FST CANADA
A Subsidiary of Federal Signal Corporation

Employee Handbook

General Employment Policies

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General Employment Policies

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Welcome To Our Team!

It is with great pride and enthusiasm that we welcome you on board – you are in great company amongst our many team members across our diverse and talented organization. We know joining a new company can be overwhelming, but we are here to support you and ensure your journey with us is as positive and rewarding as possible.

Our Mission and Vision

As an organization, we are relentless in our commitment to our customers to build, deliver and support equipment of unmatched quality that moves material, cleans infrastructure, and protects the communities where we live and work.

The equipment our company manufactures and distributes helps to keep society moving, which means we have a duty to help solve the trickiest problems of the future in a sustainable and ethical manner. With every product we manufacture and every service we provide, we remain steadfast in our commitment to always do what is right.

This commitment is shared throughout our organization, from our leadership to our people – the more than 4,000 individuals who work hard each day throughout Federal Signal to make this vision a reality.

Our People

You, our team members, are the Company's most valued asset. We commit to providing our employees with a safe, healthy, and respectful work environment whereby all team members feel included and supported.

Core people values that guide our team are:

- Leadership
- Teamwork
- Integrity
- Inspiration
- Innovation
- Ambition
- Customer Excellence

Code of Conduct

We expect that all employees conduct themselves in a professional manner while in the workplace and/or while they are representing the Company. We also expect that employees treat each of their colleagues and those they interact with while working with kindness and respect. Failure to meet these expectations may result in disciplinary measures. This is to ensure that all members of our team can feel safe and respected at work.

Diversity, Equity, Inclusion & Belonging (DEIB)

We are committed to taking meaningful action to support and ensure we have a diverse, equitable and inclusive organization, where our employees can be 100% comfortable in bringing their whole and authentic self to work each day and have a strong sense of belonging. We have a zero-tolerance policy for any form of harassment, racism or discrimination in the workplace which is addressed in more details throughout our policies.

Communication
We believe that open and honest communication is an important aspect to any successful workplace and, as such, we have an "open door policy" and encourage all employees to connect with any member of the leadership team or our HR department should they have questions or concerns. We strive to provide a variety of forums for communicating company information and encourage employees to participate in opportunities to provide feedback and ask questions, such as through town hall meetings and employee surveys.

Summary
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, development opportunities, guidance, and support that you need to excel professionally. In return, we ask that you contribute a positive attitude, your skills and talent, a willingness to learn new things, and a strong work ethic.

Once again – welcome to our team! We are thrilled that you have chosen to join us, and we look forward to accomplishing great things together.

Sincerely,
The Leadership Team & The Human Resources Team
FST Canada Inc.

Company Policy and Procedures
This handbook/manual is a summary of our general policies and procedures that apply to employees of businesses that fall under the legal entity of FST Canada Inc.

These policies are reviewed frequently or as required by law and are subject to change at the discretion of senior leadership and/or Human Resources. There are additional Federal Signal (parent company) standard policies and procedures ("SPPs") that are in effect and also apply to all employees which will be communicated as part of the onboarding process, or as updated from time to time by Federal Signal.

It is your responsibility as an employee of the Company to review and understand the policies that are in effect as you will be held accountable to adhere and comply with them.

FST CANADA A Subsidiary of Federal Signal Corporation	**Employee Handbook - Canada** **Subject: Business Code of Conduct**

PURPOSE

The purpose of this Business Code of Conduct is to outline the expectations of the Company (operating as various subsidiaries of Federal Signal) for professional behaviour and respectful conduct in the workplace. The Company's goal is to maintain a safe, inclusive, and respectful workplace where all employees can contribute to the organization's goals and have a rewarding career experience.

SCOPE

This Business Code of Conduct applies to all employees of the Company, including full-time, part-time, contract, and temporary employees. It governs behaviour:

- on Company premises,
- while performing work duties or representing the Company off-site, and
- in any situation where an employee represents or associates themselves with the Company (including on social media platforms, virtual meetings, business travel, and Company-sponsored events).

POLICY

Standards of Conduct

Employees are expected to always maintain professional conduct while at work. This includes demonstrating courtesy, respect, and integrity in their workplace interactions with other.

Employees must:

- Treat colleagues, clients, vendors, and visitors professionally and respectfully
- Address conflicts constructively and appropriately through proper channels
- Refrain from harassment, bullying, belittling language, discriminatory remarks, or any behaviour that creates a hostile work environment
- Avoid the use of vulgar, offensive, violent or threatening language

Any behaviour that undermines a safe and respectful workplace may result in disciplinary action.

Reporting Concerns and Confidentiality

Employees are encouraged to report concerns related to violations of this Business Code of Conduct, including:

- harassment or bullying behaviour,
- disrespectful conduct,
- unsafe behaviour,
- discrimination, or
- any actions that compromise a healthy and safe work environment.

Reports may be made to:

- an immediate manager,
- Human Resources, or
- any member of the senior leadership team.

All concerns will be reviewed promptly and handled as confidentially as possible. Retaliation against any employee who raises a concern in good faith is strictly prohibited. The Company is committed to ensuring employees feel safe in reporting misconduct without fear of reprisal.

Consequences of Non-Compliance

Failure to comply with this Business Code of Conduct may result in disciplinary measures, up to and including termination of employment.

PURPOSE

The purpose of this policy is to ensure that all employees understand their responsibility to protect FST Canada Inc.'s confidential information, business records, intellectual property, and other sensitive materials. Protecting this information is essential to maintaining our competitive advantage, complying with legal and privacy obligations, and safeguarding the trust of our customers, suppliers, partners, employees.

SCOPE

This policy applies to all employees, contractors, agency workers, temporary staff, and any other individuals who have access to FST Canada Inc.'s information, whether in physical or electronic form.

DEFINITIONS (for the purpose of this policy)

The "Company" - FST Canada Inc., operating as various business entities of Federal Signal Corporation.

Confidential Information – Confidential Information includes any information, in any form, that is not publicly available and that relates to the business of FST Canada Inc. This includes but is not limited to: customer and supplier information, employee personal information, pricing, sales data, forecasts, and business plans, technical bulletins, product specifications, and proprietary processes, financial information, marketing strategies and project documentation, internal reports, communications, and business records and intellectual property, including designs, concepts, and work products.

Company Records – Company Records include any documents, files, correspondence, digital data, or physical materials created, received, or stored during employment at FST Canada Inc., regardless of storage medium.

Personal Information – Personal information refers to any identifiable information about an employee, customer, supplier, or other individual, consistent with applicable any privacy law requirements.

Company Premises – Company premises includes not only Company-owned or leased physical office locations, but also any remote or off-site work locations, including employee home offices whether used on an occasional or regular basis, client or partner sites, Company-issued devices, personal devices used for work purposes, and Company-approved digital systems, networks, or platforms.

POLICY

Employees are required to always maintain strict confidentiality. They may only access, use or disclose information when it is necessary to perform their job responsibilities and only when authorized to do so. Confidential Information must not be discussed with, or disclosed to, anyone inside or outside the organization unless approval has been granted and disclosure is necessary for legitimate business purposes.

Employees are expected to always use secure handling practices, including ensuring that physical records

are properly stored, electronic information is protected with passwords where required, and confidential documents are not left unattended in public or unsecured locations.

Under no circumstances may employees remove Company Records, documents, equipment, or goods from the Company's premises—whether physical or virtual—without the express permission of an authorized leader. For clarity, "remove" includes, but is not limited to, physically taking materials offsite as well as electronically copying, downloading, transferring, forwarding, uploading, printing, storing, accessing, or transmitting Company Records or confidential information outside of Company-approved systems, platforms, devices, or network environments. This includes removal through any means, including email, cloud storage, portable storage devices, screenshots, recordings, personal devices, external applications, or non-Company communication platforms.
Employees must follow all information security requirements, including the use of Company-approved devices and systems. Login credentials must be protected, and employees must not share passwords, store sensitive data on personal devices or transfer Company information to unauthorized cloud services, email accounts or applications. The use of external storage devices or personal technology to store confidential data is prohibited unless specifically approved. Employees must also refrain from uploading or entering confidential Company information into any artificial intelligence tools, websites or software platforms that have not been formally authorized by the Company.

Unauthorized disclosure, inappropriate handling, improper access, removal or destruction of confidential information is strictly prohibited. Any suspected or actual breach of confidentiality, including unauthorized access, data loss, accidental disclosure, or the loss or theft of a device containing Company data, must be reported immediately to a Manager, Human Resources or IT. The Company will not tolerate retaliation against anyone who reports a concern in good faith.

Violations of this policy may result in disciplinary action, up to and including termination of employment. In cases involving theft, fraud, intentional misuse or removal of confidential information or Company property, the Company may pursue legal remedies and seek the recovery of damages.

All employees must understand that their duty of confidentiality continues beyond the end of their employment. Upon separation from the Company, employees are required to return all Company property, including electronic devices, documents, access cards and records, and must permanently delete any Company information stored on personal devices or accounts. Former employees are prohibited from using or disclosing confidential information after their employment ends, regardless of the circumstances of their departure, unless such information becomes publicly available through lawful means.

Employees must also comply with all record retention and destruction practices established by the Company. Unauthorized alteration, deletion, destruction or removal of Company records is not permitted. Employees are ~~r~~equired to sign a Confidentiality Agreement upon joining the Company and may be asked to reconfirm their understanding and compliance on a periodic basis. By adhering to this policy, employees help protect the Company's competitive position, uphold its legal obligations and maintain trust with customers and partners.

POLICY REVIEW

This policy will be reviewed from time to time, as determined by the Company, to ensure continued alignment with Company standards and applicable legal requirements. The Company reserves the right, in its sole discretion, to amend, modify, or discontinue this policy at any time.

Joe Johnson Equipment Subsidiary Of Federal Signal Corporation	**Policy & Procedure:** 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 Subsidiary Of Federal Signal Corporation	**Policy & Procedure**: P104 **Subject:** Employee Privacy Policy **Date: February 1, 2008**

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.

Joe Johnson Equipment Subsidiary Of Federal Signal Corporation	**Policy & Procedure**: P104 **Subject:** Employee Privacy Policy **Date: February 1, 2008**

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.

Joe Johnson Equipment Subsidiary Of Federal Signal Corporation	**Policy & Procedure**: P104 **Subject:** Employee Privacy Policy **Date: February 1, 2008**

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 Subsidiary Of Federal Signal Corporation	**Policy & Procedure**: P105 **Subject:** Email, Internet and Computer Use **Date: April 23, 2007**

PURPOSE
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.

Joe Johnson Equipment Subsidiary Of Federal Signal Corporation	**Policy & Procedure**: P105 **Subject:** Email, Internet and Computer Use **Date: April 23, 2007**

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.

Joe Johnson Equipment Subsidiary Of Federal Signal Corporation	**Policy & Procedure**: P105 **Subject:** Email, Internet and Computer Use **Date: April 23, 2007**

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 Subsidiary Of Federal Signal Corporation	**Policy & Procedure**: P107 **Subject:** Smoking Restrictions **Date: February 1, 2008**

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 Subsidiary Of Federal Signal Corporation	**Policy & Procedure**: P108 **Subject:** Progressive Discipline **Date: February 1, 2008**

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 Johson 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

Joe Johnson Equipment Subsidiary Of Federal Signal Corporation	**Policy & Procedure**: P108 **Subject:** Progressive Discipline **Date: February 1, 2008**

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.

Policy: Company Uniforms and Allowances

PURPOSE
To ensure all employees who are required to wear JJE uniforms, and those eligible for tool and winter apparel allowances, clearly understand their responsibilities and entitlements regarding company-provided clothing, equipment, and reimbursements.

SCOPE
This policy is applicable to all permanent employees of FST Canada Inc. operating as various business entities.

POLICY
The Company will supply all shop employees with uniforms and coveralls. Wearing the uniform is mandatory when working in the service shop or performing service calls off-site. Uniforms are serviced weekly by the uniform provider, who delivers clean garments and collects soiled ones. Employees must tag uniforms requiring repair. Normal wear and accidental damage are expected; however, if a uniform is lost or willfully damaged, the employee will be responsible for the replacement cost. All uniforms and coveralls are tracked, and any issues must be reported to the employee's manager promptly.
Office staff in Parts and Service departments represent the Company and must maintain a professional appearance. Company-branded apparel will be provided for office staff who choose to wear it.

Winter Work Apparel Allowance
Shop and road personnel are eligible for a one-time reimbursement of up to **$150.00** for winter work apparel, which may include winter coats, insulated coveralls, and gloves. Road personnel may request additional funds during employment, subject to manager approval. All subsequent purchases must be pre-authorized by management before purchase.

Tool Allowance
Service Mechanics, Technicians, Apprentice Mechanics, Welders, Truck Installers, and Mechanic/Shop Assistants who are permanent employees are eligible for an annual tool allowance reimbursement of **$750.00,** starting after three months of employment. Tools must be required for the employee's role, and detailed receipts—not just proof of payment—must be submitted for tools purchased within the calendar year. Reimbursement requests must be submitted by December 31 of the same year through Concur for manager approval.

Uniform Returns Upon Termination
Employees must return all uniforms and coveralls before final pay processing. Missing items will result in the employee being charged the replacement cost, which may be deducted from any wages or monies owed.

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

FST CANADA A Subsidiary of Federal Signal Corporation	**Employee Handbook - Canada** **Subject: Attendance Management**

PURPOSE
The purpose of this policy is to ensure that all employees of FST Canada Inc., ("the Company") clearly understand the Company's expectations regarding attendance and the procedures to follow when an absence or tardiness occurs. Consistent attendance is essential to support a safe, productive, and respectful work environment and to meet the needs of our customers and suppliers.

SCOPE
This policy is applicable to all employees of FST Canada Inc., regardless of position or employment status.

DEFINITIONS (for the purpose of this policy)
The "Company" - FST Canada Inc., operating as various business entities of Federal Signal Corporation.

"Absence" – refers to any scheduled work time that an employee does not attend, whether planned or unplanned, and regardless of reason. This includes full-day absences, partial-day absences, and instances where the employee is not present and available to perform their assigned duties during scheduled work hours. Absences may result from personal circumstances, illness, approved leave, or other situations impacting attendance. Approved leaves provided for under employment standards or human rights legislation are not considered culpable absences and will not result in discipline.

"Tardiness" – refers to any instance where an employee arrives late for a scheduled shift or returns late from breaks and is not fully prepared to begin or resume work duties immediately upon arrival. This includes delays caused by personal preparation, gathering materials, or any other activity that prevents the employee from starting work without interruption.

POLICY
The Company expects employees to be punctual and dependable for their scheduled work hours. Absenteeism and tardiness can negatively impact team productivity and customer service. Managers are responsible for communicating attendance expectations during orientation monitoring attendance within their teams, and reporting absences accurately and promptly. Human Resources will support managers in maintaining accurate records and ensuring consistent application of this policy.

PROCEDURE
Employees who anticipate being late or absent must notify their manager as soon as possible before their scheduled start time. Managers must update the absence in the Company's Time Management System.

If an absence exceeds three consecutive days, the manager must immediately advise Human Resources. For absences of three or more consecutive days related to illness or injury, the Company may request reasonable medical documentation where appropriate to support attendance management or accommodation. Any request for medical information will be limited to functional abilities. Requests will be made in accordance with applicable human rights and employment standards legislation.

Planned absences, such as vacation, bereavement, or other leaves, require completion of an Absence Request Form, which must be submitted to the manager for review and approval in advance.

Repeated or unapproved absences or tardiness may result in progressive discipline, which may include verbal warnings, written warnings, suspension, up to termination of employment. No employee will be disciplined for absences related to approved statutory leaves, workplace injury, or protected grounds under human rights legislation. Managers must consult Human Resources before issuing any disciplinary action.

The Company will provide reasonable accommodation for absences related to disability, family status, or other protected grounds to the point of undue hardship, in accordance with applicable employment standards and human rights legislation.

POLICY REVIEW
This policy will be reviewed periodically to ensure its effectiveness and compliance with legal requirements. The Company reserves the right to modify or discontinue this policy, subject to applicable legislation and with appropriate notice.

Joe Johnson Equipment Subsidiary Of Federal Signal Corporation	**Policy & Procedure**: P112 **Subject:** Security Inspections **Date: February 1, 2008**

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 Subsidiary Of Federal Signal Corporation	**Policy & Procedure**: P113 **Subject:** Overtime

PURPOSE
This policy defines the guidelines and procedure for the scheduling and paying of overtime to eligible employees.

DEFINITIONS (for the purpose of this policy)
The "Company" - FST Canada Inc., operating as various business entities.

ELIGIBILITY
This policy is applicable to employees who are eligible for overtime based on the applicable employment standards legislation where they reside. Employees who are eligible for overtime are referred to as non-exempt.

POLICY
Due to business demands, it may be necessary from time to time for non-exempt employees to work additional hours above and beyond their regular work schedule at the request of the Company. Overtime is intended only to meet the needs of the business and will be offered and assigned to employees on a fair and equitable basis. No overtime may be worked without prior approval of the employee's manager or supervisor.

PROCEDURE
Managers will evaluate business needs for their department(s) and determine if overtime is required each week. Managers will provide reasonable notice to the employees that report directly to them to inform them of any overtime opportunities for their team in the upcoming week. This notification of overtime opportunities, if any, will be provided through normal business communication channels, such as email, team meetings or communication boards, what overtime opportunities are available. Employees who are interested in working the overtime shift(s) should notify their manager by the end of the day it is communicated.

Managers will assign and confirm overtime allocation based on the skill sets required for the shift, as well as first come first serve basis. If there are more employees wanting to work overtime than there are shifts available, managers will use seniority (service dates) to assign the shifts, once skill set has been taken into account.

Managers reserve the right to modify or eliminate scheduled overtime at any point based on business requirements. Employees may not work any overtime shifts without authorization from their manager.

OVERTIME COMPENSATION
Overtime is paid to eligible employees in accordance with the requirements of provincial employment legislation. In general, employees will be paid overtime at the rate of one and one-half times their regular rate of pay for hours worked that are deemed to be overtime. To the extent there is any conflict between this Policy and the requirements of provincial employment legislation, provincial employment legislation shall control.

FST CANADA A Subsidiary of Federal Signal Corporation	**Employee Handbook - Canada** **Subject: Gift Acceptance**

PURPOSE
This policy provides guidance to employees on the acceptance of gifts and ensures that any such acceptance aligns with the Company's mission, vision, values, and ethical standards.

SCOPE
This policy is applicable to all employees of FST Canada Inc.

DEFINITIONS (for the purpose of this policy)
The "Company" – FST Canada Inc., operating as various business entities of Federal Signal Corporation.

An "Employee" – Any individual employed by FST Canada Inc. References to "employee," "employees," "staff," "team members," or specific positions are used interchangeably throughout this policy.

"Non-monetary gift" - A non-monetary gift shall be defined but not limited to a gift valued at $100.00 CAD or less.

POLICY
The Company is committed to maintaining high standards of business integrity and ethical conduct. All employees, at every level of the organization, are expected to act in accordance with this policy and the Company's established values. The acceptance of gifts must not compromise, or appear to compromise, an employee's professional judgment or business decision-making.

ROLES AND RESPONSIBILITIES
The Company
- Ensure employees are aware of and understand the requirements of this policy
- Take appropriate corrective action, up to and including progressive discipline, when this policy is not followed

Managers/Supervisors
- Ensure employees on their teams comply with this policy
- Address and escalate concerns or disclosures related to the acceptance of gifts

Employees
- Comply with the requirements of this policy
- Avoid situations that could create real or perceived conflicts of interest
- Disclose any gift that may create a real or perceived conflict of interest

POLICY
The following guidelines are intended to prevent actual or perceived conflicts of interest related to gifts. These examples are not exhaustive.

General Principles
Employees must not solicit or accept any gift—monetary or non-monetary—where a real or perceived conflict of interest exists or may exist. The Company retains sole discretion in determining whether a conflict of interest is present.
A conflict of interest may arise when a gift is:
- Offered by a competitor of the Company
- Provided by an organization with personal or financial ties to the employee

- Intended to influence, or appear to influence, business decisions or professional judgment
- Likely to affect the employee's treatment of customers, suppliers, or clients
- Reasonably interpreted as a bribe, payoff, improper incentive, or diversion of value from the Company

Monetary Gifts
Employees must not accept monetary gifts of any kind, whether direct or indirect, for personal benefit.
The only permitted exception is a charitable donation made on the employee's behalf.

Non-Monetary Gifts
- Non-monetary gifts with a value of $100.00 CAD or less may be accepted, provided no conflict of interest exists and they have obtained approval from their manager.
- Normal business hospitality (such as meals associated with legitimate business purposes) is permitted.

Disclosure Requirements
If an employee accepts or is offered a gift that creates or could create a conflict of interest, the employee must immediately disclose the situation to their Manager, Human Resources, or a Vice President.

If a non-monetary gift exceeding $100.00 CAD is received without prior knowledge, the employee must disclose it immediately. Management (in consultation with HR) will determine the appropriate action, which may include returning the gift, providing it to the HR team to distribute or share at future company events, sharing it with the team, or donating it.

Failure to disclose gifts as required by this policy may result in disciplinary action, up to and including termination of employment.

POLICY REVIEW
This policy will be reviewed periodically to ensure alignment with operational needs and applicable legal requirements. The Company reserves the right to amend, modify, or discontinue this policy at its discretion.

FST CANADA A Subsidiary of Federal Signal Corporation	**Employee Handbook - Canada** **Subject: Vacation & Paid Personal Days**

PURPOSE
The purpose of this policy is to outline the standards, guidelines, and procedures for vacation entitlement and paid personal days.

SCOPE
This policy is applicable to all employees of the Company.

DEFINITIONS (for the purpose of this policy)
The "Company" - FST Canada Inc., operating as various business entities.

"Vacation Entitlement" - how much vacation an employee is entitled to in a set vacation entitlement year.

"Vacation Entitlement Year" - the 12-month period over which employees earn vacation.

"Paid Personal Days"- paid time off from work for the purpose of providing some flexibility to employees to use when they are sick or have personal matters to attend to.

POLICY
The Company will provide employees with no less than the minimum-required vacation based on employees' applicable provincial legislation. The Company reserves the right to provide a greater benefit with regards to vacation entitlements in its sole discretion.

Employees are entitled to take vacation time each year and are entitled to vacation pay as defined by either the applicable provincial employment standards or a greater benefit, at the discretion of the Company. The vacation entitlement year is a recurring 12-month period beginning January 1st each year. In the employee's first year of employment, the employee will accrue a pro-rated amount of vacation from their start date to the end of the entitlement year. Vacation should not be taken within an employee's first three months of employment unless there are extenuating circumstances and as approved by their manager.

Vacation time will not be considered as time worked for the purpose of calculating overtime pay, except where legally required by applicable provincial employment standards legislation.

Vacation Entitlement

Employees are entitled to vacation time with pay within the guidelines outlined below, unless otherwise approved by the Company. The Company allows vacation time to be taken prior to the employee earning it (vacation advance), however the employee acknowledges upon hire and again upon requesting vacation time that any unearned vacation taken will be deducted from the employee's final pay cheque, should their employment end for any reason.

Years of Service Increments	Annual Vacation Entitlement
0 to less than 1 year of service	Pro-rate to start date
1 or more years of service	2 weeks
5 or more years of service	3 weeks
10 or more years of service	4 weeks

* Some provinces require greater benefit in which case the Company will align its schedule with the applicable employment legislation as required.

Subject: Vacation & Paid Personal Days

An employee's vacation entitlement will increase in accordance with applicable employment and labour standards legislation and in accordance with this policy. Should an employee obtain a length of service milestone they will be granted additional vacation entitlement for use during that calendar year on a prorated basis once the anniversary date has occurred.

Exceptions

Employees are encouraged to use their vacation time each year, however, in recognition of employees who have attempted to schedule vacation time and were unable to do so due to extenuating circumstances, subject to applicable employment standards legislation, the employee may carry forward a maximum of five (5) earned but unused vacation days to the next vacation entitlement year. Any exceptions to this policy must be reviewed by Human Resources prior to approval.

Vacation Period

Vacation requests exceeding two (2) consecutive weeks require review by Human Resources before management approval can be granted.

Vacation Pay Upon Departure

Upon termination of employment for any reason, employees will be paid for any unused vacation time that has been earned throughout the calendar year on their final pay.

If an employee leaves the company and has been paid more vacation pay than they earned, the excess amount will be deducted from their final pay.

Paid Personal Days

Paid Personal days are granted to eligible employees upon the employee's start date and at the beginning of each calendar year. Unused Paid Personal days do not carry forward to the following calendar year. If an employee's employment ends for any reason, unused Paid Personal days are not compensable to the employee.

Employees are eligible for Paid Personal days as follows:

Employment Status	Annual Paid Personal Days
Permanent Full-time Salary & Hourly	4 days
Managers/Directors/Sr. Leaders (must have people management responsibilities)	5 days

Unpaid Time Off

Unpaid time off is intended for extenuating circumstances. Employees must use all available Paid Time Off, including paid personal days and any available or unused vacation days, before requesting unpaid time off, and must have their Managers' approval.
If an employee requests more than three (3) unpaid days within a calendar year, the additional unpaid time off must be approved by both Human Resources and the employee's Manager. For further details, please refer to the Personal Leave of Absence Policy.

This policy does not apply to any protected leaves of absence under provincial or employment standards legislation.

PROCEDURE

Employees must complete an Absence Request Form as far in advance as possible, or as soon as they are reasonably able to so, to ensure that Managers can plan for appropriate department coverage. Employees must receive the approval from their Manager before Paid Time Off is taken. Every effort will be made to accommodate time off

requests; however, the Manager has the right to decline a request if the employee's absence would adversely affect business operations and/or based on department coverage requirements.

Should two (2) or more employees from the same team request vacation for the same time and the Company is unable to approve all the requests without adversely affecting business operations, the employee who requested the vacation first shall be given preference, however Managers will have final discretion.

POLICY REVIEW

This policy will be reviewed annually to ensure its effectiveness and compliance with company standards and legal requirements. The Company maintains the right to modify or discontinue this policy.

Joe Johnson Equipment Subsidiary Of Federal Signal Corporation	**Policy & Procedure**: P116 **Subject:** Holiday Schedule **Date: February 1, 2008**

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 Subsidiary Of Federal Signal Corporation	**Policy & Procedure**: P117 **Subject:** Bereavement Leave **Date: November 2018**

PURPOSE
This Policy allows employees to take paid and unpaid time off from work to grieve the death of a family member and to make arrangements for and attend a family member's funeral.

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

DEFINITIONS (for the purpose of this policy)
The "Company" - Joe Johnson Equipment, may be represented as "JJE", "JJEI"," Joe Johnson Equipment", "the Business" or the "Company" at various times throughout this policy manual.

An "Employee" - Joe Johnson Equipment may refer to an employee as "the employee", "employees", "staff", "team members" or specified position within Joe Johnson Equipment at various times throughout this policy manual.

POLICY
Employees are entitled to a leave of absence in the event of the death of a specified immediate and/or extended family member.

Death of a Spouse and/or Child
An employee who experiences the death of his/her Spouse or Child is entitled to a total of two (2) weeks (i.e., 10 work days) paid time off to grieve the death, attend the funeral or alternative to a funeral, and make arrangements necessitated by the death. For purposes of this Policy, the following definitions apply:

a) "Spouse" – an employee's same- or opposite gender husband, wife, or benefit-eligible domestic partner.

b) "Child" – an employee's biological or adopted son or daughter or an individual for whom the employee stands in loco parentis. No age limit applies to the definition of a Child for purposes of this Policy.

The ten (10) days of paid time off apply per each death of a Spouse or a Child, regardless of the date(s) on which the death(s) occur. If an employee experiences the loss of more than one Child in a 12-month period, the employee is entitled to at least a total of six (6) weeks (i.e., 30 days) leave during the 12- month period, with the number of paid days during that six (6) weeks dependent upon the number deceased. For example, in the event of the death of two (2) Children in a 12-month period, the first four (4) weeks (i.e., 20 days) of leave under these circumstances would be paid as set forth above, and the remaining two (2) weeks (i.e., 10 days) of leave would be unpaid.

Death of Immediate Family Member (Non-Spouse, Non-Child)
Employees are eligible for three (3) days of paid bereavement leave for the death of an Immediate Family Member. For purposes of this Policy, the definition of an "Immediate Family Member" excludes an employee's Spouse or Child but includes an employee's significant other, parent, step-parent, grandparent, grandchild, sibling, step-sibling, current Spouse's/ significant other's parent/ step-parent, brother-in-law, and sister-in-law. It also includes an employee's foster child, step-child, and legal ward.

Joe Johnson Equipment Subsidiary Of Federal Signal Corporation	**Policy & Procedure**: P117 **Subject:** Bereavement Leave **Date: November 2018**

The three (3) days of paid time off apply per each death of an Immediate Family member, regardless of the date(s) on which the death(s) occur.

For the death of an employee's foster child, step-child, or legal ward, an employee shall receive a total of ten (10) days leave, three (3) of which are paid as set forth above and the remaining seven (7) days are unpaid. If an employee experiences the loss of more than one step-child, foster child, or legal ward in a 12-month period, the employee is entitled to at least a total of six (6) weeks (i.e., 30 days) leave during the 12-month period, with the number of paid days during that six (6) weeks dependent upon the number deceased. For example, in the event of the death of two (2) step-children in a 12-month period, the first six (6) days of leave under these circumstances would be paid as set forth above, and the remaining twenty-four (24) days of leave would be unpaid.

Death of an Extended Family Member
When a death occurs to an Extended Family Member of a full-time employee who has completed his/her probationary period, the employee, upon request, will be excused on the day the funeral occurs without pay, 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. For purposes of this Policy, the definition of "Extended Family Member" includes an employee's uncle, aunt, cousin, close friend, and work associate and current Spouse's/ significant other's grandparents.

Considerations
Employees are to provide at least forty-eight (48) hours' notice of their intention to take bereavement leave under this Policy, unless providing such notice is not reasonable or practicable.

The Company may require reasonable documentation for leave under this Policy. Documentation may include a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.

An employee who abuses this Policy will be subject to disciplinary action, up to and including termination of employment.

Joe Johnson Equipment Subsidiary Of Federal Signal Corporation	**Policy & Procedure**: P118 **Subject:** Leave of Absence **Date: February 1, 2008**

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 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.

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. Any changes to the Employment Standard Act 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 17 weeks before her due date, and no later than her due date, or the day on which she gives birth. Exceptions are specified under the Employment Standards Act.

An employee wishing to take pregnancy leave shall provide written notice to the Human Resources Manager as soon as possible, and no later than two (2) 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.

Joe Johnson Equipment Subsidiary Of Federal Signal Corporation	**Policy & Procedure**: P118 **Subject:** Leave of Absence **Date: February 1, 2008**

If not entitled to parental leave, an employee's pregnancy leave ends the last workday of the 17th 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 leaves ends. The employee wishing to take parental leave shall give the employer written notice at least two (2) 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 35 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, stepparent or foster parent of the employee.
- A child, stepchild 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.

Joe Johnson Equipment Subsidiary Of Federal Signal Corporation	**Policy & Procedure**: P118 **Subject:** Leave of Absence **Date: February 1, 2008**

Emergency Leave
All employees of Joe Johnson Equipment are entitled to a leave of absence without pay because of a personal illness, injury, medical emergency, and/or an urgent matter. An employee who wishes to take leave under this section shall advise their Manager. If the employee must begin the leave before advising the employer, the employee shall advise the Human Resources Manager or Manager of the leave as soon as possible after it began. Such leaves shall not be greater than ten (10) days per calendar year.

The death, illness, injury, medical emergency or urgent matter that concerns the following:

a. The employee's spouse.

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

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

d. A grandparent, step-grandparent, grandchild or step-grandchild of the employee or of the employee's spouse.

e. The spouse of a child of the employee.

f. The employee's brother or sister.

g. A relative of the employee who is dependent on the employee for care or assistance.

Joe Johnson Equipment may require an employee who takes a leave to provide evidence that is reasonable in the circumstances that the employee is entitled to the leave.

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.

FST CANADA A Subsidiary of Federal Signal Corporation	**Employee Handbook - Canada** **Subject: Personal Leave of Absence**

PURPOSE
The purpose of this policy is to establish guidelines for employees who are planning to request unpaid leave of absence for personal or other reasons that do not fall under any other applicable statutory or job-protected leave categories.

SCOPE
This policy is applicable to all full-time, permanent employees of FST Canada Inc.

DEFINITIONS (for the purpose of this policy)
The "Company" - FST Canada Inc., operating as various business entities of Federal Signal Corporation.

Vacation – Paid time off from work for the purpose of providing time to employees to rest and recharge.

Paid Time Off (PTO) - Paid time off from work for the purpose of providing some flexibility to employees to use when they are sick or have personal matters to attend to, inclusive of vacation and paid personal days.

ELIGIBILITY
A personal leave of absence is not a protected leave under any employment legislation and is offered solely at the discretion of the Company. All permanent, full-time employees who work a minimum of thirty (30) or more hours per week, have completed at least ninety (90) days of employment and do NOT have any disciplinary infractions, significant performance issues or any absenteeism issues within the last twelve (12) months may request a personal leave of absence. A submitted request does not constitute an approval.

POLICY
The Company will consider Personal Leave of Absence without pay to eligible employees who wish to take time off from work duties for personal reasons. Employees must use all available, unused and pending, PTO inclusive of vacation and paid personal days, before taking a Personal Leave of Absence. The leave must be taken concurrently with any available PTO. A personal leave does not guarantee the protection of an employee's job upon their return or any benefits or entitlement during their absence.

A Personal Leave of Absence may be approved for a minimum of four (4) consecutive days and up to a maximum of thirty (30) consecutive calendar days within any rolling twenty-four (24) month period. Only one (1) Personal Leave of Absence is permitted during this twenty-four (24) month period, and the leave must be taken in a single, continuous block of time.

PROCEDURE
Should an employee need to take a Personal Leave of Absence, the employee shall provide advance notice of the leave to their Manager and Human Resources in writing by completing the Leave of Absence Notification Form and emailing it to their Manager and to hrsupport@jjei.com.. In some situations, if advance notice is not possible, the employee is required to inform their Manager and Human Resources as soon as reasonably possible. All requests must include the required start and end dates of the leave.

All requested Personal Leave of Absences are subject to Human Resources and VP approval. Human Resources and VP may approve or deny requests for a Personal Leave of Absence in their discretion based on several factors, including but not limited to anticipated workload requirements and staffing considerations during the proposed period of absence.

Failure to return to work on the approved leave end date without reasonable notice will be considered a no-call, no-show, and may be subject to disciplinary action up to and including termination.

Employees who are on an approved Personal Leave of Absence from the Company during a bonus period, may be subject to a pro-rated bonus in accordance with those program's specific criteria for payment.

Subject: Personal Leave of Absence

Employees while on a Personal Leave of Absence from the Company may not engage in outside employment, however the Company reserves the right to exempt certain situations. Any employee who wishes to be considered for such an exemption must provide in advance of the leave start date a full written description of the activity or outside employment in question, to Human Resources.

POLICY REVIEW

This policy will be reviewed annually to ensure its effectiveness and compliance with company standards and legal requirements. The Company maintains the right to modify or discontinue this policy.

Joe Johnson Equipment Subsidiary Of Federal Signal Corporation	**Policy & Procedure**: P119 **Subject:** Employee Performance Management **Date: February 1, 2008**

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 Subsidiary Of Federal Signal Corporation	**Policy & Procedure: P117** **Subject: Recruitment and Selection Policy**

PURPOSE
The Company has adopted this policy to ensure that all applicants and employees are considered for employment opportunities through a consistent, fair and barrier free approach and to provide all employees with an opportunity for internal career advancement while selecting the best qualified candidate for vacant positions within the Company.

As a responsible employer and member of the communities in which we operate, the Company recognizes that our employees need to earn a wage that meets the basic needs of daily living and provides some discretionary income. We recognize that paying a living wage constitutes a critical investment in the long-term prosperity of our organization by fostering a dedicated, skilled and healthy workforce, and we commit to meet or exceed the living wage in our various labour markets.

SCOPE
This policy is applicable to all applicants and employees of the FST Canada Inc., the ("Company") and those participating in the recruitment and selection process.

DEFINITIONS (for the purpose of this policy)

The "Company" means - FST Canada Inc. (o/a Joe Johnson Equipment)

Reference Checks – when the Company contacts a candidate's previous employer, colleague, school or other
source to learn more about his or her employment history, educational background and qualifications for a job.

Living Wage - is the hourly rate of pay that enables wage earners living in a household to: feed, clothe and provide shelter for their families, promote healthy child development, participate in activities that are an ordinary element of life in the community and to avoid the chronic stress of living in poverty

POLICY
The Company practices equal opportunity and fair hiring processes when filling positions, and shall hire only the most qualified individuals, based on their knowledge, skills, abilities and other competencies.

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.

ROLES AND RESPONSIBILITIES
The following responsibilities apply to:

The Company

- Provide Managers/Supervisors and Human Resources with the time and resources to effectively recruit and select the best qualified candidates for vacant positions

Human Resources:

- Ensure all required documentation and approvals are obtained when the need to hire for a vacant position arises
- Prepare job descriptions and job postings
- Post open positions in applicable locations

- Collect and review resumes and applications for open positions
- Schedule and conduct interviews and assist hiring Managers/Supervisors with scheduling and conducting interviews
- Conduct reference checks and testing
- Make recommendations to hiring Managers/Supervisors regarding candidate's and hires
- Prepare Offers of Employment and Confidentiality, Intellectual Property and Non-Solicitation Agreements
- Present Offers of Employment and Confidentiality, Intellectual Property and Non-Solicitation Agreements when requested by the hiring Manager/Supervisor
- Provide information, resources, recommendations and support to hiring Managers/Supervisors throughout the recruitment and selection process

Managers/Supervisors

- Notify Human Resources when the need to fill an open position arises and complete the required documentation for approval
- Review job descriptions and job postings to ensure proper representation of the open position
- Review resumes and conduct interviews with qualified candidates
- Decide on the best candidate for the open position taking into consideration recommendations and feedback from Human Resources
- Advise Human Resources of your decision to present an Offer of Employment for preparation and completion of the required paperwork
- Present Offers of Employment and Confidentiality, Intellectual Property and Non-Solicitation Agreements

Employees

- Adhere to the recruitment and selection procedure outlined within this policy

PROCEDURE

1) **Request to Hire**

To fill an open position (excluding replacement positions), the hiring Manager/Supervisor is required to complete a "New Hire Requisition Form" and submit to Human Resources for approval. Once approved, the job description will be reviewed and revised to ensure it fully captures the requirements and responsibilities for the position. If the position requested has been denied, revisions and re-submission is at the discretion of the Manager/Supervisor.

2) **Internal Posting**

Human Resources will post all approved position internally. Employees who wish to apply are required to complete the Internal Application Form and submit to Human Resources. All applications must be received by the indicated deadline to be considered.

Human Resources will track and review all internal applications and will contact the candidates to advise of their application status. Decisions pertaining to internal applicants are 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 the Company, and, at the sole judgment of Management, is not successful in the new position, they can be removed from the new 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 the Company's needs.

3) **External Posting**

The Company may actively pursue external applicants for each vacancy by advertising the position(s) on the company website and various job boards. Criteria for all postings are based on:

- Education
- Experience
- Competencies

4) **Reviewing Applications/Resumes**
Human Resources shall review all resumes and/or applications based on position requirements and experience in conformance with governing legislative bodies. Standard questions will be used to ensure no applicant information is requested that could be perceived as a violation of an individual's rights.

5) **Telephone Interview**
Human Resources will contact qualified applicants for a telephone screening process to determine the potential
candidate's skill set.

6) **Personal Interview and Testing**
Human Resources will make recommendations to the hiring Manager/Supervisor and assist with scheduling personal interviews with potentials candidates and the hiring Manager/Supervisor. Human Resources will also assist and guide the hiring Manager/Supervisor with creating the standard questions to ask in the 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. The Company shall follow all legislative requirements to ensure equality and fairness to all applicants in all situations.

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

7) **Reference Checks**
Reference checks are designed to protect the safety of the Company and its employees by minimizing the risk of hiring unqualified and potentially dangerous individuals. Reference checks shall be conducted only for candidates who have been selected through the interviewing screening stage and prior to presenting any Offer of Employment. The Company will not ask questions pertaining to any prohibited ground and shall keep questions focused on the candidate's knowledge, skills abilities and competencies. Should reference check results be less favorable, Human Resources will discuss the results with the hiring Manager/Supervisor.

8) **Final Decision**
Managers/Supervisors will collectively decide on the best candidate. Human Resources will prepare the Offer of Employment and provide to the hiring Manager/Supervisor. Either the hiring Manager/Supervisor or Human Resources will present the Offer of Employment to the candidate. If accepted, the new employee must sign the Offer of Employment and Confidentiality, Intellectual Property and Non-Solicitation Agreement.

9) **Employment Contract**
The hiring Manager/Supervisor or successful candidate will provide Human Resources with the signed Offer of Employment and Confidentiality, Intellectual Property and Non-Solicitation Agreement for the employee file.

Conditions of Employment

Driver's License
For those who may be driving company vehicles, the Company will request a copy of your driver's license for insurance purposes. A driver's abstract will be obtained by the Company to ensure the individual has a valid driver's license and is insurable.

Social Insurance Number

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

Qualification Certificates
Proof of certificates or qualifications maybe asked where it is a requirement to perform the position. For

example: Professional designations or skilled trade license certificates.

Background Check

Any costs associated with references or criminal records checks will be covered by the Company and consent will be obtained prior to the Company pursuing any background checks. All information obtained will remain strictly confidential and only applicable information will be shared between the Human Resources, Senior Managers and the hiring Manager/Supervisor in order to select the best candidate. For all positions that are responsible for handling financial information, personal and confidential information, and/or may be in contact with high cost products, candidates presented with an Offer of Employment 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 result in serious harm to current or future employees, or where criminal offenses have been identified and convicted without a pardon will not be considered. The Company will follow all legislative requirements as it relates to individual privacy and human rights.

Clauses

Candidates will be required to agree to clauses including a Confidentiality, Intellectual Property and Non-Solicitation Agreement as a condition of employment with the Company. This agreement will be provided to candidates with their Offer of Employment and must be returned signed in order to accept the position.

EXHIBITS/FORMS

- New Hire Requisition Form
- Internal Application Form
- Confidentiality, Intellectual Property and Non-Solicitation Agreement

Joe Johnson Equipment Subsidiary Of Federal Signal Corporation	**Policy & Procedure**: P123 **Subject:** Payroll - Canada **Date: February 1, 2008**

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:

Joe Johnson Equipment Subsidiary Of Federal Signal Corporation	**Policy & Procedure**: P123 **Subject:** Payroll - Canada **Date: February 1, 2008**

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 consider 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.

Subject: Travel Expense

PURPOSE
This policy provides employees with guidelines to follow for business travel and related expenses.

SCOPE
This policy is applicable to all employees of FST Canada Inc. ("the Company") who conduct business travel and entertain clients.

DEFINITIONS (for the purpose of this policy)
The "Company" – FST Canada Inc., operating as various business entities.

An "Employee" – FST Canada Inc. may refer to an employee as "the employee", "employees", "staff", "team members" or specified position within FST Canada Inc.at various times throughout this policy manual.

POLICY
The Travel and Expense policy is designed to act as a guideline for business travel expenses. The primary approach when travelling is to spend prudently. Limits outlined in this policy are intended to be the upper limits for most circumstances. Amounts more than 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 aligned with the guidelines and/or are deemed unreasonable.** Employees may be subject to payroll deductions in this situation to reimburse the Company for the unreasonable 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.
Exceptions to allow use of a personal card for business expenses, versus company card, require written approval from the VP, Finance. If 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 monthly, and that all expenditures are supported by required detailed receipts. Expenses under $20.00 USD do not require a receipt.

For Business Meals/ Entertainment/ Customer Relations, the following additional information is required before reimbursement will occur:
- Names of all individuals present whether they are employees or non-employees
- Name and business purpose of meal or event
- **Itemized, detailed receipt** showing menu items, taxes and tips

A Missing Receipt Affidavit can be completed and used in rare circumstances. Receipts are not required for personal car mileage. 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 monthly 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.

TRAVEL EXPENSE GUIDELINES (USD$)

Category	Limits (Tax Additional)	Additional Guidance
Air Fare	Generally, choose the lowest-fare route that reasonably meets travel requirements. Sr. Manager and below-level employees must obtain pre-approval from their manager before flights are booked. Economy-plus fares are permitted only for flights that exceed 6 hours straight and must be pre-approved by a VP. Reservations should be made at least 2 weeks in advance of travel. Any flight exceeding $1000.00 requires Manager approval in advance of booking regardless of position in the Company.	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.
Air Fare Surcharges	Small charges (up to $25 per flight) for seat selection are acceptable. Luggage fees (1 bag) are considered reasonable if traveling for more than 3 days.	Change fees should be avoided and must have written manager approval before being incurred for any employee who is a Sr. Manager or below-level employee.
Hotel	Up to $150 per night – not including taxes or local fees.	Use hotels that have a Company corporate rate when possible. Hotel expenses such as movie rentals or valet parking are not covered.
Meals – Traveling Employee	Up to $20 for breakfast or lunch; Up to $50 for dinner (per person). These are maximums. A maximum of one alcoholic beverage is permitted and should be included in these maximums.	Do not combine breakfast, lunch and dinner maximum into one meal.
Group Meals/Entertainment – Employee Attendees Only	Up to $20 for breakfast or lunch; Up to $50 for dinner (per person). All attendees of the meal must be documented on the expense claim within Concur. These are maximums. A maximum of one alcoholic beverage is permitted per person and should be included in these maximums.	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 *occasional* employee recognition or departmental outings. **The most senior level 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”.
Group Meals/Entertainment – Including Customers or Other Third Parties	Up to $150 per person. All attendees of the meal must be documented on the expense claim within Concur.	Includes food, beverage and/or entertainment of attendees **with a customer or third party in attendance**, where a business benefit is expected. 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”.

Gratuities on Meals	Up to 20%.	Approach as good service earns 15-20%
Car Rental	No mileage reimbursement is allowed on rental car travel. You can claim reimbursement for the cost of refueling the vehicle, which should be paid with your company credit card. Compact or intermediate class is required, and you must refill the tank rather than incur fuel-filling charge.	Car size exceptions apply to large group travel (3 or more travelers). Insurance on car rentals should be declined as there is coverage through the company credit card program.
Airport Parking	Travelers should endeavor to park as economically as possible utilizing long-term or remote options when possible. Excessive parking charges may be declined by the Company.	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.
Taxi Services	Use the most economical taxi service available – rates can vary and result in additional charges.	Tips should generally range between 10%-15%. Uber and Lyft are often the most cost effective.

POLICY REVIEW

This policy will be reviewed annually to ensure its effectiveness and compliance with company standards and legal requirements. The Company maintains the right to modify or discontinue this policy.

Joe Johnson Equipment Subsidiary Of Federal Signal Corporation	**Policy & Procedure**: P127 **Subject:** Company Credit Cards **Date: July 2019**

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 the Company and specifically to those who are assigned and/or use a company credit card.

DEFINITIONS (for the purpose of this policy)

The Company - FST Canada Inc. (o/a Joe Johnson Equipment)

POLICY
The conditions set forth in this policy govern the responsible use of, and procedures for, credit cards belonging to the Company, assigned to employees, for the purpose of conducting Company business.

Employees that are found to be in violation of this policy or who perform fraudulent activities during the use of a Company Credit card, will be subject to disciplinary action up to and including termination.

ROLES AND RESPONSIBILITIES

The Company
- Enforcing all controls in place regarding company credit cards and ensuring proper payments are issued to the credit card company

Accounting Department
- Ensuring expenses are accurately charged and recorded for the purpose of conducting company business

Managers/Supervisors
- Determining which employees are required to have a company credit card as part of their role within the Company
- Ensuring all supporting documentation for company credit card purchases are provided by the cardholder
- Ensuring that all credit card transactions are business related before approving
- Enforcing the controls in place to minimize the risk that company credit cards are used for fraudulent purposes
- Any suspicious or unusual transactions must be reconciled with the cardholder immediately and referred to the Director of Finance

Employees
- Using the company credit card for business expenses only in alignment with expense policies and guidelines

Joe Johnson Equipment Subsidiary Of Federal Signal Corporation	**Policy & Procedure**: P127 **Subject:** Company Credit Cards **Date: July 2019**

- Retaining credit card receipts and itemized receipts for all items purchased on company credit cards
- Completing and submitting for approval all credit card reconciliations in Concur within 30 days of the statement date

PROCEDURE

Each Company credit card is considered personal to that employee as the credit card number is specific to that employee, and accountability lies with that employee. Please note the following in regards to Company credit cards that are assigned to a specific employee:

- 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 use a company credit card for personal expenses may forfeit their company credit card and be unable to fulfill requirements of their position
- Employees are required to ensure all purchases are within their approved spending limits (ASL) and if purchases exceed their ASL, approval from management with required ASL is received in advance of the purchase.
- 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 Concur system
- Detailed receipts are required for each transaction - this includes the credit card transaction receipt and the detailed underlying transaction receipt
- All credit card reconciliations are to be completed by the cardholder in Concur within 30 days of the statement date
- Credit cards with unreconciled transactions greater than 30 days will be placed on hold until the reconciliations are completed

EXHIBITS/FORMS

- Employee Credit Card Request Form P:\Human Resources\HR Forms\Employee Credit Card Request Form.docx
- Federal Signal Corporate Card Agreement/Signoff Sheet

Joe Johnson Equipment Subsidiary Of Federal Signal Corporation	**Policy & Procedure**: P129 **Subject:** IT Equipment Policy **Date: June 2012**

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 Subsidiary Of Federal Signal Corporation	**Policy & Procedure**: P130 **Subject:** Online Videos **Date: October 2012**

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 Subsidiary Of Federal Signal Corporation	**Policy & Procedure**: P131 **Subject:** Social Media in the Workplace **Date: October 2012**

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

4. 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.

5. 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.

6. The company's IT systems may not be used for any illegal activity including downloading or distributing unapproved software or data.

Joe Johnson Equipment Subsidiary Of Federal Signal Corporation	**Policy & Procedure**: P132 **Subject:** Cell/Smartphone Policy **Date: May 2013**

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

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 Subsidiary Of Federal Signal Corporation	**Policy & Procedure**: P134 **Subject:** Personal Use of Technology **Date: July 2014**

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.

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.

Joe Johnson Equipment Subsidiary Of Federal Signal Corporation	**Policy & Procedure**: P135 **Subject:** Employment Equity **Date: September 2021**

PURPOSE

The purpose of this policy is to establish the policy framework within which FST Canada Inc.'s, the ("Company"), employment equity program will be managed, implemented and monitored, consistent with existing policies. The Company recognizes the value and dignity of each individual and ensures that each individual will have genuine, open and unhindered access to employment opportunities, free from artificial barriers, whether systemic or otherwise.

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

SCOPE

This policy is applicable to all applicants and employees of the Company who are located in Canada. This policy applies to hiring, retention, promotion, leadership, and training processes of the Company.

DEFINITIONS (for the purpose of this policy)

The "Company" - FST Canada Inc. (o/a Joe Johnson Equipment)

Equity Seeking Groups - is a term that refers to women, members of visible minorities or racialized groups, Indigenous/Aboriginal peoples including those who identify as members of First Nations, Inuit and Métis Peoples, and persons with disabilities (as may be included in the definition of 'designated groups' in the Employment Equity Act, S.C. 1995, c.46, as amended), and that also includes persons who identify as Lesbian, Gay, Transgender and Queer (LGBTQ).

Diversity - is about what makes each of us unique and includes our backgrounds, personality, life experiences and beliefs. It is a combination of the visible and invisible differences that shape our view of the world, our perspective and our approach.

Employment Equity - is a program that contributes to the overall effectiveness of an organization because it is a human resource planning tool designed to eliminate barriers in the workplace that may prevent the full participation of all employees and potential employees, including designated and equity seeking group members.

Federal Contractors Program (FCP) - is a program that requires that provincial organizations with 100 or more employees and who receive at least $200,000 in federal contracts commit to implementing employment equity with regard to four designated groups: Aboriginal peoples, persons with disabilities, visible minorities, and women.

Under-representation - is defined as having a significantly lower percentage of Equity Seeking Group members in a particular occupational group than would reasonably be expected in comparison to their known availability in the Canadian workforce.

Accommodations - means making reasonable, individualized adjustments to employment policies, practices or procedures that unnecessarily hinder the progress of otherwise qualified Employees or job applicants on the basis of a prohibited ground of discrimination as set out in the appropriate Human Rights Code, such as

disability, colour, ethnicity, creed, sex, gender identity, gender expression or as set out in the Accessibility for Ontarians with Disabilities Act. Accommodation measures may include, but are not limited to: enabling accessibility for persons with disabilities, scheduling to respect religious obligations, or permitting flexible work arrangements to meet family status obligations.

POLICY

The Company endeavors to integrate fully the principles of Employment Equity with its other policies, procedures and practices, in order to ensure that all current and potential employees receive equitable treatment in all matters related to employment and will take the following steps to ensure that, throughout the entire organization, representation rates of historically disadvantaged groups reflect their availability within the labour force of the external community:

(a) Promote and support the full participation and advancement of members of the designated groups under the *Federal Contractors Program* (women, native persons, members of visible minority groups and persons with disabilities) in the Company's' workforce

(b) Implement such special measures as are required to attract, retain and promote members of the designated groups and to ensure that individuals in positions to make or influence decisions regarding the status or working conditions of current and prospective employees are aware of such special measures and have received training in their application;

(c) Identify those areas of the company workforce wherein members of the designated groups are under-represented and to focus special measures to redress such under-representation and to ensure that individuals in positions to make or influence decisions regarding the status or working conditions of current and prospective employees are aware of such special measures and have received training in their application;

(d) Ensure that individuals in positions to make or influence decisions regarding the status or working conditions of current and prospective employees are aware of this policy and have received training in its meaning and application, that they implement its core values in all decisions and that they communicate and apply them to all members of staff;

(e) Collect and analyze workforce data, develop a formal employment equity plan and prepare an annual report which will contain specific recommendations for action to be undertaken by the senior officers of the company and which will detail the progress of those recommendations.

However, in pursuit of employment equity, it is understood that the Company will not:

- Impose quotas for the hiring of members from designated groups; or
- Engage in reverse discrimination, which can occur when a less qualified candidate is hired over a more qualified one due to being part of a designated group.

ROLES AND RESPONSIBILITIES

The responsibility for applying, interpreting and monitoring compliance with this Policy is a shared responsibility of Human Resources and Senior Leaders of the Company and the following responsibilities apply:

The Company will:

- Ensure that employment policies, practices and procedures are consistent with the Employment Equity program, and for the overall achievement of Employment Equity in the organization

Human Resources will:

- Provide guidance to Managers/Supervisors and employees regarding this policy
- Manage and monitor the Company's Employment Equity program
- Ensure compliance with all legal requirements

Managers/Supervisors & all other persons involved in employment decisions will:

- Assist in with the implementation of the Employment Equity program, including the evaluation of progress in meeting its goals
- Ensuring that this policy is consistently applied and communicated within the scope of their authority

Employees will:

- Complying with this policy

PROCEDURE

In compliance with the Federal Contractors Program, Pay Equity, Accessibility and Human Rights legislations and in keeping with its own commitment to Employment Equity, the Company will make reasonable efforts to ensure that we address and mitigate systemic discrimination by identifying and removing barriers in employment policies, practices and procedures by;

- Implement Special Measures and Accommodations to enable members of Designated Groups to compete on an equitable basis for employment opportunities;

- Collect, analyze and report on workforce data to track progress in achieving representation of Designated Group members in the spirit of both the Company's Employment Equity policy and the Federal Contractors Program;

- Make efforts, where Designated Groups are under-represented, to achieve representation, including specific recommendations for action to be undertaken by senior administrators;

- Provide employees with training in the meaning and application of Employment Equity;

- Pursue other initiatives to address ongoing systemic and structural gaps as identified by the Company Administration (for example, develop employment equity resources, guidelines for hiring).

- Employees and job applicants are treated equitably with respect to recruitment, retention, promotion and advancement;

- Reasonable accommodation of individual needs is undertaken;

- Salary and wage scales are based on the value of the work performed, and recruitment and selection processes are free from systemic discrimination.

- Standard wording to be used in recruitment advertisements or job postings is provided

REFERENCES

- Accessibility for Ontarians with Disability Act (AODA)
- Accessibility for Manitobians Act
- Nova Scotia Accessibility Act
- Federal Contractors Program

- Quebec's Act to Secure Handicapped Persons in the Exercise of their Rights with a View to Achieving Social, School and Workplace Integration
- Canadian Human Rights Act
- Employment Equity Act

FST CANADA A Subsidiary of Federal Signal Corporation	**Employee Handbook - Canada** **Subject: Disconnecting from Work**

PURPOSE

FST Canada Inc. ("the Company") is committed to providing a safe and healthy workplace that promotes employee well-being and work-life balance. This policy is intended to support employees' ability to disconnect from work by establishing clear expectations regarding work-related communications outside of working hours, while recognizing legitimate business and operational requirements.

This policy is established in accordance with the Employment Standards Act, 2000 (Ontario), which requires employers with twenty-five or more employees to have a written policy on disconnecting from work. While this is an Ontario legislative requirement, the Company has chosen to apply this policy consistently to all employees across Canada to support a cohesive and equitable approach to work-life balance.

SCOPE

This policy is applicable to all employees of FST Canada Inc., whether their primary location of work is in the workplace, remotely, on the road, or in a hybrid capacity.

DEFINITIONS (for the purpose of this policy)

The "Company" - FST Canada Inc., operating as various business entities of Federal Signal Corporation.

Disconnecting from Work - "Disconnecting from Work" means not engaging in work-related communications, including emails, telephone calls, video calls or the sending or reviewing of other messages, to be free from the performance of work.

Standard Working Hours - "Standard working hours" are the hours during which an employee is normally scheduled or expected to perform work. These hours are determined based on the employee's role and may be established through:

- An individual employment agreement
- A collective agreement, where applicable
- Written direction from the Company or the employee's manager based on operational requirements

Standard working hours may vary by role, department, or business unit and may differ from the Company's general hours of operation.

RESPONSIBLITIES:

To encourage a culture where employees can disconnect from work, it is important that a joint approach from the Company and employees occurs to achieve this.

The Company will:

- Provide employees with written confirmation of what their standard working hours are, where applicable
- Promote a workplace culture that respects non-working time
- Ensure employees are not penalized or disadvantaged for complying with this policy or applicable employment standards legislation

Human Resources (HR) will:

- Provide guidance to managers and employees on the interpretation and application of this policy
- Support managers in setting reasonable work schedules and communication expectations
- Assist employees and managers in resolving concerns related to disconnecting from work

Managers will:

- Respect employees' non-working time and avoid expecting responses outside of standard working hours
- Clearly communicate expectations related to working hours, availability, and response times
- Identify roles or situations where after-hours communication may be required and communicate those expectations in advance, in consultation with Human Resources
- Model appropriate behaviours by limiting non-urgent communications outside standard working hours where possible

Employees will:

- Be mindful of colleagues' standard working hours and non-working time
- Not routinely contact colleagues outside of their standard working hours unless necessary
- Raise any concerns related to workload, availability expectations, or difficulty disconnecting from work with their manager or Human Resources

Subject: Disconnecting from Work

POLICY

The Company encourages employees to disconnect from work outside of their standard working hours. Where possible, work-related communications (including emails, phone calls, text messages, and instant messages) should be sent and responded to during standard working hours.

The Company does not expect employees to monitor or respond to work-related communications outside their standard working hours and employees will not be penalized for responding during their next scheduled working time.

This policy does not create a guaranteed right for employees to be entirely free from work-related communications. Operational requirements and business needs may necessitate exceptions as outlined in this policy.

All work performed outside of standard working hours must comply with applicable hours of work, overtime, and rest period requirements under applicable provincial employment standards legislation.

Business-Critical and Exceptional Circumstances

The Company recognizes that certain roles, responsibilities, or situations may require work-related communication outside of standard working hours. These may include, but are not limited to:

- Emergencies or urgent health and safety matters
- Time-sensitive operational issues
- Client-driven or service-critical needs
- On-call responsibilities or roles requiring after-hours availability

Where such expectations apply, they will be:

- Clearly communicated to the employee in advance
- Limited to what is necessary to meet business needs
- Managed in accordance with applicable employment standards, including hours of work and overtime requirements

Out of Office and Availability Communication

Employees are encouraged to use out-of-office replies, voicemail messages, and calendar updates to reflect periods when they are not working during standard business hours.

Employees are responsible for informing their manager of any planned absences or changes to availability in accordance with established workplace practices.

Other Communication Channels

Work-related communication may occur through platforms such as email, Microsoft Teams, Zoom, or other collaboration tools. Employees are only expected to engage with work-related communications through these platforms during their standard working hours unless an exception has been communicated in advance.

Concerns and Support

Employees who experience difficulty disconnecting from work or who feel their availability expectations are unclear or unreasonable are encouraged to raise the matter with their manager or Human Resources so that concerns can be reviewed and addressed.

POLICY REVIEW

This policy will be reviewed periodically to ensure alignment with operational needs and applicable legal requirements. The Company reserves the right to amend, modify, or discontinue this policy at its discretion.

FST CANADA A Subsidiary of Federal Signal Corporation	**Employee Handbook - Canada** **Subject: Company Vehicles & Drivers Policy**

PURPOSE
This policy ensures that employees who are assigned a Company vehicle as part of their employment, understand the requirements and expectations for operating and maintaining the asset, promotes safe and efficient use of the asset, minimizes the risk of accidents, and outlines the requirements for drivers of company and commercial vehicles.

SCOPE
This policy is applicable to all employees of FST Canada Inc., who have a Company vehicle assigned to them or employees who utilize company fleet vehicles periodically. It is the responsibility of employees who utilize any company vehicle to ensure they understand the policy and adhere to it. Any breach of this policy by employees may result in disciplinary steps being taken by the Company.

DEFINITIONS (for the purpose of this policy)
The "Company" - FST Canada Inc., operating as various business entities of Federal Signal Corporation.

Workplace - Any place in, on or near to where an employee performs their role.

Company Vehicle - is any vehicle that the Company owns or leases.

Commercial Motor Vehicle - is defined as a vehicle with a registered gross weight or actual gross weight in excess of 4,500 kilograms.

POLICY
The Company may provide its employees with the use of a Company vehicle in order to perform the duties and responsibilities of their position. The Company, in its sole discretion, will assign or remove the ability to use or drive a Company vehicle.

The Company understands that the safe operation of vehicles and equipment is essential to protect not only the driver or operator but also the safety of other workers and the public. The procedures and policies described in this policy are to provide instruction, advice, and training to employees and drivers that risk can be mitigated.

ROLES AND RESPONSIBILITIES
Company Responsibilities:
- Implement and execute this policy and related procedures.
- Regularly review and assess compliance with the policy.
- Provide necessary assistance and resources to maintain the program.

Managers and Supervisors:
- Managers of employees who utilize a company vehicle are responsible to ensure the policy is being adhered to and to address any non-compliance.

- Investigate and report all accidents involving company vehicles to Human Resources promptly.
- Monitor the use of company vehicles to ensure compliance with policy and regulatory requirements.
- Ensure company vehicles are well maintained in alignment with the Company's Fleet department.

Human Resources/Fleet Management:

- Review motor vehicle accident reports as part of the Company's Safety Program.
- Revise and distribute updates to the Company's Safety Program regarding motor vehicle accidents and safe driving.
- Maintain appropriate vehicle and driver records.
- Update drivers on relevant government or company policies and requirements.
- Obtain employee driver's abstracts annually for all employees
- Counsel drivers with poor driver's abstracts and offer driver training

Drivers of Company Vehicles:

- Comply with all policy requirements.
- Ensure compliance with traffic legislation, demonstrate safe driving habits, and report any vehicle issues to Fleet Management.
- Maintain a valid driver's license appropriate for the vehicle class.
- Monitor vehicle condition, appearance, and content security to ensure safe operation.
- Report any license suspension or revocation to HR within 24 hours of being notified.

PROCEDURE

Eligibility and Authorization

To be eligible to drive a company vehicle

- The driver must be a full-time, permanent employee with a valid and current driver's license and a clean driver's abstract. Human Resources will determine eligibility based on insurability and driving history.
- Drivers must provide the necessary information for HR to obtain a driver's abstract upon request.
- Employees must obtain authorization from their manager and/or the Fleet Manager before using a company vehicle.
- Employees must not allow unauthorized individuals to drive a company vehicle.

Driver Abstracts

The Company will order driver abstracts for all employees. They will be reviewed to determine eligibility to drive company vehicles based on license status and/or any driving violations. The abstracts will be reviewed according to the following schedule:

- When an employee is hired and then;
- Annually or,
- In the event of a traffic violation or accident

In the event the abstract is not clear of violations, the company has the right to prohibit driving and remove the use of the company vehicle.

Vehicle Assignment
Employees who are eligible for a Company vehicle will be notified by their manager, or at time of employment offer. Vehicle assignments are 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 the Company and are subject to change by the Company at any time. At Company discretion, vehicles may be changed on a temporary or permanent basis to accommodate the business needs of the company.

Personal Use
Company issued vehicle personal use is permitted only if such use does not incur additional costs to the Company and does not interfere with the normal conduct of business.

The Company reserves the right to recover any funds through payroll deduction related to unreasonable use of the company vehicle including but not limited to toll charges related to personal travel, damage or major repairs to the vehicle as a result of neglect, and tickets or infractions related to not adhering to traffic legislation.

Taxable Benefit
Canada Revenue Agency (“CRA”) states that an employee may use a vehicle supplied by the employer for purposes other than the employer's business. This is considered personal use of the employer-provided vehicle, whether it is owned or leased by the employer, and is a taxable benefit to the employee. Personal mileage is defined as any personal use of the vehicle for commute, personal errands or appointments, vacations, or usage while on a leave of absence. This does not apply to employees who are assigned to and operate a Road/Mobile Service truck.

For auditing and taxation purposes, drivers must submit timely and accurate mileage reports for all business and personal use of the company vehicle. The Company provides a mobile application for daily trip logging and monthly reporting.

Personal use includes the commute between the employee's personal residence and their regular place of employment (a company branch). These commute trips must be reported as personal mileage.

If the company requires the employee to travel directly from home to a point of call (such as a customer visit, business meeting, or service call) and to return home from that point, the trip can be reported as business mileage.

Subject: Company Vehicles & Drivers Policy

Any travel by the employee between work locations (branch to branch, branch to client, or branch to business meetings or to the airport) is business related. **The Company and CRA require each leg of each business trip be detailed and documented with the date, to and from locations described by city or town, mileage and business purpose.**

Fuel Cards
Drivers will be provided with a fuel card issued through the Fleet Management Program. To gauge fuel consumption and operating costs of the vehicle, the card must only be used for fueling the vehicle it is assigned to. Regular fuel should always be used except for diesel-powered vehicles or if the manufacturer specifies premium only. Fuel cards are not to be used to purchase fuel for personal vehicles.

Toll Devices
Some companies issued vehicles are within a geographical area that have toll roads. Toll devices for these vehicles are provided through the Fleet Management Program. Toll devices must only be used for the vehicle they are assigned to and only for business use. Toll road usage must be authorized and guidelines for appropriate usage must be established by the manager.

If a toll road is used while travelling in the company vehicle for personal reasons, the toll device should not be used, or costs reimbursed to the Company if used erroneously.

Returning Company Vehicles
When returning a Company assigned vehicle, drivers will remove personal belongings and garbage, clean interior and exterior, ensure fuel tank is full, put extra tires in the bed or trunk, leave fuel/maintenance card and toll device in vehicle, and hand in all keys/remotes to the fleet department.

Cleanliness / Appearance
As a key branding tool for the Company, the vehicle must always be presentable and kept clean inside and out. Tires must be inspected bi-annually for wear. For replacement tires, contact the Fleet Management department for guidance on brands and models based on the application and geographical area.

Individuals assigned a company vehicle are regularly required to:

- Ensure the interior of the vehicle is kept clean and safe.
- Ensure the exterior of the vehicle is cleaned
- Remove all garbage daily.
- Always keep windows clean and clear.
- Periodically dust/wipe down the interior of the vehicle.
- Keep tools, supplies, and equipment organized in an orderly, secured and accessible manner.
- Report any damage to seat covers requiring replacement.

Storage of Valuables
Drivers must ensure that all company assets and valuables are always stored securely. Personal items in a company vehicle that are lost, stolen, or destroyed are the responsibility of the driver and may be covered under the driver's personal insurance.

Drivers must not leave company assets, such as laptops and cell phones, in plain view within the vehicle. To keep the vehicle and valuables safe:

- When leaving a vehicle unattended, lock all doors, including the tailgate and toolboxes.
- Do not store company-owned parts in the vehicle overnight; store them inside a secure area or in a secured garage or shop.

Insurance & Documentation
All drivers of Company vehicles will be provided with a current insurance slip that must remain in the vehicle. The Company does not offer Extended Accident Benefits coverage, so drivers are advised to consider personal auto insurance in addition to the Company policy.

Drivers must ensure that proof of ownership and insurance is current and present in the vehicle at all times. The required documents (not exhaustive and depending on the vehicle type) include:

- Ownership
- Insurance card

Maintenance
The vehicle must be repaired, maintained, and inspected according to the Company's Fleet Management Program. Any malfunctions or problems must be addressed promptly, and the driver must notify their Manager and Fleet Manager immediately of any issues or damage.

When a Company vehicle is assigned to a department for general business purposes and used by several drivers, it is the responsibility of each Department Manager to ensure that drivers are eligible to operate the vehicle and follow the maintenance requirements outlined above.

Automatic Vehicle Tracking (AVT)/Global Positioning System ("GPS")
Company vehicles will be outfitted with a GPS. GPS units are used to notify the Company of potential vehicle malfunctions, aid in recovering lost or stolen vehicles, locating a motor vehicle in the event of an accident, and to report on high risk driving behaviors.

GPS activity is only reviewed when necessary for business purposes. Access to GPS activity is granted only to Sr. Management/Fleet Management on an as-needed basis.

The GPS devices are monitored for removal, tampering and/or breakage (accidental or intentional). Any employee intentionally tampering with a GPS device will be subject to discipline.

Subject: Company Vehicles & Drivers Policy

Accident Reporting and Compliance

All drivers of Company vehicles must take all reasonable measures to ensure their safety and the safety of the public while operating a motor vehicle.

Drivers must immediately notify their Manager and Fleet Manager of any tickets, accidents, or violations received while driving. Traffic violations are not reimbursable costs and will be the responsibility of the driver. Disciplinary action may include loss of vehicle use or termination, depending on the severity of the violation.

In the event of a non-minor accident, contact the police and participate in any required investigations. If the accident results in personal injury, seek medical attention immediately and then notify HR and your Manager. All accidents involving a Company vehicle must be reported to the Manager and HR for investigation following the Safety Program - Motor Vehicle Accidents and Safe Driving protocols.

Safe Driving Guidelines General

- All drivers must abide by federal, provincial/state, and local motor vehicle regulations, laws, and ordinances.
- Operate company vehicles safely, using defensive driving principles to prevent accidents and injuries.
- Smoking is strictly prohibited in company vehicles as they are considered the workplace.
- Drivers are responsible for all fines, defense costs, and legal penalties arising from ticketed offenses.
- Drivers must not have or permit possession of alcohol or illegal drugs in company vehicles.

Safe Driving Practices for Company Vehicles

- Substance Use: No employee shall operate a company vehicle under the influence of alcohol or drugs. Certain medications that prohibit driving must be reported to the employee's Manager and HR if driving is part of their role.
- Seat Belts: All drivers and passengers must use seat belts while in a company vehicle.
- Authorized Drivers: Only employees assigned a Company vehicle may operate it; family members and others are not permitted to drive Company vehicles.
- Distracted Driving: It is prohibited to use a cell phone for calling, texting, or other means of communication while driving a Company vehicle. If you must make or take a call, use the hands-free option and ensure the phone is mounted or stored safely.
- Driving Conduct: Drive safely and courteously. Be patient and avoid negative actions towards other drivers (e.g., road rage).
- Speeding: Don't speed and always drive at a safe, legal speed, considering conditions like rain, fog, and heavy traffic.
- Driving Techniques: Look ahead, avoid hard acceleration or braking.
- Passenger Restrictions: Riders are not permitted in the rear cargo area or on running boards of trucks.

Subject: Company Vehicles & Drivers Policy

The following actions in Company vehicles will be viewed as serious breaches of conduct and disciplinary action may be required:

- Impairment: Do not operate a vehicle if impaired by alcohol, illegal drugs, prescribed drugs, medication, illness, fatigue, or injury.
- driving while disqualified or not correctly licensed
- reckless or dangerous driving causing death or injury
- failing to stop after a collision
- acquiring penalty points leading to suspension of license

Post-Incident Drug and Alcohol Testing

The Company may conduct drug and/or alcohol testing when an employee driving a Company vehicle is involved in a motor vehicle incident and any of the following conditions occur:

- There is a human fatality.
- There is bodily injury with immediate and serious medical treatment required at or away from the scene or
- There is serious damage to any motor vehicle. Serious damage is determined if the vehicle requires a tow and is disabled and/or the vehicle has been damaged beyond repair.

Drug and/or alcohol testing will be conducted under the following provisions:

1. **Testing Criteria**
   - Testing will be conducted when there is a reasonable basis to believe that drug or alcohol use may have contributed to the accident.
   - Testing will be conducted promptly, ideally within 24 hours of the incident.
2. **Federal and Provincial Compliance**
   - The policy complies with the Canada Labour Code and relevant provincial regulations, including the Occupational Health and Safety Act.
   - Testing procedures will respect employees' privacy and human rights as outlined in the Canadian Human Rights Act.
3. **Procedure**
   - Following an accident, the manager will document the incident and work with Human Resources to determine if testing is warranted.
   - If testing is required, the employee will be informed and escorted to a designated testing facility.
   - The testing will be conducted by a certified professional, and results will be kept confidential.
4. **Consequences**
   - Where a driver refuses to undergo drug and/or alcohol testing, the Company may take such refusal into consideration in determining the appropriate course of action, which could include discipline, loss of use of the company vehicle, or termination.
   - Test results will be confidential and only a positive or negative result will be shared with management.

- An employee who tests positive for drugs and/or alcohol will be advised of the positive test result, and will be suspended with pay immediately, pending an investigation by the Company and subsequent disciplinary action is determined.
- Employees who test positive may be subject to disciplinary action, up to and including termination.
- Positive test results may impact eligibility for workers' compensation benefits.

Electronic Logging Devices (ELD)

When driving a commercial vehicle beyond a 160 km radius from the home base, the driver must use an ELD in accordance with Transport Canada requirements and document the last 14 days of driving activity, unless an exception has been granted by the government. If an exception has been granted, a letter stating such must be stored in the vehicle. Drivers should contact the Fleet Department for more information about ELD requirements.

Any travel beyond a 160 km radius from a driver's start point requires a driver log entry. A driver log is also required if the start location differs from the end location, such as when working out of town. Logs must be digital only.

Allowable Driving Time

A driver:

- Must have 10 hours off-duty in a day and cannot drive more than 13 hours in a day.
- Cannot drive after 14 hours on-duty in a day.
- After at least 8 hours off-duty, a driver cannot:
- Drive more than 13 hours.
- Drive after being on-duty for 14 hours.
- Drive after 16 hours have elapsed.

All timesheets, including digital apps, will be reviewed. Management will review hours of service to ensure compliance with legislation. Vehicles may also be equipped with GPS devices to track and monitor location, speed, hours, and vehicle performance.

Drivers must ensure that inspections are documented according to provincial transportation guidelines using the assigned Motive Gateway and their own login via the Motive Driver app. Please contact the Fleet Manager for access to these devices.

Driver Training

All new drivers operating commercial vehicles will receive an orientation consisting of an in-cab and on-road evaluation. The Company will use an experienced company driver or 3rd party facilitator to complete the evaluation. The evaluation will include:

- Pre-trip inspections
- Skills, abilities
- Safe driving practices
- Load security

When complete, the trainer will submit the evaluation to HR for review and filing.

Daily Inspections
All drivers of commercial vehicles must complete a daily inspection report through the Company's ELD platform. The inspection and report are valid for 24 hours. If a trailer is attached, it must also be included.

- Drivers will complete the report prior to driving the vehicle.
- If access is unavailable a paper daily inspection should be completed, get one before driving.
- The vehicle may be driven with minor defects, but they must be reported. If defects affect the safe operation of the vehicle, they must be repaired before the operation of the vehicle on a public road.
- Drivers must submit paper copies if the ELD platform is not operational to Fleet Management.
- Ensure all loads are secure with chains and straps as needed. Check if any load permits are required.

Daily inspections must include:

- First and last name
- Odometer reading
- Plates including trailers
- Write the specific location. Example - do not write "Office", instead write "2521 Bowman St - Innisfil"
- Date and time
- Company name

Driver Profiles
Driver profiles will be created and confidentiality maintained within the HR department.

Files will contain a copy of:

- current driver abstract
- training documents
- incident reports / enforcement
- medical documentation

Legislation
All drivers, vehicles, and roadways are to abide by the appliable province in which they are licensed in. All drivers must adhere to the Traffic regulations of the province or state in which they are driving in.

POLICY REVIEW
This policy will be reviewed annually to ensure its effectiveness and compliance with company standards and legal requirements. The Company maintains the right to modify or discontinue this policy.