



EMPLOYEE HANDBOOK
REVISED 2016

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SECTION 1 - INTRODUCTION

Dear Employee:

We are fortunate to share the unique environment here at **The Waterfront Beach Bar and Grill** with a dedicated, highly skilled workforce that has a proven foundation built on mutual respect.

This Handbook is binding and reflects the Company's commitment to uphold and abide by it for the length of your employment. The Company has consistently endeavored to follow our terms and conditions of employment in the past and is willing to address employee concerns for the future through this clear statement regarding its future application.

Our strength is based on open communication and cooperation and you are encouraged to bring matters of concern forward to be addressed by your respective supervisory member of management. Above all, while working safely, we must focus on continuously achieving quality and service standards in everything we do in order to meet and even exceed our customers' expectations.

We anticipate that we will have an excellent working relationship based on mutual respect and open communication. Welcome to The Waterfront Beach Bar and Grill team!

Sincerely,

Denny Joyal
Owner/Operator
The Waterfront Beach Bar and Grill

HANDBOOK OVERVIEW

This handbook has been written so that we can establish a fair, equitable workplace in the achievement of our business obligations. If you have any questions about this handbook, or your job, please discuss it with your supervisor or another member of Management.

COMPANY PHILOSOPHY

We will produce the highest quality food and service at competitive prices, thereby ensuring the success and stability of our operation. Since achieving this objective represents a true measure of how well we do our jobs, both collectively and individually, we will continually challenge every employee to become involved and actively participate in attaining this common goal.

The Waterfront Beach Bar and Grill recognizes employees as individuals with different interests, abilities, needs, and values. We will provide a positive environment which respects this individuality and provides meaningful opportunities for personal development and satisfaction.

Employees will be selected and promoted on the basis of their individual skill and ability and their desire to work harmoniously with other members of **The Waterfront Beach Bar and Grill** to achieve the required results. Because we believe discriminatory practices are unfair and harmful to business success and growth, we will conduct an ongoing review of our practices and policies to ensure that they are free of barriers to equal opportunities.

We will develop and maintain compensation and benefit programs which are competitive within our industry and the community in which we operate. These programs will be evaluated on a regular basis in order to remain competitive.

At all times, we will encourage an atmosphere of open and honest communications. Our communications program is intended to both share vital information with all employees and provide ample opportunity for feedback of comments, suggestions, and concerns.

MUTUAL TRUST

These two words best sum up our approach at **The Waterfront Beach Bar and Grill**. We believe each employee is a mature and responsible adult who deserves the full trust and respect of the company and co-workers. Each of you will be treated with individual respect, dignity and fairness.

Obviously, not every person who applies for a job at **The Waterfront Beach Bar and Grill** is hired. We were quite selective in choosing you. We are sure you were equally selective in choosing **The Waterfront Beach Bar and Grill** as your place of employment. As you read further in this handbook, it will become more evident to you why mutual trust is important.

OPEN DOOR POLICY

The Waterfront Beach Bar and Grill's open door policy allows employees the opportunity to discuss issues of concern openly and candidly with any member of management.

Employees will be assured full confidentiality regarding all issues or concerns discussed. Employees bringing out issues under this policy will not be discriminated against nor will they suffer any reprisal. We will be honest and open with you and we trust you will be with us.

COMMUNICATIONS

Every attempt will be made to keep you informed on matters that involve you or your job. Communication, however, is a two-way street. The Waterfront Beach Bar and Grill wants to know your ideas and comments on your job and the business.

A bulletin-board program will be used for restaurant and company information. Make it a daily practice to check the bulletin boards. They contain information which you should know.

HUMAN RIGHTS

The Saskatchewan Human Rights Code, prohibits discrimination on the basis of race, ancestry, place of origin, ethnic origin, citizenship, creed (religion), sex (including pregnancy and gender identity), sexual orientation, disability, age (18 and over; 16 and over in accommodation), marital status (including same sex partners), family status, receipt of public assistance (in accommodation) and record of offences.

The Waterfront Beach Bar and Grill believes in and wholly supports the intent of the Human Rights Code. It is our policy to protect employees from discrimination and harassment in the workplace and to take what steps are necessary in order to put an end to such unacceptable conduct.

Employees have the right to lodge a complaint with their Supervisor or Manager in the event that they are being discriminated against or harassed by anyone in the work environment on any of the grounds protected in the Human Rights Code.

Employees are encouraged to bring such complaints to the attention of management in order that the Company may ensure that all individuals can enjoy a workplace free from discrimination and harassment. Employees who engage in discrimination and/or harassment will be subject to disciplinary action up to and including dismissal.

HIV/AIDS POLICY

Individuals who have or are diagnosed with Human Immunodeficiency Viral Infection ("HIV") or Acquired Immune Deficiency Syndrome ("AIDS"), including those who are asymptomatic, are considered a "person with a disability" within the meaning of the Human Rights Code. While the Company has an obligation to provide a safe work environment for its employees and safe delivery of services to its customers, it recognizes that individuals with HIV or AIDS have a right to pursue those activities which their conditions allow.

Employees with HIV or AIDS will be treated in the same manner as employees with any other disability as defined by the Human Rights Code. If their fitness for work is affected by HIV or

AIDS, the Company will make reasonable efforts to adjust work requirements to accommodate their particular needs.

THE WATERFRONT BEACH BAR AND GRILL INTEGRITY CODE

Each employee has a responsibility to be familiar with and comply with the detail and spirit of the Company's Integrity Code, policies, procedures and other directives. The basic policy underlying the Company's Integrity Code is the Company's commitment to conduct its business in full compliance with applicable law.

SECTION 2 - EMPLOYMENT

INITIAL APPRAISAL PERIOD

When you begin employment with The Waterfront Beach Bar and Grill, usually your first ninety (90) calendar days of work serve as an initial appraisal period whereby the company has the opportunity to evaluate your job performance and capabilities. During this time you will meet monthly with your Supervisor or Manager to discuss your training, work progress, attendance, and overall conduct as an employee.

Every effort will be made to help you adapt successfully to your new work environment. However, should there be any problems with your job performance or you have not been available to work for the full 90 days, your Supervisor or Manager may choose to extend the 90-day appraisal period by a further 30 or 60 days. Your first wage increment will be at 12 months provided you have successfully completed your probationary period.

This appraisal period also provides you with the necessary time to become familiar with The Waterfront Beach Bar and Grill and to evaluate whether or not you will be able to achieve your personal objectives or otherwise realize your full potential while employed here.

JOB PERFORMANCE

Measuring our job performance in this company is also important, since we are in direct competition with other companies. Performance measurements provide us with valuable data for determining:

- our production capacity
- when to hire new employees, and how many are needed
- service levels to both internal and external customers.

Each of us should maximize our work effort, in order to maintain our position in our highly competitive business. Maximum productivity and high quality work promote good wages, benefits and continued job opportunities.

YOUR EMPLOYMENT RECORDS

Any change relative to the following should be reported immediately to the management:

- Address
- Name
- Phone number
- Marital status
- Dependency status (taxes, benefit and insurance coverage)
- Person to be notified in case of emergency

Should you wish to view your personnel file, please contact the Human Resources Department to make arrangements.

EMPLOYMENT OF RELATIVES

It is the policy and practice at The Waterfront Beach Bar and Grill to hire the best qualified candidate for each job opening. Relatives of The Waterfront Beach Bar and Grill employees will not be given special consideration but will be considered for employment. .

The Waterfront Beach Bar and Grill supports summer student hiring to provide vacation relief for our full time employees. Should there be any employees on layoff, they will be given the first opportunity to fill these vacation relief positions. Please refer to

Order of preference for summer hiring is based on the following:

- Returning students that are dependents of a The Waterfront Beach Bar and Grill employee
- Dependents of a The Waterfront Beach Bar and Grill employee
- Returning students
- Other friends and family
- All other applicants.

Preference will be given to dependents of employees, conditional on availability matching company needs. To be eligible for a summer student position, the individual must be registered in post-secondary education in the upcoming semester.

No relative of an employee shall be employed in a position which would place the employee in a position of exercising supervisory authority over an individual's family member.

No reporting relationship involving relatives including students will be allowed to exist, regardless of their positions, if it creates a disruption or has a negative impact on the business or a team.

CONFLICT OF INTEREST

It is the policy of The Waterfront Beach Bar and Grill to prohibit its employees from engaging in any activity, practice or act which conflicts with the interests of the business or its customers. Examples of conflicts of interest may include: outside employment, financial interest in another company, acceptance of gifts or other conduct that would be damaging to the plant.

JOB TRANSFER AND JOB VACANCY POLICY

The Waterfront Beach Bar and Grill's established policy is to offer job transfer opportunities to qualified employees from within the company. Employees hired, or transferred become eligible for a transfer after six months in their new position.

TEMPORARY POSTINGS

All temporary positions that cover a minimum six month time period or which represent a Maternity/Parental Leave will be posted. Postings for Temporary positions will be marked as TEMPORARY. Upon completion of the temporary time period, the employee will return to his/her prior work area. At this point, the employee will be eligible to apply for other postings. If the

position becomes permanent, or if a permanent position becomes available within that area, the permanent position will be posted and filled according to the Job Transfer Policy.

MUTUAL SHIFT CHANGE

A mutual shift change is an agreement between two employees of the same position whereby each of the employees agrees to change their regular shift for a predetermined length of time.

An employee wishing to initiate a mutual shift change must contact his/her supervisor for approval. Mutual shift changes must be approved by both the sending and receiving supervisor.

Should one of the employees involved in the shift change leave his/her department, become injured/disabled (as defined by Short Term disability) or be granted a leave of absence, the agreement will become void unless agreed to by the area supervision.

Vacation is to be booked and taken with the employee's original team. The mutual shift change is void during this vacation period, unless agreed by the area supervision.

TEMPORARY SHIFT CHANGE

When volunteers are not sufficient and business needs warrant it, we may find it necessary to require employees with particular skills, knowledge and ability, regardless of their company service time, to change shifts and/or departments for a period of time depending on business needs. When the need for this special service is no longer required, the affected employee will return to his/her last position held prior to the change. When employees are temporarily displaced from their original shifts and/or department, such displacements shall not constitute job openings for the purposes of job transfers.

SECTION 3 - EMPLOYEE RESPONSIBILITY

GENERAL COMPANY RULES

The rules listed below are designed for the purpose of providing a safe, orderly, and efficient business for your welfare and protection. Violation of these rules could result in various degrees of discipline, up to and including termination, depending upon the circumstances of the action.

The following activities are prohibited on company property or on company time away from the business:

Unauthorized solicitations or distribution of literature or material on company property is normally not permitted. Distributions or solicitations for such charities will be done ONLY during lunch and coffee breaks of the employees involved. In such an event, specific notice of solicitations for charitable causes will be posted on the bulletin board and signed by the management.

Unsatisfactory absenteeism or lateness. This includes failure to report an absence or lateness 30 minutes prior to the commencement of your scheduled shift start.

Refusal to comply with instructions from supervision, unsatisfactory job performance, or unsatisfactory response to company training provided the instructions comply with the Sask Employment Act.

- Fighting or any provocation leading to fighting.
- Unauthorized use/possession, or removal of the property of another employee or of the company.
- Use, possession, or distribution of alcohol or illegal drugs.
- Any unsafe act or practice which endangers life or property, including horseplay.
- Behavior disruptive or offensive to other employees, including harassment.
- Dishonesty including falsifying company records.
- Careless or malicious damage to or destruction of other employees' property or company property.
- Smoking on company property other than in designated areas.
- Leaving the work area or company property without permission. In an emergency situation, leaving the workplace requires appropriate notification. Leaving the company property in a non-emergency situation requires management authorization. Leaving the work area requires supervisor authorization.
- Possession of firearms, weapons, or explosives.
- Sleeping on the job.

The rules listed above are not intended to be all inclusive, but those listed are the most common, obvious and serious. The company may publish special or additional rules as necessary. Discipline may be appropriate for offenses not specifically listed or published, but which nevertheless involve serious employee misconduct which is considered adverse to order and safety. Discipline will remain active for a period of two years from the date of issue

DISCIPLINARY PROCEDURE

In the event that an employee of The Waterfront Beach Bar and Grill violates company policy or exhibits problematic behavior, a system of progressive discipline shall be utilized where possible.

Employees will be given three opportunities to correct the unwanted behavior. With each infraction or apparent problem, the employee will be provided with either a written or verbal warning to alert them to the problem, provide a reiteration of the correct company policy regarding the violation, advise them of the consequences associated with further infractions, and provide a suggestion towards a method of improvement.

If no further infractions of the policy in question occur after the initial verbal or written warning, no further disciplinary action shall follow.

Degrees of discipline shall be used in relation to the problem at hand. As the situation dictates, based on the past performances of the employee, and the seriousness of the violation, The Waterfront Beach Bar and Grill reserves the right to skip the three step disciplinary process and move straight to termination where necessary.

Step 1. Verbal Warning: A review of the employee's record will take place. The employee will receive instructions as to what is needed to bring his/her performance or behavior up to an acceptable level. Verbal Warning non-disciplinary; the issue will be documented in writing to confirm the matter has been addressed.

Step 2. Written Warning by Management: The employee will be advised of what the next two steps are (final written warning/suspension and termination) should performance not improve.

Step 3. Final Written Warning or Suspension: A final written warning or suspension may be given; duration of the suspension will be depending on the circumstances. Again, should performance not improve, the discipline would then proceed to termination.

Termination: Termination will be arranged and coordinated through management.

PROBLEM HANDLING PROCEDURES

Any time you feel that you are not being treated fairly, we want you to call attention to the matter immediately. A number of ways have been set up for you to get prompt attention.

1. Speak with your supervisor.....

Most people will find that a frank talk with their supervisor is generally the easiest and most effective way of dealing with their problem. This is true because your supervisor is responsible for looking after your interest on the job, and is the person chiefly responsible for the activities of your work area. He/she has to plan and direct the work of your work group to meet certain quality and production requirements. He/she is generally in the best position to help you.

2. If problem is not resolved.....

- a. After discussion of your problem with your supervisor, and if you feel the problem is not resolved, you are encouraged to bring it to the attention of your manager. The manager is there to assist you in every way possible, to make necessary investigations, and to

see that your problem is dealt with fully and fairly. It is the desire of the company that the problem, or complaint, be carried through these steps as rapidly as possible.

Because all companies require a general rule that the individual not leave their work area for any considerable length of time without permission, you should ask your supervisor for the time necessary to talk with management. He/she, will give you permission to do this, and will be glad to make the necessary arrangements. In some cases, operating requirements may have to be taken into account in arranging a suitable time for leaving the work area, for discussion of such issues.

HOUSEKEEPING

The general state of the workplace with respect to cleanliness and housekeeping reflects not only the pride we take in the product we produce but also our concern for the safety of ourselves and fellow employees and visitors to our location. An untidy workplace is an accident waiting to happen. All employees need to make housekeeping a regular part of day to day activities.

SECTION 4 - HEALTH AND SAFETY

HEALTH AND SAFETY PHILOSOPHY

It is the policy of The Waterfront Beach Bar and Grill to provide a safe and healthy environment in which to work. It is the belief of The Waterfront Beach Bar and Grill that health and hazards and personal injuries in the workplace are preventable. **STOP AND ASK** if you are unsure of how to proceed!

The Waterfront Beach Bar and Grill's Occupational Health and Safety Program is aimed at prevention through promotion of individual employee wellness, awareness, training, and the enforcement of safe work procedures.

The object of our organization's Health and Safety Program is to implement measures to reduce or eliminate health hazards and personal injury in the workplace. The active involvement, cooperation, and support of all The Waterfront Beach Bar and Grill employees in workplace health and safety is essential if we are to achieve this objective.

In order for our work environment to be safe, we must all do our part. Any unsafe act or condition must be reported to your area supervisor or another member of management. The company will help to create a safe environment by providing training and encouraging safety awareness; however, each individual employee must think and work safely at all times if our work environment is to be truly safe!

JOINT HEALTH AND SAFETY COMMITTEE

Although The Waterfront Beach Bar and Grill is not required to have a Joint Health and Safety Committee, we have procedures in place that mirror committee's responsibilities. The purpose is to monitor and improve the health and safety program of this facility, and to provide leadership and improved communication in the area of health and safety.

Among the Committee's objectives are as follows:

- Assist supervision with accident and near miss investigations.
- Develop work and operational procedures as required to ensure a safe working environment.
- Develop statistical reports and other forms of data to monitor the effectiveness of the restaurant's Health and Safety Program. This includes making recommendations to management on ways to make improvements to the facility and program.
- Provide guidance to work areas and employees on developing effective solutions to health and safety concerns.
- Assist supervision in developing and providing safety training programs.

HEALTH AND SAFETY WORK RULES

These general safety rules are designed to provide all employees with a safe working environment. No rule can possibly cover every hazardous condition, so if you are in doubt about the safety of a condition or procedure, consult your area supervisor or manager. **Do not proceed with any act which you think is unsafe. If you have not been properly trained for a task - STOP & ASK FOR HELP.**

Additional rules apply to specific work procedures and equipment operating procedures. Employees will be made aware of these rules as part of the training for each specific work or equipment operating procedure. Any unsafe act or condition must be reported to your area supervisor or another member of management.

The following General Safety Rules apply to all personnel working in The Waterfront Beach Bar and Grill. These rules apply at all times including weekends.

- Obey all posted speed limit and traffic signs while on property.
- Do not enter areas marked as “no pedestrian traffic” or “restricted” unless specifically authorized to do so.

Violation of these General Safety Rules may result in the issuance of a Verbal Warning OR Formal Discipline accompanied by re-instruction on the safety rule depending on the severity of the incident. Further violations, depending on the severity of the incident, may result in the issuance of the next step in the discipline up to and including termination of employment as outlined in the Progressive Discipline section of this handbook.

SAFETY POLICIES:

C.S.A. approved safety glasses are mandatory for some work. Glasses with reflective lenses or with dark tinted lenses are not permitted to be worn inside the restaurant.

Proper, non-slip shoes are mandatory within the restaurant.

Personal Protective Equipment (PPE) such as aprons, gloves, coveralls, and respirators shall be worn on all jobs requiring the use of specified PPE.

Compressed air shall be used for the purposes and operations identified under the Compressed Air Policy. In no case shall it be used to remove dust or dirt from clothing or skin, for housekeeping or cleanup, or in any manner which might cause direct contact with another person.

Materials shall not be piled or stacked higher than two times their base dimension.

Climbing on racking is prohibited.

All oily or flammable rags are to be placed in safety containers to prevent spontaneous combustion or ignition from any source.

All hazardous substances are to be labeled as per the WHMIS regulations and are to be handled as prescribed in the area work procedures or by the Material Safety Data Sheets. MSDS's are located in manager's office.

Hazardous substances must be stored and transported only in approved containers. Disposal of hazardous materials must comply with environmental disposal rules.

All workplace injuries and illnesses must be promptly reported to the area supervision immediately.

All accidents, property damage, fires and spills are to be reported immediately to your supervision.

Flexible electric cords with damaged insulation, splices, exposed wire, or damaged plugs shall not be used.

Long hair, jewelry, or loose clothing is not permitted where there is a risk of entanglement. Hair may be tied up or otherwise confined. Rings may be taped.

Employees shall not store or consume food or beverages where there is the presence of hazardous materials.

Violation of the following rules will result in the issuance of discipline commencing at a minimum level of written warning and may result in the termination of employment depending on the severity of the situation:

Before performing scheduled or unscheduled maintenance, repairs, modifications, or inspections on equipment, machinery, or piping, this equipment, machinery, or piping must be de-energized in accordance with our Lock Out/ Tag Out procedure (as detailed in the Health and Safety Manual).

No one shall remove or modify a warning device, guard, or guarding without the expressed permission of the area Supervisor.

RETURN TO WORK PROGRAM

It is our goal to return valued employees to their regular job through the use of a fair and consistent return to work program, following an occupational or non-occupational injury or illness.

The capabilities of the returning employees will be the primary consideration in determining the placement of the employee and suitability of the work provided. The goal of the program is to return the employee to his/her original job. This will be accomplished by using reduced periods of time to ease back into a full work schedule, a modified job, an alternate job or through a combination of the three.

Accommodation can include revised work schedules, increased flexibility, modified duties, or gradual return to work. It is important for the manager and employee to set realistic objectives about the length of time that accommodation will be required, often planning out a schedule for a number of weeks. In some cases, however, employees will not be able to return to their pre-disability position and a search begins for a new job.

A permanent restriction is a medical condition where the employee has reached maximum recovery. Documentation must be provided by the attending physician and returned to the Supervisor or Manager. Employees who have been placed on permanent restrictions will be accommodated in accordance with applicable provincial legislation and appropriate arrangements will be made where possible.

In cases where an employee on permanent restrictions wishes to transfer to another job, that person will be eligible to move, provided they have enough seniority and the essential job duties are within their capabilities.

The Company's Return to Work program requires a spirit of team work and a respect for the capabilities of the returning employee. We ask that all work groups help make our program one that will be of benefit to everyone.

ON THE JOB INJURIES / ILLNESSES

You must immediately notify your Area Supervisor of all work related injuries or illnesses, when the incident occurs regardless of severity so that necessary steps can be taken to ensure that proper treatment is received. Immediate notification helps The Waterfront Beach Bar and Grill to promptly and accurately report claims to the Workers' Compensation Board.

If the employee seeks medical treatment after work or if time is lost from work beyond the day the occupational injury or illness occurred, the employee is to immediately contact the company to supply details of the incident. Medical documentation must be supplied by the employee to his/her supervisor (physical capabilities form) prior to return to work. If the employee is unable to return to regular duties, but able return to modified work, duration must be specified in order that suitable accommodation can be made. This is outlined in the Return to Work Program.

Failure to promptly report a job related injury or illness could jeopardize payment from WCB.

ACCIDENT INVESTIGATIONS

Health Care and Lost Time incidents requiring investigation will be identified by the designated Health & Safety Representative, who will notify the appropriate area Supervisor. The incident will be thoroughly investigated by both the area Supervisor and the area Safety Committee Representative, to determine the causes. Effective counter measures will be taken to try to ensure that a similar incident does not occur again at The Waterfront Beach Bar and Grill.

PREGNANCY - Fetal Protection Program

The following procedures have been established in order to prevent any unnecessary exposure of a pregnant employee to hazardous materials or possible injury to a developing embryo/fetus:

At the earliest indication that an employee has knowledge that she is pregnant or she has reason to believe that she may be pregnant she is required to notify her manager.

The designated company rep will provide the employee with a copy of the material safety data sheet (MSDS) for each hazardous material the employee may be exposed to while performing assigned job duties. The "Receipt of MSDS" form will be signed by the employee and inserted into her confidential medical file. The employee will be counseled as to the importance of informing her physician of her job duties and the hazardous materials she may be exposed to while performing assigned job duties.

Should the pregnant employee experience any difficulty at any time during her pregnancy she is required to notify her supervisor immediately in order that early intervention or suitable accommodation to an alternate job can be arranged where applicable.

EMERGENCY RESPONSE

The Waterfront Beach Bar and Grill has a qualified First Aider present on all shifts in addition to a well-equipped First Aid Kit.

When the fire alarm sounds in the restaurant, you must evacuate the building to your designated gathering area via the nearest safe route. Please remain in this area until instructed to return to your work area.

DRUG AND ALCOHOL POLICY

It is the company's policy that employees may not possess, use, manufacture, or distribute alcohol, prescribed drugs or illegal drugs on Company premises, or be under the influence of drugs or alcohol on company premises, or during the working time of the employee.

It is The Waterfront Beach Bar and Grill's moral and legal obligation to provide a safe and healthy place to work for employees and visitors. The Company recognizes that the use of drugs and alcohol can limit an employee's ability to properly and safely perform the essential duties of their job. It is understood that employees may need the help and support of confidential counseling, treatment, and rehabilitation programs in some circumstances.

For more information on the Occupational Health and Safety Drug and Alcohol Policy, please refer to the Appendix B.

SECTION 5 - HOURS OF WORK

WORK WEEK

A normal production work week will be 40 hours. Special circumstances may warrant an altered work week.

MEAL / REST PERIODS

For a one or two shift operation there will be two fifteen (15) minute paid breaks and a one hour OR thirty (30) minute unpaid lunch period.

Due to business levels employees may be asked to take their rest periods and lunch on a staggered schedule.

WORK AREA MEETINGS

Employees are to be in their work area at the start of their shift to attend a daily team meeting. This provides an opportunity to review day's events, to share feedback from previous shifts, and to review management communications.

OVERTIME DISTRIBUTION POLICY

The Company will fairly distribute overtime amongst employees. It is the Supervisor's function to offer overtime on a rotational basis amongst employees and to determine who will be selected to perform various tasks on overtime, according to both the overtime hours accumulated, and the ability and skill level required to perform the task.

Overtime work is normally voluntary. Compulsory overtime may be required in order to meet the legitimate needs of the business. As per the Saskatchewan Employment Act the employer may schedule up to 48 hours of work in a given week based on business demands.

Notice of overtime will be given as far in advance as is practical or possible.

OVERTIME SCHEDULING

The Company will confirm Saturday overtime commitments prior to the end of an employee's regularly scheduled shift preceding their last scheduled shift leading up to the overtime shift (i.e. end of Thursday's shift). It is understood that in the event of an emergency, overtime may be requested on less notice.

If an employee reports for a scheduled weekend mandatory shift, the Company is obliged to provide the employee with, at minimum, three (3) hours of work or compensation in lieu of. If an employee volunteers to go home, this compensation payment requirement is waived.

SECTION 6 - ATTENDANCE PROGRAMS

ATTENDANCE AND ABSENCES

If an employee has to miss work due to illness or some other legitimate reason, that employee has the responsibility of notifying the Company prior to the commencement of their scheduled shift. This will allow the Company to make any necessary arrangements to cover the absence to meet production goals.

The Company intends to reasonably exercise understanding in cases of employee absences, and it is anticipated that employees will exercise their best judgment when they feel it is necessary to be absent from work.

Each employee's regular attendance on the job is of vital importance for the efficient operation of our business. Disruption of established work schedules due to excessive absenteeism places a heavy burden on fellow workers as well as on the planning necessary to achieve production goals. This in turn, affects the overall quality of our product which has a direct impact on our customers. Therefore, in order to maintain acceptable standards of attendance and to provide for fair and equitable treatment of employees receiving corrective action for excessive absenteeism, the following attendance program will be applied.

Absences for the specific reasons listed below are excused and are not charged against employee's annual attendance record:

A. The following absences are excused and DO not affect perfect attendance

- Approved military leaves of absence
- Holidays
- Vacations
- Jury Duty/Court Appearances (As a subpoenaed witness and not as a principal of the court action itself)
- Bereavement Leaves
- Layoffs or temporary closures
- Birth of a Child: If an employee is required to leave to attend the birth of their child during working hours
- Approved emergency leaves (volunteer fire, auxiliary police)
- Approved Pregnancy and Parental Leaves of Absence
- WCB
- Road closures causing an employee to arrive late (within the first hour) for the start of their shift. Satisfactory proof of road closure will be required

B. The following absences are excused, but DO affect Perfect Attendance:

- Approved medical leaves of absence (S.T.D.).
- Approved personal leaves of absence.
- Road closures. Satisfactory proof of the road closure will be required.

Absences for the following reasons are not excused and will be charged against your attendance record:

- Personal Time – paid / unpaid (outside Emergency Leave Definition)

- Lateness
- No Show for committed overtime whether voluntary or mandatory

*A record of absences for all employees will be maintained. Employees with a disability as defined under the Human Rights Code, may be exempt from this section of the handbook.

STANDARDS OF PERFORMANCE FOR ATTENDANCE

The standards of performance for employees who are employed as of January 1st for attendance during the 12 month period from January to December are as follows:

Days Absent	Attendance Rating
0 days	Perfect
1 to 5 days	Satisfactory
6 to 8 days	Unsatisfactory
9 or more days	Unacceptable

For employees with less than 1 year of service, the standard of attendance is directly proportional to their time of service.

An unsatisfactory absenteeism rating will be brought to the employee’s attention through a Written Counseling (Step 1 of the discipline process) and if not corrected, will result in further disciplinary action. The actual four steps of the disciplinary procedure are the same as outlined under “Disciplinary Procedures”.

EXCESSIVE ABSENTEEISM

When an employee’s absences due to both the number and frequency of personal absences and sick leave becomes excessive, as compared to the plant average, or establishes a pattern (i.e. Mondays or Fridays), the employee’s absenteeism will be considered excessive.

Employees with excessive absenteeism will receive an “Employee Unreasonable Absence Letter”, issued by their Supervisor or Manager. This letter will detail the employee’s attendance records and set performance expectations over a defined period of time.

Should the employee fail to meet these performance expectations, a further meeting will be held with their Supervisor or Manager to identify the reasons for ongoing absence. Each case will be reviewed individually and appropriate steps will be taken in accordance to the severity of the issue.

REPORTING ABSENCES

Reporting absences is especially important for unexpected or unscheduled absences. When it is not possible to report an absence or lateness in advance of the beginning of the shift, employees are expected to call the Company within 30 minutes of their regular shift start with a report and the estimated time of their arrival. Unless hospitalized, employees must **PERSONALLY** call in to report their absence.

Any employee who fails to report or appear at work at the beginning of their regular shift for three consecutive work days may be subject to dismissal.

A doctor's note, providing medical clearance for an employee to return to work following a non-work related injury or illness will be required when an employee is absent from work for 3 or more consecutive days.

When an employee provides medical documentation, it must be handed in to his/her Supervisor or Manager **within 3 days** from the absence having occurred (exception noted above). Documentation provided after this time period will not be accepted. To be acceptable, the doctor's notes **MUST** be the original, written on professional stationery and signed by the doctor. It must indicate a visit date and that the doctor has advised the individual to remain off work for the (defined) period of time.

If the employee is unable to return to normal work duties, then the doctor's note must specify return to modified duties and the nature and duration of restrictions. The employee is required to report to their Supervisor prior to return to work, with the necessary medical documentation.

LATENESS

Lateness is not excused and will be charged against the employee's attendance record. This will be monitored in two 6-month intervals: January 1 – June 30 and July 1 – December 31. More than 6 occurrences of lateness within a 6-month interval will warrant disciplinary action.

PERSONAL TIME

Company Name offers a program whereby all employees may be allocated "Personal Leave Time".

This "Personal Leave Time" is not to be used as additional vacation days and cannot be taken in increments of less than one hour. Any employee who uses more than 1 day, will need to produce satisfactory evidence of the reason for the absence to their supervisor upon returning to work.

PERFECT ATTENDANCE

Employees achieving Perfect Attendance in increments of 5 years (calculated from anniversary date or date of last regaining Perfect Attendance) will receive a gift acknowledging these milestones.

COMPANY LEAVES

PERSONAL LEAVES OF ABSENCE

A non-probationary employee may be granted a leave of absence without pay upon consideration of the following factors:

- the effect of the leave on the company's operation
- the employee's length of service
- the employee's attendance record
- the employee's past record of leaves of absence
- the effect of the leave on the vacation schedule

Requests for leaves of absence must be in writing to the employee's Supervisor at least ten working days in advance of the leave where possible. A reply will be given in writing to a request for a leave of absence within five days of receipt. If the request is denied, the company will provide an explanation in writing.

PREGNANCY LEAVE

Pregnancy leave consists of up to 52 weeks of job-protected, unpaid time off work. If you are pregnant, you are entitled to take pregnancy leave whether you are a full-time, part-time, temporary or a contract employee. You must have been hired at least 13 weeks before your baby's expected birth date ("due date").

At least 2 weeks prior to the date the leave begins, the employee must give written notice to the company, along with a medical certificate from her doctor confirming the pregnancy and giving the estimated date of delivery.

During a pregnancy leave you may be eligible for Employment Insurance (E.I.) Maternity Benefits. To apply for E.I. benefits, you should complete an application form and submit it with a medical certificate, to Human Resources Development Canada (HRDC). Application forms and blank medical certificates may be obtained from any HRDC location.

When the employee wishes to return to work, she must give the company 4 weeks written notice stating the date she wishes to return.

PARENTAL LEAVE

As a new parent (e.g., birth parent, adopting parent or person in a relationship with a parent of a child who plans to treat the child as his/her own) you have the right to take job-protected, unpaid time off work when a child is born or first comes into your care.

You are entitled to take parental leave whether you are a full-time, part-time, temporary or contract employee. To qualify, you must have been hired at least 13 weeks before the start of the leave.

An employee who intends to take parental leave must give the company at least two weeks written notice of the date the leave is to begin. Also, the employee must give the company at least four weeks written notice when he or she wishes to return to work.

MILITARY LEAVE OF ABSENCE

The Waterfront Beach Bar and Grill fully supports employees who volunteer their time to perform military service. Employees serving on short-term military active duty (which includes mandatory annual military training) will be paid the difference between their military base pay

and their The Waterfront Beach Bar and Grill pay for each scheduled work day absent, for up to three weeks in a calendar year.

Leave without pay can extend beyond this paid period, upon Management's approval. Employees must make arrangements for benefit continuation during this leave; due to the risk associated with this activity some of the benefits may not be available.

JURY DUTY/COURT APPEARANCES

The Waterfront Beach Bar and Grill makes every attempt to be a good citizen and fully supports its employees in participating in civic and community functions.

One civic responsibility is Jury Duty. Be sure to advise your Supervisor in advance that you have been summoned to serve.

The Waterfront Beach Bar and Grill further recognizes that it may be necessary from time to time for employees to appear in court as witnesses in various legal proceedings. Should this occur, employees who have received a valid court order or subpoena to appear in court during working hours as a witness, and not as a principal in the court action itself, may receive pay for such time missed.

Employees must make every effort to report for work for their scheduled shift outside of jury duty and court appearances requiring their attendance. The Waterfront Beach Bar and Grill will respect that employees will use good judgment in determining their ability to work before or after court proceedings, with respect to the location of court hearings and the shifts employees are working, in accordance with the provincial labour laws and the Occupational Health & Safety Act.

BEREAVEMENT

Immediate Family

Employees shall be granted UP TO 5 consecutive working days off with pay for funeral leave in the event of the death of a member of their immediate family. Non-consecutive days may be approved by your Supervisor to accommodate special funeral arrangements.

IMMEDIATE family is defined as spouse, child, foster child, brother, sister, parents, foster parent, step-parent and step-child. This definition also includes common-law relationships as defined under our benefits package.

If notified at work of a death in the immediate family, and the employee may feel the need to leave immediately, that day will be paid in full. It will not count as one of the "up to 5 days" given.

Employees experiencing a bereavement situation for immediate family while on vacation and take time to attend the funeral, will receive bereavement leave with pay at the time of the death and the vacation period will be extended for UP TO 5 consecutive working days. If a statutory holiday falls within the bereavement leave, then the employee will be entitled to an additional day.

Bereavement (Other Than Immediate Family)

Employees will be granted time off without pay of 3 days to attend the funerals of persons other than members of their immediate family defined as parents-in-law, sister-in-law, brother-in-law, grandparents, grandparents-in-law, step-grandparents, grandchildren, and individuals with whom the employee has had especially close relationships with. Each case will be reviewed by your Supervisor on an individual basis prior to approval being granted.

REQUIREMENTS FOR FAMILY MEDICAL LEAVE

Family medical leave is unpaid, job-protected time off work.

This leave may be taken to provide care or support to certain family members and people who consider the employee to be like a family member who have a serious medical condition with a significant risk of dying within a period of 26 weeks.

The medical condition and risk of death must be confirmed in a certificate issued by a qualified health practitioner.

Family medical leave is available to you whether you apply for federal Employment Insurance compassionate care benefits or not. If you are applying for Employment Insurance (EI) compassionate care benefits, a copy of the medical certificate submitted to Human Resources and Social Development Canada may also be used for the purpose of family medical leave.

You are entitled to family medical leave whether you are a full-time, part-time, permanent or contract employee.

If two or more employees qualify to take the leave to care for the same person, the eight weeks must be shared.

You must inform the company in writing that you will be taking family medical leave before it begins, or as soon as you can.

This leave may be taken for personal illness, injury or medical emergency or for the death, illness, injury, medical emergency or urgent matter relating to: your spouse, a parent, step-parent, foster parent, child, step-child, foster child, grandparent, step-grandparent, grandchild or step-grandchild of you or your spouse, the spouse of your child, your brother or sister, and a relative who is dependent on you for care or assistance.

You must tell the company that you will be taking personal emergency leave before it begins, or as soon as you can.

RETURNING TO WORK FROM MEDICAL LEAVE OR DISABILITY

Prior to returning from Long Term disability, employees must obtain medical documentation from their physician indicating the specific date of return. If any physical or psychological work limitations apply, a Physical Capabilities Form must be completed by the Attending Physician and brought to the Supervisor by the employee prior to return to work in order that suitable accommodation can be arranged.

If the supporting medical documentation provided for return to work is not sufficient, or if there is otherwise reasonable doubt as to the employee's physical or psychological ability to perform work in a safe, healthy and productive manner, the Company may request further medical assessment and documentation before allowing reinstatement.

The employee will return to the team/department that he/she occupied at the commencement of the medical leave. If there is excess manpower, the junior employee is displaced. In situations where a position has been identified as a non-rotation job, the employee has the right to return to the job that he/she occupied at the commencement of the medical leave, given that the employee meets the physical/medical requirements of the position.

In circumstances where the employee has returned under the "Return to Work" Program, he/she will be accommodated in the workplace, given his/her capabilities.

RETURN TO WORK PHYSICAL EXAMINATIONS

If employees have been off work for ninety calendar days or longer due to personal injury or illness, the Company may require the employee to undergo a physical assessment specific to the injury or illness, to determine their ability to perform the essential duties of the position to which they are returning. Such examinations will be at the expense of The Waterfront Beach Bar and Grill and must be conducted prior to the employee returning to work.

FAILURE TO RETURN TO WORK

Failure to return to work following LTD may result in dismissal.

SECTION 7 - PAY

PAY PHILOSOPHY

The Waterfront Beach Bar and Grill pay program is designed to enable the restaurant to attract and retain the highest quality employees. It is our goal to offer compensation that is fair and equitable as well as competitive within the industry and our local community.

TIME KEEPING

Employees are required to sign in and out at the start and end of each shift. This information feeds to the payroll department to ensure correct pay.

CALL BACK PAY

On occasion, it may become necessary to call an employee to work outside of his/her regular working hours. If this occurs, the employee will be paid on an overtime basis for the actual time worked, or 3 hours at his/her regular rate of pay, whichever is greater.

REPORTING PAY

When an employee reports to work for his/her regular shift and no work or less than 3 hours work is available the employee will be paid a minimum of 3 hours at his/her regular rate.

OVERTIME PAY

The customer is the controlling force behind the type of schedule we will work at our operation. It may become necessary to work overtime to meet the demands of our customers. All overtime must be approved by the area Supervisor prior to the overtime being taken.

When it is necessary to schedule overtime, employees will be paid as follows:

- Any hours worked in excess of eight hours in one day, will be paid at time and one half
- Any hours worked in excess of forty regular hours in any work week, will be paid at time and one half.
- Work performed on a statutory holiday, or during the designated Christmas holidays recognized by The Waterfront Beach Bar and Grill will be paid at time plus one half in addition to holiday pay.

PAY DAY

Employees will be paid on a bi-weekly basis by cheque or through a direct bank deposit system.

It is very important that you ensure these records are kept accurate by signing in daily. Any necessary changes must be received by the end of the afternoon shift prior to processing, which is done during a normal work week.

Should there be any changes in banking or address information, this must be provided by the effective cutoff date to be reflected on that week's pay. Should there be any inquiries or concerns relating to your pay statements, please direct them to management.

SECTION 8 - BENEFITS

VACATION

Eligibility

The Waterfront Beach Bar and Grill's vacation year runs from January 1 to December 31. Employees who have 1 or more years of service on December 31st will be entitled to the following:

- A. 2 weeks vacation following 1 year of continuous service.
- B. 3 weeks vacation following 5 years of continuous service.
- C. 4 weeks vacation following 10 years of continuous service.

When an employee reaches their 5th or 10th anniversary date, they will, on that date, become eligible for additional vacation days as outlined in the schedule below.

Vacation Pay

Employees who qualify for vacation as listed in A – C, and who have worked a minimum of 1200 hours in the vacation qualifying year, will be entitled to 4% of vacationable earnings or full pay during eligible vacation time, whichever is greater.

Any employee who has worked less than 1200 hours during the qualifying year, for each week of vacation they are entitled, will be eligible for the vacation time with prorated pay in an amount equal to four percent (4%) of gross vacationable earnings. Employees placed in this category due to Maternity/Parental Leave are excluded from this formula.

Employees who on December 31st have less than 1 year of Service will be credited with 1 day of vacation for each full month of service to a maximum of 10 days with vacation pay of 4% on vacationable earnings from the previous qualifying year.

Should an employee find that he/she will not receive a full current pay for the entire vacation time, he/she will have two options:

- 1) Take the vacation time off without full current pay; OR
- 2) Take the vacation time covered by full pay and take whatever residual vacation pay is left in cash. Please check with Payroll if you have any questions.

Vacations must be taken within the vacation year following the qualifying period in which it is earned. No vacation may be accumulated and carried over beyond this time. Upon eligibility of vacation, one of the weeks may be taken in units of days and the other week(s) should be taken in minimum amounts of one week. Exceptions must be approved by your Manager. It is the responsibility of the employee to track his/her total vacation time taken. Extra time taken will not result in payment beyond entitlement nor borrowing from future vacation yet to be earned.

Scheduling

Vacation scheduling is decided by company and vacations are to be taken at a time mutually convenient to the employee and business needs. It is the Supervisor's responsibility to ensure employees take all earned vacation.

There will be up to 2 weeks maximum vacation scheduled during prime summer months until the schedule has been through the whole work area.

When a statutory holiday falls during the week of an employee's scheduled vacation, this will be considered a full week for vacation purposes which entitles this employee to schedule one more single day vacation as stated above.

Vacation requests will be granted within the stated limits provided that a written notice of 5 working days is received. Vacations requested with less than a written 5 working day notice may be scheduled at the Supervisor's discretion.

Vacation Cancellation

Cancellations must be received prior to the start of shift, 2 working days preceding the scheduled vacation day(s) and will be in increments of the originally scheduled vacation time (i.e., if a full week is booked, the full week must be cancelled).

HOLIDAYS

The Waterfront Beach Bar and Grill provides a variety of paid holidays for employees each year. The schedule for designated company holidays is announced annually. Employees become eligible for holidays with pay immediately following completion of the probationary period.

Employees must work their last complete scheduled working day before and their first complete scheduled working day following the holiday in order to be eligible for holiday pay. Any absence during these qualifying days will require documentation (e.g. medical note, police report) stating you were unable to work (e.g. absence due to illness or injury, jury duty, bereavement and approved leave of absence).

Any overtime shifts accepted by an employee, either before or after the holiday, become the scheduled working day for eligibility purposes. Working on a holiday does not substitute for the before/after eligibility. Should the day(s) immediately before the holiday be scheduled vacation time, then the day before the vacation becomes the qualifying day for holiday pay; the same applies following a holiday.

Religious Holiday Accommodation

Should an employee wish to recognize a specific religious holiday outside the posted holiday list, for example, Yom Kippur, they would be paid for the absence on this date and would then designate one of the holidays recognized by The Waterfront Beach Bar and Grill such as July 1st in substitution. The designated substituted non-work day (in this example, July 1st) would be designated as a vacation day or unpaid approved absence.

RECOGNITION AWARDS

Service anniversaries will be recognized by the presentation of service awards once annually. These awards are given upon completion of one year's service, and then at 5, 10, 15, 20 and 25 years.

EDUCATIONAL ASSISTANCE

The Company's wellbeing and continued growth depend, to a great extent, on the skills developed by fellow employees. We will assist in this self-development by reimbursing the cost of pre-approved training and educational courses which aid in improving your present job performance or help prepare to assume greater responsibility within the company in the future. Employees with one year seniority are eligible for educational assistance reimbursement.

All courses must be pre-approved and employees must advise their Manager of their intentions. They will request approval from the Human Resources department on your behalf.

WORK REDUCTION

Conditions may make it necessary to reduce the number of employees at The Waterfront Beach Bar and Grill. When a work reduction is required, the procedure outlined below will be followed:

- Determine the number of positions which will be retained on each shift. The number of employees ultimately placed on the Layoff List will be the difference between the number required and the current total number of employees.
- All probationary, student, contract and temporary employees will be placed on the list first.
- It is understood that less senior employees may be retained to perform available specialized work if more senior employees do not have the specialized skills required.

SECTION 10 – GENERAL

PERSONAL PHONE CALLS

Telephones are provided in the back area for your use in making outside local calls during lunch break or rest periods. Cell phones are to be turned off during work hours and use is prohibited in work areas outside of the designated break periods.

Emergency incoming calls will be directed through your Supervisor and you will be notified immediately of such calls. Please make sure your spouse or family has the name of both your Supervisor and Manager. Phone calls during work periods should be for emergency purposes only.

APPENDICES

Appendix A – SOLICITATION/DISTRIBUTION RULES

Purpose

The Company has strict rules which prohibit improper solicitation and distribution of literature by employees and non-employees. The primary purpose of these rules is to keep employees' working time free from non-work related interference, to ensure that working areas are kept free from litter and to keep non employees who want to solicit our employees or distribute literature to them off of company property at all times.

Procedure

To make the longstanding no solicitation/distribution rules more easily understandable by employees and to promote continued uniform enforcement, the following written rules have been adopted:

Solicitation and distribution of literature by non-employees on company property is prohibited. Solicitation by employees on company property is prohibited when the person soliciting or the person being solicited is on working time. Working time is the time employees are expected to be working and does not include rest, meal or other authorized breaks.

Distribution of literature by employees on company property in non-working areas during working time, as defined above, is prohibited.

The no solicitation/distribution rules are lawful as written, but even a lawful rule can become unlawful if it is not constantly and uniformly enforced. The primary responsibility for enforcing the rules is on the frontline supervisor. Taking the rules one section at a time, enforcement of the rules should be as follows:

Solicitation and distribution of literature by non-employees on company property is prohibited. This section of the rule prohibits non-employees from coming onto the company property at any time for the purpose of solicitation or distribution of literature. Examples of non-employees attempting to solicit on company property would include:

Girl Scouts selling cookies in the parking lot, insurance salesmen trying to sell insurance of collect premiums, and the like.

Examples of non-employees distributing literature would include:

- a politician handing out handbills in the employee parking lot,
- the manager of a local grocery store putting flyers on windshields of employees' cars in the employee parking lot,
- a union organizer (who is not an employee) handing out union bulletins on company property, and the like.

All of these examples violate the rule and none of them should be permitted. Any member of management who observes a non-employee soliciting or distributing on company property should:

- put a stop to the activity; and
- document in writing what occurred to Supervisor or Manager.

It is important to note that non-employees cannot be prohibited by management from soliciting or distributing literature away from company property. Enforcement is simple: know the boundaries of the company property and do not let outsiders solicit or distribute inside gates used by employees to enter and leave the company property.

Solicitation by employees on company property is prohibited when the person soliciting or the person being solicited is on working time. Working time is the time employees are expected to be working and does not include rest, meal or other authorized breaks. This section clearly defines when an employee may solicit other employees and when they may not solicit.

The key to enforcement is "working time" which is the time an employee is expected to be working that means the company's work and not some private enterprise of an employee. "Working time" does not include rest periods, meal periods or other authorized breaks from work, whether the employee is being paid for the time or not. Some examples of solicitation frequently engaged in by employees include: Sale of Tupperware, sale of Avon products, collection for flower funds to buy flowers for an ill employee or at the death of an employee or employee's relative, sale of raffle tickets sponsored by local civil groups, sale of vegetables or other farm products, attempts by one employee to get another employee to sign a union card or sign up for any other cause, or other types of sales or collections.

Any member of management observing employees engaged in the activity:

- implement proper discipline or refer the matter to the employee's supervisor for disciplinary action as appropriate; and
- document the incident in writing. (Note: The first step may be merely to remind the employee to conduct the activity in non-working time. Repeat violations will result in discipline.)

It is critical that the rule be uniformly enforced against all types of solicitation at all times to avoid legal problems which could arise if some types of solicitation are prohibited while others are permitted.

It is important to note that employees are permitted to solicit during their non-working time. However, to avoid violation of the rule, all employees involved (both those engaged in soliciting, and those being solicited) must be on non-working time. If all employees involved are not on non-working time, the employees who are doing the soliciting are violating the rule and are subject to discipline.

Appendix B – DRUG & ALCOHOL POLICY

The Waterfront Beach Bar and Grill is committed to providing a safe, drug and alcohol-free workplace. As such, the Company will not tolerate the abuse of controlled substances by any employee.

Policy Statement

The employees are our most valuable resource, and for that reason, their health and safety is of paramount concern. The Company will not tolerate any drug or alcohol use which imperils the health and well-being of its employees, or threatens its business. The use of illegal drugs and abuse of other controlled substances, on or off duty, is inconsistent with the expectations of character that the Company holds for all of its employees. Employees who use illegal drugs or abuse other controlled substances (such as alcohol) on or off duty tend to be less productive, less reliable, and prone to greater absenteeism which results in the potential for increased cost, delay, and risk to the business.

The Waterfront Beach Bar and Grill is a drug and alcohol-free workplace. As such, the use of non-prescribed drugs or alcohol during work hours is strictly prohibited. The Company prides itself on providing a safe working environment for all of its employees. Employees under the influence of drugs or alcohol on the job can pose serious safety and health risks both to themselves, their coworkers and visitors to our premises. To help ensure a safe, healthy workplace, the Company reserves the right to prohibit certain items and substances from being brought on to, or being present on company premises.

The Company also prohibits any employee from reporting to work, or working with any measurable level of illegal or non-prescription drugs, alcohol, or other controlled substance which might affect the employee's ability to work safely.

Prohibited Behaviour

The following are strictly prohibited, and may incur disciplinary action up to, and including termination of employment, and any legal ramifications consistent with the necessary involvement of law enforcement agencies:

- Employees shall not be under the influence of any non-prescribed drugs or alcohol while they are on company premises, operating a company vehicle, or are in the act of conducting Company business regardless of location.
- The use, possession, sale, manufacture or dispensation of any illegal drug, alcohol, or paraphernalia associated with either.
- The use of alcohol or illicit narcotics off Company premises that adversely affects the employees work performance, the safety of his or her own and others safety at work, or The Waterfront Beach Bar and Grill regard or reputation in the community.
- Failure to adhere to the requirements of any drug or alcohol treatment or counselling program in which the employee is enrolled.
- Failure to report to management the use of any prescribed drug which may alter the employees' ability to safely perform their duties.

Any illegal drugs or drug paraphernalia will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

Appendix C -- WORKPLACE ANTI-VIOLENCE POLICY

Purpose

The Waterfront Beach Bar and Grill is committed to building and preserving a safe working environment for its employees. In pursuit of this goal, The Waterfront Beach Bar and Grill does not condone and will not tolerate acts of violence against or by any The Waterfront Beach Bar and Grill employee. The Waterfront Beach Bar and Grill will take every reasonable precaution and implement measures to prevent violence and protect all employees from potentially violent situations. As such, this policy prohibits physical or verbal threats – with or without the use of weapons – intimidation, or violence in the workplace to minimize risk of injury or harm resulting from violence to The Waterfront Beach Bar and Grill employees.

Specifically if the Company is aware that domestic violence is likely to expose an employee to a workplace physical injury every reasonable precaution will be implemented to protect the individual.

It is also a violation of The Waterfront Beach Bar and Grill's Anti-Violence Policy for anyone to knowingly make a false complaint of violence, or to provide false information about a complaint. Individuals who violate this Policy are subject to disciplinary and/or corrective action, up to and including termination of employment.

The Waterfront Beach Bar and Grill strictly prohibits violence in the workplace.

We are committed to providing a safe and healthy work environment free from violence, threats of violence, harassment, intimidation and disruptive behaviour for all our employees. Weapons are strictly prohibited from all company property; violators are subject to discipline and may be reported directly to the police. The Waterfront Beach Bar and Grill firmly believes that by working together with our employees, the risk of workplace violence can be minimized.

Risk Assessment

The Company will conduct a risk assessment of the work environment to identify any issues related to potential violence that may impact the operation and will institute measures to control any identified risks to employee safety.

The risk assessment may include review of records and reports i.e. security reports, employee incident reports, staff perception surveys, health and safety inspection reports, first aid records or other related records. Specific areas that may contribute to risk of violence may include: contact with public, exchange of money, receiving doors, working alone or at night etc. Research may also include a review of similar workplaces with respect to their history of violence.

Definition

Workplace Violence means but is not limited to:

- The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
- An attempt to exercise physical force against a worker, in a workplace, that causes or could cause physical injury to the worker.
- A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that causes or could cause physical injury to the worker.
- Physical acts (e.g., hitting, shoving, pushing, kicking, sexual assault).
- Any threat, behaviour or action which is interpreted to carry the potential to harm or endanger the safety of others, result in an act of aggression, or destroy or damage property.
- Disruptive behaviour that is not appropriate to the work environment (e.g., yelling, swearing).

Policy

In the event that an employee is either directly affected by or witness to any violence in the workplace, it is imperative for the safety of all The Waterfront Beach Bar and Grill employees that the incident be reported without delay.

- Report any violence or potentially violent situations immediately to management.
- All reports shall be kept confidential.
- All reports shall be investigated, and dealt with appropriately.
- Any The Waterfront Beach Bar and Grill employee who threatens, harasses or abuses another employee, or any other individual at or from the workplace shall be subject to disciplinary action, up to and including termination of employment, and the pursuit of legal action.
- Violent action, threats and assault are serious criminal offences, and shall be dealt with appropriately.

The Company Shall:

- Investigate all reported acts / incidents of violence, and:
 - consult with other parties (i.e. Legal Counsel, Health & Safety consultants, JHSCs, Employee Assistance Provider, Human Rights office, Local Police Services ;
 - take all reasonable measures to eliminate or mitigate risks identified by the incident;
 - document the incident, its investigation, and corrective action taken.
- Submit a report of the incident to the Ministry of Labour where an employee incurs a lost time injury as a result of violence in the workplace.
- Review this policy and hazard assessments annually, or as changes to job responsibilities or environments occur, and revise the assessment as needed.
- Review annually, in conjunction with review of hazard assessments, the effectiveness of actions taken to minimize or eliminate workplace violence and make improvements to procedures, as required.

Risk of Violence

The Waterfront Beach Bar and Grill will communicate information relating to a person with a history of violence where:

- Workers may reasonably be expected to come into contact with the person in the performance of their job duties; and
- There is a potential risk of workplace violence as a result of interactions with the person with a history of violence.

The Company will only disclose personal information that is deemed reasonably necessary to protect the worker from physical harm.

The Right to Refuse Unsafe Work

- This is a legal right of every worker in Saskatchewan and The Waterfront Beach Bar and Grill is committed to ensuring a safe workplace.
- If you have any health and safety concerns or concerns related to violence, bring them to the attention of your Supervisor.
- If you believe your health and safety may be endangered by the physical condition of the workplace or by any equipment or machine you are to use or operate or any situation related to violence, you have the right to refuse unsafe work. You must immediately report the refusal and your reasons to your Supervisor.
- Management will be informed of the situation and your Manager and a safety committee representative will investigate your concern with you.
- No reprisals will be taken against any employee who acts in compliance with or seeks protection under the provisions of Sask Employment Act.

Workplace Coordinator

For the purposes of this policy the manager shall act as a Workplace Coordinator with respect to workplace violence and harassment issues.

Application of this Policy

This policy applies to all those working for the organization including front line employees, contract service providers, managers, officers or directors. The organization will not tolerate violence whether engaged in by fellow employees, managers, officers, directors, or contract service providers of the organization.

All Waterfront Beach Bar and Grill employees are personally accountable and responsible for enforcing this policy and must make every effort to prevent and eliminate violence in the work environment and to intervene immediately by advising a member of management if they observe a problem or if a problem is reported to them.

This policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace violence or act as witnesses. Management will take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence. Reprisal is defined as any act of retaliation, either direct or indirect.

Disciplinary Measures

If it is determined by the company that any employee has been involved in a violent behaviour or unacceptable conduct related to another employee, immediate disciplinary action will be taken. Such disciplinary action may involve counselling, a formal warning and could result in immediate dismissal without further notice.

This Anti-Violence Policy must never be used to bring fraudulent or malicious complaints against employees. It is important to realize that unfounded/frivolous allegations may cause both the accused person and the company significant damage. If it is determined by the company that any employee has knowingly made false statements regarding an allegation related to violence, immediate disciplinary action will be taken. As with any case of dishonesty, disciplinary action may include immediate dismissal without further notice.

Special Circumstances

Should an employee have a legal court order (e.g. restraining order, or “no-contact” order) against another individual, the employee is encouraged to notify his or her supervisor, and to supply a copy of that order to the manager. This will likely be required in instances where the employee strongly feels that the aggressor may attempt to contact that employee at The Waterfront Beach Bar and Grill, in direct violation of the court order. Such information shall be kept confidential.

If any visitor to the The Waterfront Beach Bar and Grill workplace is seen with a weapon (or is known to possess one), makes a verbal threat or assault against an employee or another individual, employee witnesses are required to immediately contact the police, emergency response services, their immediate supervisor, and management.

All records of harassment and violence reports, and subsequent investigations, are considered confidential and will not be disclosed to anyone except to the extent required by law.

In cases where criminal proceedings are forthcoming, The Waterfront Beach Bar and Grill will assist police agencies, attorneys, insurance companies, and courts to the fullest extent.

Confidentiality

The Waterfront Beach Bar and Grill will do everything it can to protect the privacy of the individuals involved and to ensure that complainants and respondents are treated fairly and respectfully. The Waterfront Beach Bar and Grill will protect this privacy so long as doing so remains consistent with the enforcement of this policy and adherence to the law.

Neither the name of the person reporting the facts nor the circumstances surrounding them will be disclosed to anyone whatsoever, unless such disclosure is necessary for an investigation or disciplinary action. Any disciplinary action will be determined by the Company and will be proportional to the seriousness of the behaviour concerned. The Waterfront Beach Bar and Grill will also provide appropriate assistance to any employee who is victim of discrimination or harassment.

Employee/Supervisory Roles in Maintaining a Positive & Safe Work Environment

As an employee of The Waterfront Beach Bar and Grill, you have the following responsibilities to our workplace:

- We trust that all of our employees will help us eliminate the threat of violence from our workplace.
- All employees are responsible for preventing and reporting acts of violence that threaten or perceive to threaten a safe work environment.

Co-worker's Role

If you are a co-worker who has witnessed an action related to violence in the workplace:

- Immediately report the incident to a member of Management.

Manager's and Management's Role

- Legally, management is responsible for creating and maintaining a safe and health workplace free from violence.
- Managers must be sensitive to the climate in the workplace and address potential problems before those problems become serious.
- If a manager becomes aware of violence in the workplace and chooses to ignore it, that Manager and the Company risk being named co-respondent in a complaint and may be found liable in legal proceedings brought about by the complainant and/ or government representatives.

When an employee has asked their manager to deal with a violent situation, the manager should:

- Support the employee without prejudging the situation.
- Work with the employee and document the offensive action(s) and have the employee sign a complaint.
- Contact their superior and/or senior management and provide details of the incident on behalf of the employee.

Frequently Asked Questions

What happens to the people who complain of violence in the workplace just to retaliate against someone they don't like or get along with?

This is a very unusual situation and more likely to occur when employees are not informed about the definition(s) of workplace violence. Frivolous complaints could result in disciplinary procedures.

How can the investigation be kept confidential if everyone knows what is going on?

Confidentiality is identified as a major concern in all interviews carried out as part of an investigation of any complaint. The employee grapevine is a part of every company and certainly beyond our ability to control. It is the responsibility of the investigator to discuss the complaint only with those who might have knowledge of the situation. Please recognize if a complaint has no merit, there can be damage done to an individual who has been accused. We encourage those with information to support the complaint process and then to leave the conclusions to the investigators.

Will the person who acted in a violent manner with me go to jail?

If a criminal action has occurred and the individual could face criminal charges. As an employer, our Company is required to obey applicable provincial and/or federal statutes protecting against violence in employment.

If I'm accused of a violent activity, may I hire a lawyer?

You may wish to consult with a lawyer. If you cooperate during the investigation, you should be able to expect fair treatment by the Company. Employees who ignore or abuse the investigative process will be subject to disciplinary procedures.

If someone else is the subject of violent behaviour, do I have to get involved as a witness? It's their problem, not mine.

You cannot be compelled to become involved. However, we trust all employees will help us eliminate violence of any kind from our workplace. A positive safe respectful work place benefits everyone and we must all be proactive.

How do you decide if there were no witnesses and it's just one person's word against another?

Many individuals with violent tendencies repeat their actions with other employees. Investigations can include former employees who have experienced this behaviour. Witnesses are not always required to establish what has occurred.

Appendix D -- WORKPLACE ANTI-HARASSMENT POLICY

Purpose

It is public policy in Canada to recognize the dignity and worth of every person and to provide for equal rights and opportunities without discrimination.

The Waterfront Beach Bar and Grill is committed to building and preserving a safe, productive and healthy working environment for its employees based on mutual respect. In pursuit of this goal, The Waterfront Beach Bar and Grill does not condone and will not tolerate acts of harassment against or by any Waterfront Beach Bar and Grill employee.

In accordance with workplace rights set out by the Saskatchewan Human Rights Commission under the Human Rights Act, every employee has a right to freedom from:

- harassment in the workplace by the employer or agent of the employer or by another employee because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, record of offences for which a pardon has been granted and not revoked, marital status, family status or disability.
- a sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome;
- a reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant or deny a benefit or advancement to the person.

Making a false complaint or providing false information about a complaint is prohibited and a violation of this Anti-Harassment Policy. Individuals who violate this Policy are subject to disciplinary and/or corrective action, up to and including termination of employment.

Policy

Our workplace harassment policy is not meant to stop free speech or to interfere with everyday interactions.

However, what one person finds offensive, others may not. Generally, harassment is considered to have taken place if the person knows, or should know, that the behaviour is unwelcome. Harassment is often defined as “engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome”.

Sexual or racial harassment can be defined as any behaviour, in the form of words, gestures, or actions, generally repeated, that has undesired sexual or racial connotations, that has a negative impact on a person’s dignity or physical or psychological integrity, or that results in the person being subjected to unfavourable working conditions.

Usually, harassment can be distinguished from normal, mutually acceptable socializing. It is important to remember it is the perception of the receiver of the potentially offensive message be it spoken, a gesture, a picture or some other form of communication which may be deemed objectionable or unwelcome that determines whether something is acceptable or not.

Harassment is offensive, insulting, intimidating, and hurtful and does include unacceptable behaviour related to violence or bullying. It creates an uncomfortable work environment and has no place in employee relationships.

Definitions

Personal Harassment - is any unsolicited, unwelcome, disrespectful or offensive behaviour that has an underlying sexual, bigoted, ethnic or racial connotation and can be typified as:

- An implied or expressed threat of reprisal for refusal to comply with a sexually oriented request;
- A demand for sexual favours in return for (continued) employment or more favourable employment treatment;
- Unwelcome remarks, jokes, innuendoes, propositions, or taunting about a person's body, attire, sex or sexual orientation and/or based on religion;
- Suggestive or offensive remarks;
- Bragging about sexual prowess;
- Offensive jokes or comments of a sexual nature about an employee;
- Unwelcome language related to gender;
- Displaying of pornographic or sexist pictures or materials;
- Leering (suggestive persistent staring);
- Physical contact such as touching, patting, or pinching, with an underlying sexual connotation;
- Sexual assault; for the most part, victims of sexual harassment are female. However, conduct directed by female employees towards males and between persons of the same sex can also be held to constitute sexual harassment.

Racial Harassment Ethnic Harassment - is defined as any conduct or comment which causes humiliation to an employee because of their racial or ethnic background, their colour, place of birth, citizenship or ancestry. Examples of conduct which may be racial or ethnic harassment include:

- Unwelcome remarks, jokes or innuendos about a person's racial or ethnic origin;
- Colour, place of birth, citizenship or ancestry;
- Displaying racist or derogatory pictures or other offensive material;
- Insulting gestures or practical jokes based on racial or ethnic grounds which create awkwardness or embarrassment;
- Refusing to speak to or work with someone or treating someone differently because of their ethnic or racial background.

Workplace Violence or Bullying - is the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker, such as:

- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker;
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Managing and/or Coaching that includes counselling, performance appraisal, work assignment, and the implementation of disciplinary actions, is not a form of personal harassment, and the policy does not restrict a manager/supervisor's responsibilities in these areas.

Application of this Policy

This policy applies to all individuals working for the organization including front line employees, temporary employees, contract service providers, contractors, all supervisory personnel, managers, officers or directors. The organization will not tolerate personal harassment whether engaged in by fellow employees, managers, officers, directors, or contract service providers of the organization.

The Waterfront Beach Bar and Grill will not tolerate any form of harassment or discrimination against job candidates and employees on any grounds mentioned above, whether during the hiring process or during employment. This commitment applies to such areas as training, performance, assessment, promotions, transfers, layoffs, remuneration, and all other employment practices and working conditions.

All Waterfront Beach Bar and Grill employees are personally accountable and responsible for enforcing this policy and must make every effort to prevent discrimination or harassing behaviour and to intervene immediately if they observe a problem or if a problem is reported to them.

Procedure for Reporting Discrimination or Harassment

Informal Procedure

If you believe you have been personally harassed you may:

- confront the harasser personally or in writing pointing out the unwelcome behaviour and requesting that it stop; or
- discuss the situation with the harasser's supervisor, your supervisor or any other supervisor other than your own.

Any employee who feels discriminated against or harassed can and should, in all confidence and without fear of reprisal, personally report the facts directly to your supervisor or manager.

Formal Procedure

If you believe you have been personally harassed you may make a written complaint. The written complaint must be delivered to management. Your complaint should include:

- the approximate date and time of each incident you wish to report
- the name of the person or persons involved in each incident
- the name of any person or persons who witnessed each incident
- a full description of what occurred in each incident

Once a written complaint has been received The Waterfront Beach Bar and Grill will complete a thorough investigation. Harassment should not be ignored. Silence can, and often is, interpreted as acceptance.

The investigation will include:

- informing the harasser's of the complaint
- interview the complainant, any person involved in the incident and any identified witnesses
- interview any other person who may have knowledge of the incidents related to the complaint or any other similar incidents

A copy of the complaint, detailing the complainant's allegations, is then provided to the respondent(s).

- The respondent is invited to reply in writing to the complainant's allegations and the reply will be made known to the complainant before the case proceeds further.
- The Company will do its best to protect from unnecessary disclosure the details of the incident being investigated and the identities of the complaining party and that of the alleged respondent.
- During the investigation, the complainant and the respondent will be interviewed along with any possible witnesses. Statements from all parties involved will be taken and a decision will be made.
- If necessary, the Company may employ outside assistance or request the use of our legal counsel.
- Employees will not be demoted, dismissed, disciplined or denied a promotion, advancement or employment opportunities because they rejected sexual advances of another employee or because they lodged a harassment complaint when they honestly believed they were being harassed.
- Where it is determined that harassment has occurred, a written report of the remedial action will be given to the employees concerned.

If the complainant decides not to lay a formal complaint, Senior Management may decide that a formal complaint is required (based on the investigation of the incident) and will file such document(s) with the person(s) against whom the complaint is laid (the respondent(s)).

If it is determined that personal harassment has occurred, appropriate disciplinary measures will be taken as soon as possible.

Disciplinary Measures

If it is determined by the company that any employee has been involved in personal harassing of another employee, immediate disciplinary action will be taken. Such disciplinary action may involve counselling, a formal warning and could result in immediate dismissal without further notice.

This Anti-Harassment Policy must never be used to bring fraudulent or malicious complaints against employees.

It is important to realize that unfounded/frivolous allegations of personal harassment may cause both the accused person and the company significant damage. If it is determined by the company that any employee has knowingly made false statements regarding an allegation of

personal harassment, immediate disciplinary action will be taken. As with any case of dishonesty, disciplinary action may include immediate dismissal without further notice.

Special Circumstances

All records of harassment, and subsequent investigations, are considered confidential and will not be disclosed to anyone except to the extent required by law.

In cases where criminal proceedings are forthcoming, (Company Name) will assist police agencies, lawyers, insurance companies, and courts to the fullest extent.

Confidentiality

The Waterfront Beach Bar and Grill will do everything it can to protect the privacy of the individuals involved and to ensure that complainants and respondents are treated fairly and respectfully. The Waterfront Beach Bar and Grill will protect this privacy so long as doing so remains consistent with the enforcement of this policy and adherence to the law.

Neither the name of the person reporting the facts nor the circumstances surrounding them will be disclosed to anyone whatsoever, unless such disclosure is necessary for an investigation or disciplinary action. Any disciplinary action will be determined by the Company and will be proportional to the seriousness of the behaviour concerned. The Waterfront Beach Bar and Grill will also provide appropriate assistance to any employee who is victim of discrimination or harassment.

Employee/Supervisory Roles in Maintaining a Positive Work Environment

As an employee of The Waterfront Beach Bar and Grill, you have the following responsibilities to our workplace. We trust that all of our employees will help us eliminate harassment from our workplace.

Co-worker's Role

If you are a co-worker who has witnessed harassment in the workplace:

- Inform the harassed person that you have witnessed what you believe to be harassment and that you find it unacceptable. Support is often welcome. If that person does not feel that they have been harassed, then normally the incident should be considered closed.
- Inform the harasser(s) that you have witnessed the act(s) and find it unacceptable. (See Frequently Asked Questions below).
- Encourage the harassed person to report the incident to their Manager.

Manager's and Management's Role

- Legally, management is responsible for creating and maintaining a harassment-free workplace.

- Managers must be sensitive to the climate in the workplace and address potential problems before those problems become serious.
- If a manager becomes aware of harassment in the workplace and chooses to ignore it, that Manager and the Company risk being named co-respondent in a complaint and may be found liable in legal proceedings brought about by the complainant and/ or local human rights' authorities.

When an employee has asked their manager to deal with an harassment incident, the manager should:

- Support the employee without prejudging the situation.
- Work with the employee and document the offensive action(s) and have the employee sign a complaint.
- Contact their superior and/or senior management and provide details of the incident on behalf of the employee.

Frequently Asked Questions

What happens to the people who complain of harassment in the workplace just to retaliate against someone they don't like or get along with?

This is a very unusual situation and more likely to occur when employees are not informed about the definition(s) of workplace harassment. An explanation of the complaint procedure would discourage this type of complaint. Frivolous complaints could result in disciplinary procedures.

What protection is there for me if I am falsely accused of sexual harassment? My career and reputation could be ruined.

The procedure for investigation is clearly laid out and investigations are to be done confidentially and impartially. If there is no merit to a complaint, this will be documented by report. It is important to understand the philosophy of the anti-harassment policy. The Company is required by statute to keep the work environment free of sexual harassment. All reasonable complaints must be investigated. Retaliation against any employee as a result of a complaint will not be tolerated. If you feel you are being treated unfairly after the initial complaint, you may complain of retaliation through the same procedure. Confidentiality is emphasized in every case to ensure protection of your reputation.

How can the investigation be kept confidential if everyone knows what is going on?

Confidentiality is identified as a major concern in all interviews carried out as part of an investigation of any harassment complaint. The employee grapevine is a part of every company and certainly beyond our ability to control. It is the responsibility of the investigator to discuss the complaint only with those who might have knowledge of the situation. Please recognize if a complaint has no merit, there can be damage done to an individual who has been accused. We encourage those with information to support the complaint process and then to leave the conclusions to the investigators.

If someone tells a dirty or ethnic joke, is that harassment?

Yes, inappropriate humour is a form of unacceptable behaviour that would be considered harassment. Humour is cherished in our society and no one likes to be accused of not having a sense of humour. If someone objects to the sexual nature of jokes, they have a right to

complain. Employees should use discretion and keep humour appropriate to a work environment. A person has to be offended for a joke to be harassment. Use common sense.

Is a picture of a nude woman/man in my locker or desk considered sexual harassment?

Yes, such pictures have no place in a work situation, employees, clients or visitors may see it and be offended or humiliated by it, as they not only may be offensive but also reflect poorly on the company image.

Will the person who harassed me go to jail?

If you have been sexually assaulted, a criminal action has occurred and the individual could face criminal charges. Sexual harassment is not considered under criminal law, but rather as a discriminatory employment practice. As an employer, our Company is required to obey applicable provincial and/or federal statutes protecting against discrimination in employment.

How serious is sexual harassment in our Company? Why is this kind of emphasis being put on the subject?

Harassment, of any kind, may occur in any Company and we will not tolerate this behaviour. This comprehensive policy is meant to ensure every employee knows what to do if incidents occur. We believe the problem is best dealt with by education for both management and employees.

If I'm accused of sexual harassment, may I hire a lawyer?

You may wish to consult with a lawyer. If you cooperate during the investigation, you should be able to expect fair treatment by the Company. Employees who ignore or abuse the investigative process will be subject to disciplinary procedures.

Could I be sexually harassed by someone of the same sex?

Yes. Sexual harassment can include a homosexual or lesbian approach.

What about an employee who wears revealing or provocative clothing? Aren't they asking for it?

Certainly not, this concern is misplaced. No employee should be subjected to harassment under any circumstances. Sexual harassment often is an expression of power - not sexuality, and a person who is dressing in any particular fashion is not necessarily a target. Individuals who do not report sexual harassment have sometimes expressed the feeling that their clothing, on some occasion, may have given an harasser the wrong impression.

So far my supervisor has only harassed me once. I told him/her to stop and he/she hasn't done it again yet. Is this harassment?

If the supervisor has stopped the practice you are objecting to, you should consider the incident over. If it starts in the future, you may wish to pursue a complaint.

If someone else is being harassed, do I have to get involved as a witness? It's their problem, not mine.

You cannot be compelled to become involved. However, we trust all employees will help us eliminate harassment of any kind from our workplace. A positive respectful work place benefits everyone and we must all be proactive.

How do you decide if it's sexual harassment if there were no witnesses and it's just one person's word against another?

Many sexual harassers repeat their actions with other employees. Investigations can include former employees who have experienced this behaviour. Witnesses are not always required to establish what has occurred.

ACKNOWLEDGMENT

I acknowledge that I have received a copy of the The Waterfront Beach Bar and Grill Employee Handbook and I do commit to read and follow these policies.

I am aware that if, at any time, I have questions regarding Company policies I should direct them to management.

I know that The Waterfront Beach Bar and Grill policies and other related documents do not form a contract of employment and are not a guarantee by The Waterfront Beach Bar and Grill of the conditions and benefits that are described within them.

I also am aware that The Waterfront Beach Bar and Grill, at any time, may on reasonable notice, revise, enhance, or delete organization policies.

Employee's Printed Name

Position

Employee's Signature

Date