

Employee Handbook

(2025 Edition)

Van Bros Trading Co Ltd.



To all new employees joining Van Bros Trading Co Ltd., we are pleased to welcome you to our team. We hope you find your work here meaningful and rewarding.

To our current employees reviewing this handbook, thank you for your continued hard work, dedication and contribution to the growth of Van Bros.

Employee Handbook Acknowledgement and Review

All employees of Van Bros Trading Co Ltd. are responsible for reviewing and acknowledging their understanding of the contents of this Employee Handbook. Existing employees are expected to review and familiarize themselves with this handbook on an annual basis to ensure continued awareness of company policies, standards and procedures.

As Van Bros Trading Co Ltd. continues to grow and adapt to meet business and regulatory requirements, the policies and information in this handbook may be updated from time to time. It is each employee's responsibility to stay informed of current policies and seek clarification from their manager when needed.

*<https://vanbroschemicals.com>
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1. Welcome & Company Overview



Van Bros Trading Co Ltd. was founded in 2021 and is headquartered in Vancouver, Canada. We specialize in supplying high-quality MMA (Methyl Methacrylate) and PMMA (Poly Methyl Methacrylate) raw materials sourced from ISO-certified manufacturers in China. Our mission is to build the bridge to forge long-term, sustainable partnerships between manufacturers and clients.

This Employee Handbook outlines the standards, policies and procedures that guide how we work together as a team. It also ensures our compliance with Canadian labour laws and international human rights principles. All employees are expected to read and understand this document.

2. Vision, Mission and Core Values

Our Vision: A bridge to connect reliable manufacturers with responsible clients across the world while maintaining ethical and religiously conscious business practices.

Our Mission: To be a practitioner of God's word and become a trusted global supplier of high-quality acrylic materials that support sustainable industrial growth.

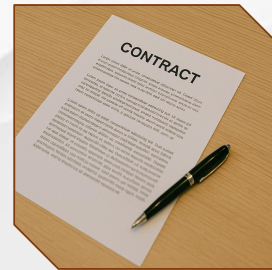
Core Values : Beatitudes

Humble Blessed are the poor in spirit, for theirs is the kingdom of heaven.

Grow Blessed are those who mourn, for they will be comforted.

Peace Blessed are the peacemakers, for they will be called children of God.

Endurance Blessed are you when people insult you, Persecute you and falsely say all kinds of evil against you because of me. Rejoice and be glad, because great is your reward in heaven.



Gentle Blessed are the meek, for they will inherit the earth.

Integrity Blessed are those who hunger and thirst for righteousness, for they will be filled

Grace Blessed are the merciful, for they will be shown mercy.

Open Blessed are the pure heart, for they will see God.

3. Employment Relationship & Classification



Van Bros complies with the British Columbia Employment Standards Act (ESA) and Canadian Human Rights Code.

All staff members in Vancouver are full-time office employees, while remote team members in China follow equivalent professional, ethical and human rights standards.

Employment relationships are governed by applicable Canadian laws and this handbook. Changes in role, title, or compensation must be approved by management in writing.

4. Recruitment, Equal Opportunity and Non-Discrimination

Van Bros is an equal opportunity employer. We are committed to hiring based on merit, without discrimination regarding race, color, gender, religion, national origin, sexual orientation, disability or age. We will support

Recruitment follows transparent and fair processes. All applicants and employees are treated with dignity, respect, and fairness, in accordance with the Canadian Human Rights Act and the Employment Equity Act.



5. Working Hours, Attendance & Remote Work



The standard workweek at Van Bros consists of 40 hours, typically from Monday to Friday. Employees are entitled to at least a 30-minute unpaid lunch break and paid rest breaks in compliance with the ESA.

Remote employees are expected to maintain similar working hours unless otherwise approved. Attendance, punctuality, and availability for meetings are essential for maintaining workflow efficiency and team collaboration.

6. Leave and Time-Off Entitlements

Vacation: Employees earn a minimum of two weeks of paid vacation per year after 12 months of employment, as per B.C. ESA.

Statutory Holidays: Employees are entitled to all statutory holidays recognized by the Province of British Columbia.

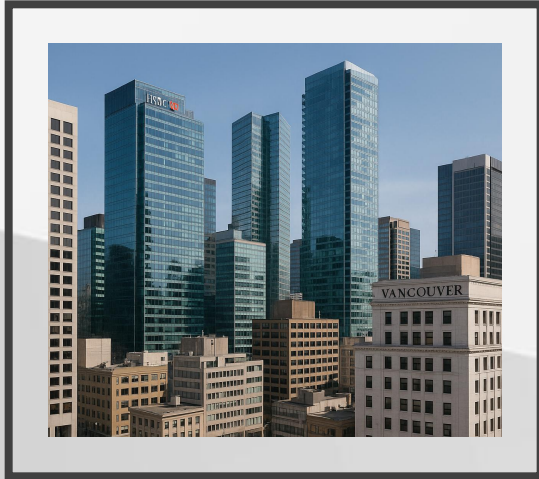
Sick Leave: Employees may take up to 5 paid sick days per calendar year. Longer medical absences may require documentation.

Maternity, Parental, and Family Leave: Provided in accordance with the Employment Standards Act and federal Employment Insurance (EI) regulations.



7. Code of Conduct, Integrity and Business Ethics

*All employees must act with integrity and professionalism.
The following are strictly prohibited:*



- Bribery, corruption, or unethical business practices.



- Misuse of company property or confidential information.



- Conflicts of interest without disclosure to management.

Van Bros upholds all applicable laws including Canada's Corruption of Foreign Public Officials Act (CFPOA) and encourages reporting of any suspected unethical behavior.

8. Confidentiality, Data Protection & Company Property



Employees must maintain the confidentiality of company data, client information, and trade secrets at all times. Data must not be shared externally without prior written authorization.

Van Bros adheres to the Personal Information Protection and Electronic Documents Act (PIPEDA). Electronic devices, email accounts, and documentation provided by the company remain company property.

9. Compensation, Benefits & Reimbursements

All employees are compensated fairly according to experience and role. Payroll is processed bi-weekly, with lawful deductions for income tax and Canada Pension Plan (CPP) contributions.

Reasonable business expenses, including travel, client visits, or trade show costs, are reimbursable with valid receipts and management approval.



10. Health, Safety & Environmental Protection



Van Bros complies with WorkSafeBC regulations and maintains a safe, healthy work environment. Employees must immediately report hazards, injuries, or unsafe conditions.

Environmental Responsibility: Van Bros strives to minimize waste, promote recycling, and source from environmentally certified suppliers. Our suppliers are expected to adhere to equivalent EHS (Environment, Health, and Safety) standards.

11. Labour & Human Rights Commitment



Van Bros fully supports international labour and human rights principles, including those of the International Labour Organization (ILO).

We strictly prohibit child labour, forced labour, or discrimination in any form. We ensure fair working hours, living wages, and safe conditions for all employees and contractors, both in Canada and internationally.

12. Harassment, Bullying & Workplace Respect



Van Bros maintains a zero-tolerance policy toward workplace harassment, bullying, or discrimination. This applies to verbal, physical, and digital interactions.

Employees experiencing or witnessing harassment should immediately report it to management. Reports will be investigated promptly and confidentially.

13. Training & Professional Development

Van Bros supports continuous learning and skill development. Employees may participate in professional training programs, safety workshops, and compliance sessions relevant to their roles.

The company may sponsor approved courses or certifications that align with business goals.



14. Sustainability & Social Responsibility



At Van Bros Trading Co Ltd., sustainability is a fundamental part of our corporate philosophy and day-to-day operations. We are deeply committed to protecting the environment and promoting responsible business practices across every aspect of our work.

Within our offices, we actively implement eco-friendly purchasing policies, choosing environmentally sustainable products such as recycled tissue paper, reusable office supplies, and eco-certified stationery. We believe that small, consistent actions lead to meaningful impact.

In our supply chain, we prioritize working with manufacturers and suppliers who share our environmental values — those who emphasize energy efficiency, waste reduction, and the use of reusable or recyclable raw materials. Compliance with our Supplier Code of Conduct and adherence to ethical, environmental, and labour standards are mandatory for all business partners. Through these efforts, Van Bros strives to contribute to a cleaner, more sustainable future while upholding the highest standards of corporate responsibility.

15. Communication, Grievance & Reporting Procedures



Employees are encouraged to communicate openly with supervisors and management. Concerns should be raised constructively through the appropriate reporting lines.

Whistleblower Policy: Employees may report unethical or unlawful activity confidentially without fear of retaliation.

16. Disciplinary Action & Termination Policy

Van Bros applies a progressive disciplinary process for misconduct or performance issues:

Verbal Warning



Written Warning

**Final Warning /
Suspension**



Termination

*Termination notice or pay in lieu will comply with the B.C. Employment Standards Act.
Employees must return all company property upon termination.*



Van Bros Trading Co Ltd.



At Van Bros Trading Co Ltd., every team member plays an important role in shaping our culture and driving our growth. We believe in God's leading, responsibility and continuous improvement — values that define who we are as a company.

Thank you for being part of our journey and for contributing to a workplace built on belief, professionalism and sustainability.

faithfully

Let's continue to grow together — **Ethically, Responsibly and Successfully.**