any fees associated the replacement or repair of equipment due to damage caused by the employee will be paid for by the employee, and the applicable amount will be deducted from the employee's pay.

Employees may not install any unauthorized third party applications onto any company issued IT device with the prior consent of the COO or IT Specialist.

IT equipment will be updated and/or replaced at the discretion of JJE in alignment with the expected useful life of the item. Generally, Blackberries will be replaced every 2–3 years, and laptops every 3–4 years. JJE reserves the right to update and/or replace IT equipment as the company sees fit.

Employees are responsible to return all company IT equipment within their possession to JJE should they depart the organization. Any IT equipment that is not returned in good working order to JJE upon departure will result in a deduction from the employee's final pay for an amount equal to the cost of replacing the item.



Joe Johnson Equipment

Policy/Procedure: 132

Subject: Online Videos

Revision Number:

Date: October 2012

SUBJECT: Online Videos

PURPOSE: The purpose of this policy is to ensure that JJE (“the company”) maintains an image and brand that is consistent across all platforms by ensuring employees are aware of the procedures of distributing and posting JJE videos online.

SCOPE: This policy is applicable to all employees who have the ability to produce a video with the intent of sharing the video through a website, including but not limited to, YouTube, Vimeo, Blogs, and other Social Media sites.

POLICY: This policy is not intended to interfere with the private lives of employees, or to impinge anyone’s rights. This policy is designed to assure that JJE’s image and brand are maintained and remain impugned.

JJE employees who use and/or maintain video sharing websites, social media websites, blogs, or any website that a video can be posted on, are required to comply with the following guidelines as it relates to the company:

1. All videos shot in a JJE location or off site, of any of the following subjects, must be sent to the Marketing department for appropriate approval and branding prior to uploading to any online platform:
 - a. Any footage that contains a piece of equipment that JJE sells and/or services. This includes but is not limited to, demos, walkarounds, unit comparisons, or sales pitches;
 - b. Any footage that shows a service or repair being completed;
 - c. Training on operations or technical items pertaining to any piece equipment JJE sells and/or services;
 - d. Footage from a JJE event or tradeshow;
 - e. An employee of JJE; and
 - f. A customer or potential customer of JJE.
2. Only the Marketing department is authorized to post approved videos online on behalf of JJE for business purposes.



Joe Johnson Equipment

Policy/Procedure: 133

Subject: Social Media in the Workplace

Revision Number:

Date: October 2012

SUBJECT: Social Media in the Workplace

PURPOSE: The purpose of this policy is to ensure JJE (“the company”) maintains a positive and professional image by ensuring employees are aware of their responsibilities as a representative of the company, and to also ensure that the personal use of social media is regulated in a way that company operations are not impacted.

SCOPE: This policy is applicable to all employees of JJE who use social media forums including but not limited to Gmail, Hotmail, Facebook, Twitter, LinkedIn, Google+, YouTube, and blogs.

POLICY: This policy is not intended to interfere with the private lives of employees or to impinge anyone’s rights. This policy is designed to ensure that JJE’s image and branding are maintained and remain impugned. It is also designed to ensure that employees are not spending company time or resources using social media forums unrelated to business activities.

JJE employees who use and maintain social media forums are required to comply with the following guidelines as it relates to their association with the company:

1. Personal use of social media during regular work hours has a negative impact on the operations and productivity of the company, therefore employees are not permitted to use social media during regular work hours unless on a scheduled break. The use of social media for personal reasons is a misappropriation of company time and resources, and may be subject to disciplinary action.
2. Employees that use social media sites for personal reasons are prohibited from disseminating any private organizational information, or any negative or sensitive comments regarding the company, staff or OEM partners.
3. Posts involving the following will not be tolerated and will subject the employee to discipline:

- Proprietary and confidential company information
 - Discriminatory statements or sexual innuendos regarding co-workers, management, customers or vendors, and
 - Defamatory statements regarding the company, its employees, customers, competitors or vendors
5. Where an employee publicly associates themselves with the company, they are expected to conduct themselves in a professional manner as a representative of JJE. All materials associated with their social media accounts may reflect on the company. Inappropriate comments, photos, and links should be avoided.
 6. Designated JJE employees will maintain and add content to JJE approved social media sites for business purposes. Only these designated employees will be authorized to speak or write on behalf of the company.
 7. The company's IT systems may not be used for any illegal activity including downloading or distributing unapproved software or data.



Joe Johnson Equipment

Policy/Procedure: 134

Subject: Cell/Smartphone Policy

Revision Number:

Date: May 2013

SUBJECT: Cell/Smartphone

PURPOSE: The purpose of this policy is to ensure JJE employees use and maintain company cell/smartphones in alignment with company standards and procedures to ensure optimal security as well as maximum cost management.

SCOPE: This policy is applicable to all employees of JJE Canada who are provided with a company cell/smartphone as part of their role at JJE.

POLICY:

As an organization that embraces technology, JJE believes that company cell/smartphones are a valuable tool in conducting business. Cellular phone and smartphones enable fast communications, remote wireless network connectivity and increased, easier access to information. JJE also recognizes that there are increased security risks associated with cell/smartphone usage, as well as increased costs associated with usage – this policy serves as a way to ensure company information is accessed and used in a safe, secure manner, that usage is in alignment with JJE’s code of conduct and IT protocols, and that usage costs are controlled.

JJE cell/smartphones are company assets and JJE reserves the right to monitor, retrieve or disconnect devices or disable services without notification. JJE also reserves the right to switch out devices at any point to accommodate the changing needs of the business.

Any violation of this policy could result in disciplinary action leading up to and including termination of employment.

Acceptable Use

JJE provides cell/smartphones for all employees who are deemed to hold a position requiring a device, at the discretion of Senior Management. Company cell/smartphones are a privilege and are to be used primarily for work purposes. Employees are expected to use his or her devices in an ethical manner at all times.

Prior to receiving a cell/smartphone, the JJE IT department will ensure all work related applications and programs are installed on the device. Anyone installing an application or tool on their company device must adhere to the following:

- Applications, tools, games and social media sites that are not work-related must be used only outside of work hours
- In alignment with JJE's "Social Media in the Workplace" Policy, employees are prohibited from using their devices to post information about JJE, about co-workers or customers that has not been previously approved by the Marketing department or Senior Management
- Employees are prohibited from installing or using offensive applications, tools, games, social media sites on their company cell/smartphone
- Employees are prohibited from using the company device to harass, bully or discriminate against any individual group or person(s)

Cell/Smartphone Requirements

Employees provided with company cell/smartphones are responsible for the security of those devices. Employees are required to lock their devices and to have automatic locking enabled after 2 minutes of idle time on the device. Company information on the device is to be treated as all company information is; sensitive or confidential information must not be shared or disclosed to those it is not intended for. No sensitive, proprietary or confidential information is to be stored on these devices at any time.

Employees are to keep the devices with them at all times when traveling. Anyone travelling outside of Canada must notify the JJE IT department by emailing support@jjei.com at least 48 hours prior to their trip stating the location and duration of their trip, and device requirements. IT will ensure the appropriate phone plan has been added and documentation will be provided to employee on what the plan entails and covers. Failure to inform IT of travel will result in the employee being responsible for any extra charges they may be incurred during the trip.

Employees are responsible to keep their phone in good working order. Employees who receive a smartphone will be offered the opportunity to purchase a \$100 Smartphone JJE insurance package upon receiving their device. This insurance covers all accidental damage for the 3 year life of the device. Should an employee lose or have their phone stolen, they will be required to pay the full cost of replacement. This cost will be deducted via payroll over an agreed upon timeline, or on demand, as determined by JJE. If an employee opts out of the JJE insurance package, they are responsible to replace the device at market value should it become damaged, lost or stolen.

The average life length of a device is 3 years. JJE will assess devices at the 3 year mark to identify any that are requiring replacement.

In the event that a device is lost, stolen or misplaced, the IT Manager should be notified immediately (regardless of time of day) so that appropriate steps can be taken to ensure confidentiality and security.

All organization-provided cell/smartphone accessories remain the property of the organization and must be turned in upon departure from company.

Should an employee wish to install an application that has a fee associated with it, a request must be submitted to the IT Manager at support@jjei.com who will obtain appropriate authorization.

Employees are not permitted to “jail break” their device meaning no illegal tampering of the device is allowed.

Cell/Smartphone Support

Any employee requiring support for their device must email the JJE IT department at support@jjei.com. Employees should not contact the device manufacturer or their carrier for operating system or hardware-related issues unless otherwise instructed by the IT department.



Joe Johnson Equipment

Policy/Procedure: 135

Subject: Promotional Items, Apparel and Advertising Procedures

Revision Number:

Date: March 2014

SUBJECT: Promotional Items, Apparel & Advertising Procedures

OBJECTIVE: The objective of this policy is to ensure that Joe Johnson Equipment (JJE) maintains a consistent brand across all departments, branches and companies.

POLICY:

Promotional Items & Marketing Items

All promotional materials that are created or distributed on behalf of JJE, or other JJE owned companies, must be approved by the Marketing Department.

JJE employees are to use *only* the approved JJE, Q-Equips, Rentals, logCAN, Novajet, Orbitec or French JJE logos that are provided by the Marketing Department. Logo colours, text locations, and strokes are not to be modified. Approved logos can be located here: <P:\Marketing\Images\Logos>

Employees are not permitted to order any promotional products or apparel items without prior approval from the Marketing Department.

Employees are not permitted to engage in any advertising or other marketing initiative without prior approval from the Marketing Department.

Promotional Products & Apparel (mugs, hats, jackets, shirts, etc.):

If your branch is running low in supply of a particular item, or if you need a promotional item sent directly to a customer, please send the approved [Marketing Request Form](#), which can be found here: <P:\Marketing\Marketing & Literature Request Forms>, to the Marketing Department. Please note that the Marketing Department will not process any requests until the employee submitting the form gets approval from their Manager.

If an item is unavailable, the Marketing Department will contact you with an alternative option.

Regional Sales Managers are permitted to order sales shirts on their own behalf upon approval by National Sales Manager. RSMs are to send the Marketing Department an email containing the shirt specs and the printer information *prior* to ordering.

JJE shirts must contain the following three mandatory elements:

- ✓ *Shirt Style:* Shirt colours may include pastels, neutrals, and basic primary colours (harsh patterns and florescent tones are not permitted). Once the shirt, style, and colour are approved; arrangements can be made directly with the shirt supplier by the RSM.
- ✓ *Logo:* The JJE, Q-Equips or Rentals logo should appear unaltered and paired with matching thread colours and background colours. Please send the thread colour options to the Marketing Department for approval.
- ✓ *Logo Placement:* The JJE, Q-Equips, or Rentals logo should be placed on shirts unaltered. The logo should sit on the right side of the shirt (as if you are wearing it) and measure at 1.75 inches tall.

The Marketing Department will approve all final shirt proofs from the printer *before* the embroidering process and is to receive a picture of the final product *after* the embroidering process.

RSMs who order their own shirts will be responsible for the full cost (including any needed plates, shirt cost, embroidery cost, shipping, taxes, etc.). Submitting an expense report, or charging it to your company credit card, is *not* permitted.

External Marketing (advertising, business cards, magazines, brochures, eNotices, tradeshow, social networking sites, etc.):

All marketing initiatives are to be processed solely through the Marketing Department. Please make the Marketing Department aware of any advertising that you or your branch would like to add to the schedule for the current or following year.

The Marketing Department will discuss your request with Senior Management, will layout an appropriate ad and advertising schedule, and will serve as the main contact for all online or print publications. Please forward any calls, media kits or advertising information directly to the Marketing Department.

Only designated employees are permitted to speak on behalf of the Company and are allowed to through social media, publication articles/interviews, etc.

Internal Marketing (letterhead, company profile, powerpoints, literature requests & mailing labels, etc.):

The *JJE Letterhead and Company Profile* can be found here: <P:\Marketing\Letterhead & Company Profile>. All old copies should be discarded (Marketing will make you aware of any updates).

Branch TVs are to run *every day during business hours*, as it is mandatory and is a great way to ensure that JJE customers see our vast product lines. Updated branch-specific *PowerPoint Presentations* can be found here: <P:\Marketing\Powerpoint\PowerPoint\Plasma Presentations\Company Powerpoint 2012>. If you have any difficulties running the file, please contact IT Support.

All product line literature and label requests are to be directed to the Marketing Department via the *Literature Request Form*, which can be found here: <P:\Marketing\Marketing & Literature Request Forms>. All special order requests are to be directed to the Marketing Administrator.

Email Signatures (JJE, JJE Montreal, JJE USA, Novajet, Orbitec)

All JJE employees are required to standardize their e-mail signature(s).

The preferred e-mail signature should contain Cambria size 10 font.

The signature style guide can be found here: <P:\Marketing\Letterhead & Company Profile\Signatures>

Vehicle and Building Requirements (wraps, decals, signs, etc.):

Any sign, or any vehicle that requires being wrapped/decided, must be first approved by your Manager. Upon approval, all artwork will be completed by the Marketing Department. The Marketing Department will send the finalized artwork to a local supplier, or will supply the decals/signs for installation by an employee.

No JJE employee is authorized to get a sign made or a vehicle wrapped/decided without authorization and artwork from the Marketing Department.



Joe Johnson Equipment

Policy/Procedure: 136

Subject: Personal Use of Technology

Revision Number:

Date: July 2014

SUBJECT: Personal Use of Technology

PURPOSE: The purpose of this policy is to ensure that JJE employees are aware and understand the guidelines regarding the personal use of technology in the workplace, as well as the consequences of not adhering to the policy.

SCOPE: This policy is applicable to all employees of JJE.

POLICY: Personal use of technology including cell phones/smart phones, computers/tablets and land line phones during business hours is **not permitted** with the exception of break periods or extenuating/emergency situations. The use of technology for personal reasons during business hours can cause safety issues due to distractions and impact employee's focus and productivity. It is also considered a misuse of company resources and time, and anyone identified as doing so may be subject to progressive discipline which will include:

- i) Verbal Warning
- ii) Written Warning
- iii) Dismissal

Managers are responsible to monitor and address anyone not adhering to this policy in alignment with the above progressive discipline steps.

Cell Phones/Smart Phones

JJE employees will not use cell phones/smart phones for personal communication unless on a break. This applies to employees with their own cell phones or company-provided cell phones. Alerts such as ring tones and text alerts must be muted/turned off during work hours so as to not disturb or distract employees.

Computers/Tablets

JJE employees will limit the use of computers and tablets to be for work purposes only during business hours. Accessing the internet for personal reasons during work is not permitted.

Land Lines

JJE employees must not make personal phone calls during business hours, unless there are extenuating circumstances. If a call must be made, the employee should do so on a break period and the call should be kept to a minimum so business phone lines are not tied up for non-business purposes.