

Kootenay Lawn Doctor Company Policies

To all Kootenay Lawn Doctor Inc. Employees,

Please make sure to read and understand all policies outlined in this document.

Holiday/Personal Day Requests

All requests for holidays and/or personal days off must be approved by Administration.

All requests are to be made at least 2 weeks in advance to allow for scheduling adjustments.

Due to the large workload at the start of the season, no time-off requests will be granted during the months of April or May.

No more than 5 consecutive days will be approved for time-off during the working season.

No more than 5 holiday days total may be taken per season.

All qualified statutory holidays, during the regular work season, will be paid according to British Columbia employment standards.

<https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/statutory-holidays>

Overtime Pay

Any time worked over and above 80 hours in 1 pay period (14 days) will be paid out at time-and-a-half.

Sick Days

If you are sick and unable to come to work, please call your supervisor as soon as possible.

Government regulated sick days are capped at 2.5 days as we are a Seasonal Employer that only functions for a partial year. In order to claim a paid sick-day you must submit a doctor's note stating the reason for your absence from work.

Daytime Appointments

Please make all daytime appointments (doctor, dentist, etc) as early in the day as possible or as late in the day as possible (i.e. 8:30am or 4:30pm) and fill out a time off request form as soon as possible.

Smoking/Vaping/Drugs/Alcohol

There is to be absolutely NO smoking/vaping on **company** property.

There is to be absolutely NO smoking/vaping on **customer** property.

There is to be absolutely NO smoking/vaping in company **vehicles**.

There is to be absolutely NO drug or alcohol use, or effects of, during company hours.

There is to be absolutely NO cannabis or THC use in any form including in vape products.

Coarse Language

There is to be absolutely NO coarse language or foul subject matter used on client or Kootenay Lawn Doctor property.

Driving

All employees operating a Kootenay Lawn Doctor Inc. vehicle are to comply with current driving laws in BC.

This includes the distracted driving laws pertaining to cell phone use. Please see document "Electronic Devices While Driving" for full regulations on this matter.

By signing this document, you acknowledge that you have reviewed this document and understand that it is your responsibility to follow the laws of safe driving practices while driving company vehicles.

Uniform

Uniforms are mandatory and consist of Kootenay Lawn Doctor shirt, work pants/overalls, and steel toe or rubber boots. Hats are optional but if you do choose to wear one it is to be an approved Kootenay Lawn Doctor Inc. Hat.

The cost of \$100 for uniforms and PPE equipment provided at the start of employment (*which are all non-returnable*) may be subtracted from the final paycheck if employment does not reach the probational period of 3 months. If you require more articles than what has been supplied at the beginning of your employment, you can purchase more with a written request to Office Administrator. Pricing and forms will be provided upon request.

Vehicle Maintenance

Oil and coolant levels are to be checked each time you fuel up. Oil changes are to be done as per window sticker (we have an account at Great Canadian Oil Change).

Any concerns with vehicles are to be reported to your supervisor immediately.

Job Site

Before leaving any job site, a full walk-around is to be completed to ensure no tools were left behind and the job was completed correctly. Crew chiefs are responsible for ensuring this walk around was completed, gates were latched, drain spouts were put down etc.

Crew chiefs are also responsible for all tools and equipment being loaded properly as well as secured in the trailers, including the trailers being properly secured to the trucks.

Protective Gear

PPE, including eye protection, ear protection gloves and boots to be worn on all job sites.

Fuel Use/Receipts

Record all information on form in tool shed whenever fuel is pumped from tank in compound.

Gas cards and gas tank are for company use **ONLY**.

All fuel/service receipts are to be signed and handed into the office daily.

Any employee responsible for a company gas card or credit card will be expected to take care of and return it at the end of the season. There will be a \$25 fee (*subtracted from employees final paycheck*) if the card is lost and/or not returned at the end of the season or upon employment completion.

Confidential

All mix ratios and other company processes, products, and procedures are not to be shared with anyone outside of Kootenay Lawn Doctor Inc employees. If it comes to light that proprietary company information has been shared with anyone deemed Kootenay Lawn Doctor Inc. competition, legal action may be taken.

Do you have any pre-existing conditions or injuries that may prevent you from using repetitive motion or lifting up to 50lbs at a time?

Initials/_____

By signing this document, I understand and agree to the company policies and procedures outlined in the previous pages.

(Employee Printed Name)

(Employee Signature)

(Date)

(Employer Printed Name)

(Employer Signature)

(Date)