



Blu Scientific



EMPLOYEE MANUAL

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INTRODUCTION

Welcome

If you have just recently joined us, on behalf of **Blu Scientific Incorporated** (Blu) and your fellow Staff Members, please accept our warmest welcome.

We trust that you'll take pride in being a member of our team and that your experience with us will be challenging, enjoyable, and rewarding.

Welcome aboard! We are happy you're with us and look forward to working with you.

Mahinder

Mahinder Rhani

CEO

About this Employee Manual (the "Manual")

This Employee Manual (the "**Manual**") will answer most questions you may have about Blu.

It will help you understand the following:

- ◆ The expectations Blu has of all Staff
- ◆ The current policies, programs, and benefits available to you.

The Manual is not intended to address every situation you may encounter during your Engagement with Blu, neither is it intended to stifle creativity in how you do your work.

Instead, the guidelines are intended to help you with your work life. We believe that clearly documenting expectations and process helps to avoid confusion and misunderstandings.

Note that some policies are also applicable to Independent Contractors. Refer to [Who do the Policies Apply to? How Are Topics Structured?](#)

Navigating the Manual

The Manual includes a table of contents at the beginning of this document that allows you to instantly navigate to a topic with a click.

To conduct a search for keywords, '**CTRL F**', and type in your search word.

EMPLOYMENT POLICIES (Requires Sign Off)

Overview

About Employment Policies

Well-run companies develop policies and guidelines that reflect good business practices. Taking the time to anticipate and think through various situations and scenarios in advance means that our people policies are clear, and we all — staff and management — have a common reference point. This means more stability, a safer and more comfortable working environment, more focus on the business, with more results and success — all of which are good for you and Blu.

We are a partnership. You do your part and Blu does its part.

- ◆ You agree to provide services in good faith and to adhere to the terms and conditions of your Engagement Agreement and the policies in the **Employment Policies** section.
- ◆ Blu agrees to provide you with pay for your services, adhere to the law as it relates to the workplace, and provide the benefits outlined in your Engagement Agreement.

As with any good partnership, Employment Policies also outline up front what each partner agrees to, and how each will behave should the partnership end.

Wherever possible, Employment Policies are written in plain, everyday language. ‘Legalese’ is not really our style, but there are some areas where it’s necessary. In many cases, the policies are written to comply with rules laid out by legislation, which often requires explicit — and sometimes wordy — language.

Being explicit in this respect, however, is a best practice for any well-run organization. Employment Policies are not meant to restrict your personal rights. Rather, you’ll notice that most of them are in place to protect your rights and ensure you have a comfortable working environment.

In some cases, Employment Policies are also intended to protect us from the rare individuals who defend inappropriate actions by claiming “I didn’t know.” As a result, some of the explicit language may come across as formal or distrustful, which is not its intent. Our intent is to provide those rare individuals with crystal clarity about what is appropriate and what is not, as an additional measure of protection for both Staff and Blu.

If you’re an ethical and reasonable person, most Employment Policies will seem like common sense. Even so, we all must sign off on them.

Read them carefully, ask as many questions as you like, and let’s get through this housekeeping item together.

Who do the Policies Apply to? How Are Topics Structured?

Each topic or policy may include one or all of the following components, as needed for the topic. Not all components are included for every topic.

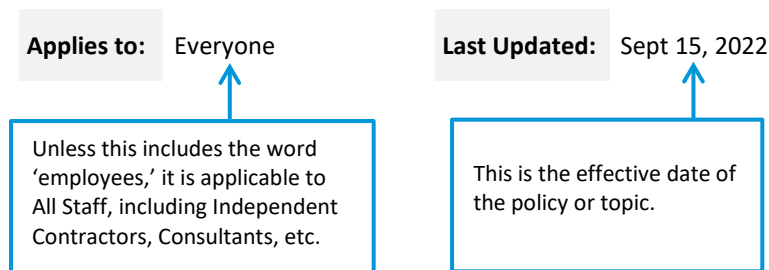
TOPIC TABLE

The following table is included at the beginning of most topics.

Some sections of this Manual are applicable to all Staff, including independent contractors who have a desk in the office or who have access to our Technology Tools and Electronic Communication.

Some sections are only applicable to employees, some only to full-time employees, some only to those who are entitled benefits.

The following section provides clarity on applicability:



DEFINITIONS

Provides definitions that are only used within the specific policy, topic, or guidelines. These definitions are capitalized when referenced.

READ IN CONJUNCTION WITH

This section is included when Staff must read a policy or topic in conjunction with other policies — to ensure that they fully understand the policy/topic and all related policies before signing off on it.

PROCEDURE

The **Procedure** heading defines how to carry out or implement a policy, topic, or guideline. The policy, topic, or guideline is the 'what' and the procedure is the 'how.' Procedures are written as instructions, usually in sequential steps.

RESOURCES

The **Resources** section tells you where to find more details or resources relating to the topic. The section may include a link to an external website or to an internal document or resource.

Terminology Used in This Manual (“Terminology”)

Applies to: Everyone

Last Updated: Sept 15

When you sign-off on the Employment Policies section of this Manual, you’re essentially signing an agreement acknowledging that you have read and understand these policies, and that you agree to adhere to them. As such, it’s important that you understand the terminology used in this Manual.

This Manual uses certain terms that have specific formal meanings. All formal terms are capitalized when used throughout the Manual.

Frequently Used Terms

Rather than defining a formal term each time it’s used in this Manual, they are defined in a separate [Formal Terms & Definition](#) section at the end of this document

Infrequently Used Terms

Some terms only apply to specific topics. In those cases, the definition is included in the **Definitions** section within that topic.

Compliance

It is Blu’s intention to be compliant with BC provincial and federal laws throughout this Manual. If something in the Manual conflicts with federal or BC provincial laws, those laws will govern.

Conditions of Your Engagement

All Employment Policies are important. However, it's particularly important that you understand the policies in this section because their principles are referenced throughout the Manual.

Sign-Off on Employment Policies

Applies to: Everyone

Last Updated: Sept 15

As a condition of your Engagement, you have signed, or are expected to sign off on this section of the Manual. This sign-off confirms that you understand and agree to abide by the Employment Policies, which are in place to protect you, your co-workers, and Blu.

Criminal Record Check

Applies to: Employees

Last Updated: Sept 15

You agree to submit to a criminal record check prior to your hire date and every 3 years thereafter for as long as you remain an employee of Blu.

- ◆ Implications to employment based on the findings of your criminal record check are entirely at Blu's discretion.
- ◆ You're subject to immediate termination of your employment in the event that you do not disclose a criminal record prior to the criminal record check.

Workplace Privacy

Applies to: Everyone

Last Updated: Sept 15

Blu's Technology Tools must never be used for personal use as outlined in the **Use of Technology Tools & Electronics Communication Policy**. As such, everything we create, store or access using Blu Materials, Technology Tools, or Electronic Communications belongs to Blu and may be accessed.

- ◆ Blu reserves the right to access and monitor all materials created or stored using Blu Materials, Technology Tools, or Electronic Communications and may occur at any time at Blu's sole discretion, where there is a business need to do so including to monitor conduct and Workplace safety and security.
- ◆ In addition, log in accounts, Blu Materials, Electronic Communication tools, or other equipment belonging to Blu and supplied for the purposes of your work are not to be considered private as

there may also be times when another Staff Member is required, for business purposes, to access these materials in your absence.

This Policy is not intended as a punitive measure. It's in place to protect you, your co-workers, your belongings, and Blu's business interests. It's also designed to protect us all against potential liability.

Photo/Video Release

Applies to: Employees

Last Updated: Sept 15

You agree to grant Blu the right to reproduce, use, exhibit, display, broadcast, distribute and create derivative works of the photographed images of you (the "**Photographs**"), without compensation, for use in connection with the activities of Blu or for promoting, publicizing, or explaining Blu or its activities.

This grant includes, without limitation, the right for Blu to publish such Photographs in Blu's newsletters, publications and PR/promotional materials, such as marketing publications, advertisements, fund-raising materials, and any other Blu-related publication.

The Photographs may appear in any of the wide variety of formats and media now available to Blu and that may be available in the future, including, but not limited to digital, print, broadcast, videotape, CD-ROM, and electronic/online media.

You agree to release Blu and Blu Stakeholders or agents from and against any claims, damages or liability arising from or related to the use of the Photographs, including but not limited to any re-use, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur in the production of the finished materials.

Exclusive Use of Blu-Assigned Digital Accounts

Applies to: Everyone

Last Updated: Sept 15

You're required to use Blu's corporate email or other digital accounts, or channels assigned to you by Blu for all Blu-related electronic communication.

Use of personal or other accounts to conduct the business of Blu is strictly prohibited.

Employee Benefits Plan Participation & Long-Term Absence

Applies to: Employees entitled to benefits

Last Updated: Sept 15

There is a limit to how long we can participate in Blu's benefit plan without being at work.

Should you not be actively at work in the Workplace for any reason, the maximum time you may continue to participate in Blu's benefits plan without being at work is 24 months. At that time, your participation in Blu benefits plan will terminate.

Any benefits provided to you by our Insurance Carriers on a premium-free basis beyond 24 months may continue to be available to you in accordance with the applicable Insurance Carriers' Benefit Contract & Plan Provisions.

Pandemic & Communicable Disease Prevention

Applies to: Everyone

Last Updated: Sept 15

In the event of a pandemic or other outbreaks of communicable diseases, Blu will monitor and communicate mandated protocols issued by the provincial health authorities.

You're expected to adhere to the following guidelines to prevent communicable diseases:

- ◆ If you're experiencing symptoms of a communicable disease (for example, fever and/or chills, recent onset of coughing, diarrhea), you must avoid entering the campus. If necessary, working from home is mandated until you're fully recovered.
- ◆ Practice proper hand hygiene and appropriate hygiene practices such as covering your mouth when coughing or sneezing. Hand sanitizer is provided in various places throughout the office building and campus, and you're encouraged to regular make use of it. Proper hand hygiene and appropriate hygiene practices posters are posted in bathrooms and various offices.

Blu offices are cleaned daily by the maintenance staff of Trinity Western University. Disinfectant wipes are available in the Blu offices for Employees to use to wipe down office surfaces.

When You Leave Blu

Applies to: Everyone

Last Updated: Sept 15

When your Engagement is terminated for any reason:

- ◆ Upon Blu's request to do so, you will promptly return all Blu Materials in good order, whether prepared by you or others. In the event that legal action is required to regain possession of Blu Materials, software, or supplies, you will be responsible for incurring all costs incurred by Blu, including legal fees, should Blu prevail.
- ◆ You may be asked to agree and re-acknowledge, by way of signed agreement before or upon your last day of your Engagement, that you understand and agree with the provisions included in the following Policies that survive and continue after termination of your Engagement for any reason:
 - **Confidentiality Agreement**
 - **Non-Solicitation**
 - **Non-Disparagement**

Consequences of Non-Adherence to 'Employment Policies'

Applies to: Everyone

Last Updated: Sept 15

Failure to adhere to **Employment Policies** may result in disciplinary measures, up to and including immediate termination of your Engagement with Just Cause.

Some policy breaches are more serious than others, and as such will result in more severe consequences. Certain breaches may also negatively and/or permanently affect Blu's business and may even be life threatening to Blu Stakeholders, such as non-adherence to safety protocols. In these situations, punitive measures, including legal or criminal action may be pursued.

Conduct

Not every situation you'll encounter is covered in our **Conduct** policies; some situations are straightforward while others may include shades of grey. You're entrusted to use good judgment in your day-to-day activities, and to seek further clarification when you need it.

If you spend even a fraction of a second questioning the appropriateness of your actions, carefully reconsider the action, proceed with caution, or back away until you have considered and understand all possible consequences.

Code of Conduct

Applies to: Everyone

Last Updated: Sept 15

Blu will not tolerate Misconduct and will immediately take appropriate corrective or disciplinary actions when Misconduct occurs, up to and including immediate termination of your Engagement with Just Cause.

- ◆ Familiarize yourself with the definition of [Misconduct](#) outlined in the **Formal Terms & Definitions** section.
- ◆ Conduct yourself in an ethical and appropriate manner.
- ◆ Understand and adhere to Employment Policies.
- ◆ Understand and adhere to your individual responsibilities outlined in the **Health & Safety** policy.
- ◆ Do not engage in Misconduct.

Off-Duty Conduct

Applies to: Everyone

Last Updated: Sept 15

Off-Duty Misconduct ([defined](#) in **Formal Terms & Definitions**) will not be tolerated.

You do not have to like your co-workers or agree with Blu or with everything in the Workplace, but you're expected to be respectful, ethical, lawful, and professional when off-duty.

Blu has a right to maintain its brand and reputation, Blu Stakeholders have a right to confidentiality and privacy, and Staff have a right to work in a comfortable environment free of inappropriate conduct and statements by co-workers, including threatening or harassing behaviour outside of the Workplace.

You will be disciplined, up to and including immediate termination of your Engagement with Just Cause for engaging in Off-Duty Misconduct.

Diversity & Inclusion

Applies to: Everyone

Last Updated: Sept 15

DEFINITIONS

For the purposes of this Policy:

Diversity

The presence of a wide range of human qualities and attributes within an individual, group, or organization. Diversity includes but is not limited to factors such as age, gender, race, ethnicity, physical and intellectual ability, religion, sexual orientation, educational background, and expertise.

Inclusion

Appreciating and drawing on using our unique differences – strengths, talents, backgrounds, cultures as well as our limitations – in a way that shows respect for individuals and creates a dynamic multi-dimensional workplace.

POLICY

Blu is committed to fostering, cultivating, and preserving a culture of diversity and inclusion.

We believe in equal treatment and opportunity for all staff and strive to actively build a diverse workforce where everyone is treated equally.

Everyone has a responsibility to treat others with dignity and respect, and make sure all people feel included and have access to the same opportunities. We must actively strive to create an environment where all persons are able to share their ideas, beliefs, and skills.

Discrimination will not be tolerated.

Responsibilities

You can expect Blu to:

- ◆ Promote a culture of respect and inclusion.
- ◆ Examine its workforce and the various barriers that are in place that work against diversity and inclusion and implementing strategies to overcome them.
- ◆ Provide learning opportunities to managers and staff.
- ◆ Encourage applications from persons of various backgrounds.
- ◆ Provide accommodation, upon request, at all stages of your Engagement.

You can expect your Manager to:

- ◆ Provide an open door so staff can voice any concerns or barriers they may be experiencing and acting on recommendations/concerns.
- ◆ Provide support or accommodations to staff as required.

- ◆ Ensure their staff feel welcome and included.
- ◆ Create opportunities to ensure the ideas, talents and opinions of all team members are heard.
- ◆ Be flexible on policies as needed such as allowing employees to observe various religious/spiritual practices or days of observance, including altering break time, or substituting statutory holidays.

It's your responsibility to:

- ◆ Understand and share in the responsibility of upholding this Diversity and Inclusion policy.
- ◆ Treat others with dignity and respect at all times.
- ◆ Exhibit conduct that reflects inclusion.
- ◆ Bring forward any ideas, suggestions, or issues to your Manager.

PROCEDURES

If you observe or experience discrimination in the Workplace, it's your duty to report it. Discrimination should not be ignored as silence can be, and often is, interpreted as acceptance.

Refer to the [Prevention of Harassment and Discrimination](#) policy for reporting procedures.

Confidentiality Agreement

Applies to: Everyone

Last Updated: Sept 15

Blu takes Confidential Information (defined [here](#)) very seriously, including securing the private and Confidential Information of Blu Stakeholders. Any unauthorized disclosure, use, or dissemination of Confidential Information could seriously and detrimentally affect the conduct of the business and interests of Blu and its goodwill.

Here's what you're expected to adhere to:

- ◆ Confidential Information must not be divulged to anyone other than authorized persons and must only be used for Blu's benefit. When in doubt, ask the HR Director.
- ◆ Confidential Information must only be divulged to a Blu Stakeholder when it's essential for you and the Blu Stakeholder to perform your responsibilities, and you're both in authorized positions to communicate and receive that information.
- ◆ ** After your Engagement with Blu is terminated, except as authorized by a director or officer of Blu (other than you), you will not directly or indirectly, use, disseminate, or disclose any Confidential Information to anyone.
- ◆ ** If you're compelled by law or ordered by a Court to disclose any Confidential Information, you will not be deemed to have breached your obligations to the extent that you comply.

** Provisions of this Policy that survive termination of your Engagement for any reason.

A Higher Standard for Certain Roles

- ◆ ** You may be in a position where highly sensitive Confidential Information or private, personal, or sensitive information about Blu Stakeholders is entrusted to you, such as:
 - A position in Payroll, Finance, Legal, Human Resources
 - A position that has access to private customer information
 - A senior position with access to highly sensitive or strategic information

In these positions, safeguarding Confidential Information is an expected part of your duties and ought to be known by a reasonable person in these types of roles. As such, you're measured by a higher standard. Disclosing any Confidential Information or private, personal, or sensitive information about Blu Stakeholders without a valid and authorized business reason to do so will result in disciplinary action, particularly in the case where personal or private information was used or disclosed for personal gain, or to be hurtful. An example would be sharing medical information about a co-worker with another co-worker to propagate malicious gossip or because it makes for a good story.

- ◆ ** If you're asked to take on a project or work assignment that includes temporary access to Confidential Information that you do not normally have access to in your day-to-day duties, such as confidential, private, personal, or sensitive information about Blu Stakeholders, you will be held to the same higher standard used to measure positions that are entrusted with such Information.

PROCEDURE

Here's how we expect you to handle and secure Confidential Information when in the Workplace, including working remotely or in your home office:

- ◆ Confidential Information including all Blu Materials will always be safeguarded.
- ◆ If, at any time, you become aware of any unauthorized access, use, possession, or knowledge of any Confidential Information by any third party, you will immediately notify the COO and you will take all reasonable steps requested by Blu to prevent the recurrence of such unauthorized access, use, possession, or knowledge.
- ◆ All printed Confidential Information residing in your place of work in the Workplace will be locked, safeguarded, and shredded when no longer required.
- ◆ All Confidential Information must be saved in secure folders on Blu's servers, which restricts access based on user permissions. This enables IT to implement the appropriate back up and restoration procedures and ensure that confidentiality is maintained.
- ◆ Confidential Information will never be stored on any personal device, personal server, personal drive, personal cloud directory, or personal file sharing account. All electronic files will be saved on Blu's servers.
- ◆ Blu stationery, Blu email, and other Blu Technology Tools or Electronic Communication tools will be used exclusively for communicating Confidential Information. Personal devices or other personal methods will not be used to communicate Confidential Information.
- ◆ All final signed contracts and corporate documents must be submitted to the CFO who will ensure such files are safeguarded.

- ◆ Everyone is responsible for protecting the security of Confidential Information on our servers and cloud-based websites. You must not reveal your passwords to anyone, under any circumstances.
- ◆ Data storage devices such as portable drives and CDs must be password protected.
- ◆ Everyone is expected to secure Confidential Information within their workspaces in the Workplace. This means that when you leave work for the day or are absent from your desk or workspace for an extended period, you must lock all Confidential Information in your desk or storage cabinet(s). This includes papers and data storage devices such as portable drives and CDs.
- ◆ If you have a legitimate business reason for communicating Confidential Information to external stakeholders (for the purposes of this Policy, “Third Parties”), you will provide Blu with all reasonable assistance to protect the confidentiality of Confidential Information that you may have to directly or indirectly disclose, publish, or make available to Third Parties. Measures to protect Confidential Information may include the following:
 - Highly sensitive Confidential Information will not be communicated using unsecured regular email or wireless mobile devices, and will only be communicated using the following methods:
 - In person
 - Using a landline telephone
 - Web conference
 - Confidential Information going through internal or external mail must be marked as such on the outside of the envelope.
 - Take the necessary steps to inform Third Parties of the confidential nature of the information and make them aware of their responsibility to keep such information confidential.
 - When printing Confidential Information that should not be seen by anyone who is not authorized to view the information, for example payroll reports, take steps to ensure that it’s not seen by other Staff or family members.

Conflict of Interest

Applies to: Everyone

Last Updated: Sept 15

You may, from time to time, pursue personal and private business interests and ventures, and may participate in other forms of decision-making organizations/bodies.

It’s your responsibility to clarify such outside activities and provide a full written disclosure to the President so that an assessment can be made and any potential conflict of interest, real or perceived, may be prevented.

We trust your judgment, but if you’re unsure of a situation that may place you in a conflict of interest, please refer to the list below or discuss the situation with HR.

The following situations require full written disclosure to and approval by the Executive Vice President:

- ◆ You're engaged in outside work that will interfere with your Engagement and job responsibilities. You're expected to ensure that your Blu work commitments, including overtime requirements, take precedence over any other job or position you may hold.
- ◆ You perform outside work during regular Blu working hours and make use of Blu Materials or employees to conduct this outside activity.
- ◆ You receive gifts from a Blu supplier.
- ◆ Your work requires use or disclosure of Blu proprietary information or clients.
- ◆ Your relationship with another Staff Member where a reporting relationship exists has progressed beyond a platonic relationship. Refer to the [Dating Co-Workers](#) policy.

You're not permitted to receive, give, pay, promise, or offer gifts or anything of value to or from Blu Stakeholders for the purpose of securing or appearing to secure preferential treatment.

Intellectual Property Agreement

Applies to: Everyone

Last Updated: Sept 15

We all receive compensation to create, develop, investigate, and compile intellectual and material property for Blu. Everything we create, develop, investigate, and compile in the Workplace belongs to Blu

Here's what you're expected to adhere to:

- ◆ You will not use or bring to Blu intellectual property that is the property of any previous employer, client, or entity without notifying Blu. Any legal action brought against Blu relating to breach of this clause may result in Blu's pursuit of punitive measures against you.
- ◆ *You acknowledge and agree that unless clearly outlined otherwise in a contractual agreement, the Work Product belongs to and is the property of Blu, provided such Work Product relates, in any way, to the business of Blu or if it could reasonably be expected by Blu to relate, in any way, to the business of Blu. You waive any moral rights (as that term is defined in the applicable Copyright Act) to the Work Product.
- ◆ *You will disclose to Blu all Work Product and execute and deliver to Blu all instruments or papers necessary in addition to this Policy, if any, to perfect and enforce the exclusive ownership and enjoyment of the Work Product by Blu in all countries.

*Provisions of this Policy that survive termination of your Engagement for any reason.

Non-Competition

Applies to: Everyone

Last Updated: Sept 15

DEFINITION

Competing Business

Any business, company, or entity in Canada that is, or is preparing to be, in competition with any product or service developed, in development, distributed or offered by Blu up to the date of termination of your Engagement, including, but not limited to, the following competing businesses:

1. Any activity, business, affiliation, subsidiaries or ownership structure that results in a direct or indirect gain by you through the provisioning of products or services, whether for profit or non-profit that is in competition with any product or service developed, in development, distributed or offered by Blu, including but not limited to the following competitors:
2. Red Scientific Ltd.
3. Green Scientific Inc.
4. Orange Scientific Ltd.

Blu may expand or revise the list of Competing Businesses, which, subsequent to the latest date of this Policy, is determined by Blu, exercising its discretion reasonably, to have become a competitor of Blu, and the obligations set out in this section of the Policy will apply to such additional Competing Businesses.

POLICY

You agree that during your Engagement, you won't, without the prior written and informed consent of Blu's COO, be employed by, engaged with, or involved with a Competing Business — either directly or indirectly, whether as a shareholder, principal, partner, joint venturer, sole proprietor, director, trustee, officer, employee, agent, consultant, contractor, or otherwise.

Non-Solicitation

Applies to: Everyone

Last Updated: Sept 15

Your obligations outlined in this Policy survive the termination of your Engagement for any reason.

You agree that during your Engagement and for a period of **one (1) year thereafter**, you will not, either directly or indirectly and either alone or with others, canvass, entice, or solicit:

- ◆ Customers, prospective customers, partners, strategic suppliers with whom you have established a relationship during the term of your Engagement.

- ◆ Blu Stakeholders, including any person who is a director, officer, employee, Independent Contractor, or Consultant of Blu to leave or terminate their Engagement with Blu.

Non-Disparagement

Applies to: Everyone

Last Updated: Sept 15

Your obligations outlined in this Policy survive the termination of your Engagement for any reason.

During your Engagement, and for an indefinite period after your Engagement terminates, you won't make disparaging or malicious statements about Blu and its people.

You agree that during the term of your Engagement, and upon termination of your Engagement for any reason, except as may be compelled by law or as authorized by the President employed by Blu at the time of the authorization, you will not make any oral or written statements, regardless of whether such statements are true, nor take any actions which could disparage or denigrate Blu, Blu products and services, Blu Stakeholders, or their reputation.

Blu-Issued Laptops, Computers & Blu Materials

Applies to: Everyone

Last Updated: Sept 15

READ IN CONJUNCTION WITH

The following policies are closely related and are essential to understanding the context throughout this Policy:

- ◆ **Workplace Privacy**
- ◆ **Code of Conduct**
- ◆ **Use of Technology Tools & Electronic Communication**
- ◆ **Off-Duty Conduct**
- ◆ **Confidentiality Agreement**

When you are provided with Blu Materials, including laptops and computers, you're expected to adhere to the following:

PROCEDURE - ALL BLU MATERIALS

1. All Blu Materials must be signed by you as having been received by you and includes the make, model and serial number.
2. Blu Materials must be used exclusively to conduct the business of Blu. Blu Materials may not be used for personal use.

3. No one other than you may use Blu Materials.
4. Upon termination of your Engagement or at the request of Blu at any time, you will immediately return to Blu all Blu Materials and property.
5. As a user of Blu Materials, you're responsible for making sure they are returned in the same condition as when you acquired them. Blu Materials are to be treated as if they belonged to you.
6. In the case of damaged, lost or stolen Blu Materials:
 - Report it to the Finance Administrator as soon as it's discovered.
 - The appropriate authorities, including police, will investigate possible thefts, vandalism, or disappearances of Blu Materials.
 - Finance will process insurance claims for damaged, lost or stolen Blu Materials.
 - If Blu's insurance carrier denies reimbursement benefits due to your dishonesty or unexplained disappearances, the replacement costs may be charged to you, depending on the circumstances.
7. When travelling on behalf of Blu:
 - Do not pack Blu Materials in checked luggage.
 - Attach a name tag or business card to your laptop to easily identify it during security checks or if lost.
 - Store Blu Materials in a hotel room safe when you're not in your hotel room.

PROCEDURE – BLU-ISSUED LAPTOPS

1. Full-time employees are eligible for a Blu-issued laptop.
2. Blu will provide the base model PC laptop normally purchased for its employees (the "Computers").
3. All Computers must be:
 - a. Purchased through the Blu IT department to ensure standardization and cost effectiveness.
 - b. Set up to operate within the Blu technology environment.
 - c. Configured by IT with standard operating systems and software. Additional software may not be downloaded.
 - d. Regularly, securely and properly backed up, either through utilization of the TWU system or, where necessary, a system of your own provision.
4. Once the Computer needs replacement, Blu may choose to offer you the original Computer for buy-out at a mutually agreed upon price.

ADDITIONAL MATERIALS

Additional equipment purchases are not ruled out by this Policy but must be approved by your Manager on a case-by-case basis.

Use of Technology Tools & Electronic Communication

Applies to: Employees

Last Updated: Sept 15

READ IN CONJUNCTION WITH

The following policies are closely related and are essential to understanding the context throughout this important Policy:

- ◆ **All Policies outlined in Employment Conduct**

POLICY

Overview

We expect Everyone to use our Technology Tools and Electronic Communication tools in a professional and appropriate manner, and not use them for any purpose that would reflect negatively on Blu.

This Policy applies in the following situations:

- ◆ When you're in the Workplace, including working remotely
- ◆ When you're accessing Technology Tools remotely (for example when using VPN)
- ◆ While you're off duty under circumstances outlined in the [Off-Duty Conduct](#) policy



Personal Use of Technology Tools & Electronic Communications

Blu cannot take responsibility for the risks associated with Staff's personal use of its Technology Tools or Electronic Communication tools. As such:

- ◆ You may not use Blu Technology Tools, Electronic Communication tools or Blu Social Media accounts for personal use except as follows:
 - You may connect your personal Mobile Device to Blu's wi-fi when an internet connection is needed. Be aware:
 - That when electronic transmission is accomplished using Internet addresses and domain names registered to Blu, the transmission will be perceived to represent Blu.
 - Using Blu's wi-fi is predicated on your understanding of the **Workplace Privacy** policy. If you want to ensure privacy, you're asked to use your data plan to connect to the internet.
- ◆ You're expected to use your own email account using your own Mobile Devices to send and receive personal email.
 - Blu's email accounts and systems are never to be used to send or receive personal emails.
 - Personal webmail is not to be accessed while using Blu Technology Tools.
- ◆ You may not use remote desktop software to connect to your personal computers, servers, files, or software.

- ◆ You may not access Blu’s internet for personal use while using Blu’s Technology Tools. This includes but is not limited to internet searches, personal social media, and chats. Personal use must be conducted on your own personal devices.
- ◆ You may not open or save personal files, photographs, music, videos, or audio recordings while using Blu’s Technology Tools. You may only open and save personal files, photographs, music, videos, or audio recordings on your personal electronic devices.
- ◆ Non-Blu-related commercial activities are not allowed in the Workplace and Blu’s Technology Tools must not be used for these activities.

Technology Tools

In order to protect intellectual property, confidentiality, and sensitive student information, you’re expected to adhere to the following:

- ◆ Familiarize yourself with the definition of [Technology Tools](#) accessible from the **Formal Terms & Definitions** section of this Manual.
- ◆ Only use Blu’s Technology Tools to conduct business activities that are directly relevant to your specific job requirements or productivity such as the following:
 - Creating documents
 - Researching topics relevant to your specific job requirements
 - Communicating appropriately and professionally with Blu Stakeholders regarding business matters.
- ◆ All digital works must be saved on Blu servers at all times to promote version control and avoid loss of files and work. Refer to the **Storing Digital & Documents & Centralized Filing System** policy. **Documents and Work Product cannot at any time be saved on your personal computing devices.**
- ◆ Keep all Technology Tools password-protected to minimize the risk of unauthorized use of Blu information.
- ◆ Ensure that others do not gain access to your logins or passwords.
- ◆ Ensure that you’re logged out of all Technology Tools sessions when not in use.
- ◆ Advise IT support immediately if your Technology Tools have been lost or stolen.
- ◆ Respect the copyrights, software licensing rules, property rights, privacy, and prerogatives of others, just as in any other business dealings.
- ◆ Adhere to the security measures put in place to maintain system integrity.
- ◆ Uphold the principle of copyright at all times.
- ◆ Understand that all software downloaded or installed is the property of Blu.

Electronic Communication

In conjunction with the guidelines outlined in the **Technology Tools** section of this Policy, you’re expected to familiarize yourself with the definition of [Electronic Communication](#) accessible from the **Formal Terms & Definitions** section of this Manual and to understand:

- That Blu shall not be liable, under any circumstances, for any errors, omissions, loss, or damages claimed or incurred due to your unauthorized use of Electronic Communications.
- That special care and judgment is always required when participating in Social Media. Any communication made through Social Media is or can easily become public.
- That the identity of anonymous contributors can often be revealed.
- That once delivered, Electronic Communications content can usually never be rescinded or deleted.
- That what you publish reflects both on you and on Blu if you're participating online as a Blu representative.
- That everything you communicate must be kind, truthful, accurate and able to be substantiated.
- That Social Media sites and apps and Electronic Communication rules are continuously changing and evolving and as such, this Policy may be amended at any time and changes will be communicated as appropriate.

What You Cannot Do

Although not an exhaustive list, the following includes examples of prohibited activities when engaging in Electronic Communication:

- ◆ Violating any laws, including those regarding Human Rights, defamation, copyright, or other intellectual property rights, financial disclosure, and privacy rights, among others.
- ◆ Engaging in Misconduct.
- ◆ Breaching the Confidentiality Agreement
- ◆ Using Blu's trademark or copyrighted logos or materials unless authorized to do so.
- ◆ Disguising or attempting to disguise your identity.
- ◆ Using another person's account, including email accounts to deliver Electronic Communications.
- ◆ Engaging in any fundraising activity, endorsing any products or services, or participating in any political activity, unless formally authorized to do so.
- ◆ Delivering Electronic Communications that includes solicitation or promotional communication that implies endorsement by Blu when no such endorsement exists.
- ◆ Sending chain letters or spam, no matter how inspirational, informative, or alarming they seem to be.
- ◆ Representing and speaking on behalf of Blu when you're not authorized to do so.
- ◆ Posting or sending video or audio recordings, or photographs of Blu premises, customers, visitors or employees for any reason, unless you've received prior written authorization to do so.

No Expectation to Privacy

As outlined in the **Workplace Privacy** policy, Blu reserves the right to read, verify, inspect, audit, and/or monitor what you do in the Workplace.

That means you must not have any expectation of privacy in what you create, store, send, or receive using Blu's Technology Tools and Electronic Communication tools and that any of your digital activities, including Blu email messages, downloaded files, and internet usage may be viewed or monitored by Blu without prior notice.

Consequence of Violation of Policy

Given the potential for serious and irreparable consequences and damages caused by non-adherence to this Policy, be aware that violations of this Policy will be taken seriously, and will result in disciplinary measures, up to and including immediate termination of your Engagement with Just Cause.

Consequences relating to some of the prohibited activities included in this Policy may include you and Blu being held liable for damages. If you're found to be responsible as a result of a violation of this Policy, legal action may be taken against you and you may be required to repay Blu or others for any losses incurred. For example:

- ♦ If you electronically communicate any illegal, threatening, libelous, defamatory, offensive, racist, or obscene remarks, you may be held liable.
- ♦ If you forward Blu Confidential Information or unlawfully divulge private information about Blu Stakeholders, you may be held liable.

Additionally, if the violation of this Policy resulted in criminal conduct, Blu will provide the records to the appropriate authorities for possible criminal prosecution.

Storing Digital Documents & Centralized Filing System

Applies to: Everyone

Storing Digital Documents

All digital works must be saved on Blu servers at all times to promote version control and avoid loss of files and work.

When working on digital files, you must be connected to our OneDrive cloud storage so that all files are saved to Blu's account as you work on them. Ensure that your autosave is on at all times.

You are not permitted to save files to any other location other than OneDrive, including on your desktop or personal drives.

Centralized Filing System

Filing Electronic Documents

Blu's filing system is critical to our business success, and we all have a part in maintaining it.

No one likes to waste time looking for documents that haven't been filed correctly, or are out of date, or re-creating documents that already exist.

1. Each group in Blu (Marketing, Sales, Product Management, Operations, etc.) has a server folder where they store working documents for their teams. Access to each folder may not be available to Everyone. If you need access to information or a folder for which you don't have access permission, please contact IT or the Manager of the team that owns the information.
2. Your Manager will provide you with guidance on how and where to file our team files and it's important that you follow those protocols.

Filing Printed Documents

Our central files and filing cabinets are located in Finance and is maintained by the Operations Coordinator, with the exception of employee records which are maintained in HR.

All executed contracts must to provided to Finance.

Social Media Policy

Applies to: Employees

Last Updated: Sept 15

READ IN CONJUNCTION WITH

The following policies are closely related and are essential to understanding the context throughout this important Policy:

- ◆ ***Workplace Privacy***
- ◆ ***Code of Conduct***
- ◆ ***Off-Duty Conduct***
- ◆ ***Confidentiality Agreement***
- ◆ ***Use of Technology Tools & Electronic Communications***
- ◆ ***External Communication***

POLICY

Social Media is continually evolving and is changing how Staff communicate. While it creates endless opportunities, social media also creates new challenges, new responsibilities, and ultimately the emergence of new rules to address its use.

You must refrain from posting objectionable comments, photos, caricatures, and other material about Blu, its programs and events, or Blu Stakeholders online.



You're also cautioned not to be lured into thinking that if the content you post online can be proven to be true, it's okay to have published it. There is a variety of legislation which could result in liability for the person(s) posting information about others online even if that information is proven to

be true. Statutes such as (for example) privacy acts and Human Rights Code may well be the source of liability even if the posted information is accurate.

Who Can Engage in Social Media on Behalf of Blu, and How They Can Engage



It's Blu's intention to be very clear about who's permitted to engage in Social Media as a representative of Blu

Only Staff who have been explicitly authorized, as described below, are permitted to officially represent, and speak on behalf of Blu when engaging in social media.

- ◆ The Marketing Vice President determines who on their team is permitted to represent Blu on social media using eblasts, Twitter, Facebook, and Blu website and to approve the use and content of social media as it applies to Blu.

However, all Staff are always welcome to repost and share any Blu Social Media post.

Use of Mobile Devices

Applies to: Everyone

Last Updated: Sept 15

READ IN CONJUNCTION WITH

- ◆ **Use of Technology Tools & Electronic Communication**

POLICY

When using a personal Mobile Device, you're expected to use good judgment to help prevent accidents, make sure we're not harassing or annoying the people around us, and safeguard Blu and Confidential Information.

Here's what you're expected to adhere to when using a Mobile Device.

Using a Mobile Device on Blu Premises

The following applies to both Blu-supplied and personal Mobile Devices:

- ◆ Turn Mobile Devices off during meetings, or at least turn the ringer on low or vibrate. If you must use your Mobile Device during a meeting, excuse yourself from the meeting and step outside so that others are not disturbed.
- ◆ If you're expecting an urgent phone call, text or email that must be answered while in a meeting, advise meeting participants in advance.
- ◆ If you leave your Mobile Device on while you're at your desk or in the office, keep the ringer on low so that others are not interrupted when it rings.
- ◆ Ensure that your ring tone and notification sounds aren't offensive or disturbing to others.
- ◆ When you are speaking with someone on your mobile device, be mindful of the volume of your conversation.

Using Mobile Devices While Operating a Vehicle or Equipment

We all know the statistics. Using a Mobile Device while operating a moving vehicle kills people. Don't do it under any circumstances when you're in the Workplace or when using a Blu-supplied Mobile Device.

Here's what you need to know and adhere to:

- ◆ Use of any Blu-supplied or personal Mobile Device while operating a moving vehicle in the Workplace, is strictly prohibited.
- ◆ Use of any Blu-supplied Mobile Device while operating a moving vehicle while off-duty, is strictly prohibited.
- ◆ Your Manager and/or any other Blu individual has no authority, under any circumstances, to expect you to use a Mobile Device in any way while you're operating a vehicle, or to conduct any activity where the lack of focus, even for an instance, can result in serious negative consequences for you or others.
- ◆ If you decide to use a Mobile Device while operating a vehicle, you must only do so once you have pulled over to a safe place and parked the vehicle.

Using Cameras, Web Cams, & Recording Devices

The use of Mobile Devices with additional camera, video or audio recording functionality has resulted in legal and operational concerns for many businesses. Issues such as invasion of privacy, Harassment, spying, and loss of productivity associated with these devices have prompted Blu to prohibit their use at work.

You're also prohibited from video or audio recording or taking photographs of Blu Stakeholders in the Workplace for any reason unless you have received prior written authorization to do so.

Hybrid or Remote Work Policy

Applies to: Everyone

Last Updated: Sept 15

READ IN CONJUNCTION WITH

All Employment Policies are applicable to this Policy, but the following policies are closely related and are essential to understanding the context throughout this important Policy:

- ◆ **Use of Technology Tools & Electronic Communications**
- ◆ **Code of Conduct**
- ◆ **Off-Duty Conduct**
- ◆ **Confidentiality Agreement**

DEFINITIONS

Program

The 3 types of Teleworking programs are as follows:

Remote Work

A Teleworker who exclusively works from a Remote Office.

Flexible (Hybrid) Work

A Teleworker who regularly works from a Remote Office during set times in a week.

Ad Hoc Remote Work

A Teleworker who works from a Remote Office on an as-needed basis including due to unforeseen circumstances such as Teleworker illness, infectious disease, inclement weather, and requirement for dependent care.

Together known as the “**Program**”.

Remote Office

A quiet, functional, enclosed, private, safe, and regularly maintained workspace in the Teleworker’s BC home residence that is away from distractions and noise and separate from the rest of the home residence, where the following requirements are met prior to participation in the Program:

- ◆ High-speed internet
- ◆ A telephone
- ◆ Computer Equipment
- ◆ An ergonomic chair and desk
- ◆ Activated anti-virus software
- ◆ Password-protected wi-fi
- ◆ Teleconferencing software
- ◆ Secure access to VPN.
- ◆ A locking drawer or filing cabinet if the Teleworker is expected to print or transport Confidential Information
- ◆ A shredder or a secure way to return paper Confidential Information to Blu office to be shredded.

A café, public location, or location outside the province of BC, or location other than your home residence located in BC, do not qualify as an acceptable Remote Office.

Teleworker

A Staff Member who participates in the Program.

Telework/Teleworking

A work arrangement in which the Teleworker works outside Blu office from their Remote Office.

POLICY

While we all want flexibility in how and where we work, allowing Staff to work remotely is not trivial. The law deems a remote office an extension of our premises and Blu is required to manage and be responsible for hundreds of satellite offices with a multitude of variables that are out of our control.

As such, we are committed to adherence to the law and ensure the remote work terms and conditions are clear. Staff who work remotely are asked to sign the following Hybrid & Remote Work Policy & Agreement prior to conducting work away from the office.

It is also important to understand that **remote work is not an entitlement or right and a teleworking arrangement is subject to change and termination at any time at Blu's discretion with appropriate notice as defined in the Termination section of the Agreement.**

1. Overview

This Policy may be updated at any time at Blu's discretion to account for changing circumstances that affect the Teleworker's safety, Blu asset and information management, and changing legislation and best practices.

This Policy is used to help support circumstances where working outside Blu offices is necessary or mutually beneficial to both Blu and the Teleworker. Teleworking is intended to enhance Staff productivity, improve efficiencies, reduce the spread of transmittable diseases, support different work styles, and reduce the Teleworker's commuting time and their environmental footprint.

However, studies have shown that a significant percentage of workers do not function well when Teleworking, and it's not for everyone. Teleworking requires considerable focus and discipline to deflect distractions that are not present when working onsite. Family members, pets, a piling up chore to-do list, Oprah, and a nap beckon you! Teleworkers must be prepared to overcome procrastination and significant distractions.

As such, Teleworking is an earned benefit and not an entitlement and may only be granted or continued with Staff who have shown a strong work performance and whose job responsibilities are suited to such an arrangement.

2. Teleworking Eligibility

The following conditions must be met for Staff to be eligible for the Program.

1. The Teleworker has been employed with Blu for a minimum of 6 months and is fully trained in their position.
2. The Teleworker's position is conducive to working remotely.
3. The work being performed remotely can be measured and monitored for productivity.
4. The Teleworker has an established and continued record of demonstrated:
 - a. Productivity and sound decision-making skills.
 - b. Time management skills.
 - c. Transparent and strong communication skills.

5. The Teleworker's most recent performance appraisal shall, at minimum, indicate fully achieved standards.
6. The Teleworker meets the Remote Office requirements.
- 7. The Teleworker's Remote Office must at all times be located in the province of BC. No work shall be performed outside the province of BC.**
8. The Manager possesses the required skills to manage remote workers.

9. Manager Responsibilities

1. The Manager is responsible and accountable for managing the Teleworker's work, performance, productivity, and ensuring the safety of the Teleworker during the duration of the Program.
2. The Manager shall meet with the Teleworker daily during the first 4 weeks of the Program to confirm the continued mutual benefits to both Blu and the Teleworker.

10. Procedures for Program Sign Up & Approvals

Each request to participate in the Program shall be considered on an individual basis. Teleworkers and their Managers are responsible for determining the best possible work situation for each Teleworking request.

1. The Teleworker meets with their Manager to discuss the feasibility of participating in the Program.
2. Once feasibility is established, the Teleworker together with their Manager submits the following information to the HR Director in writing:
 - a. Type of telework Program
 - b. The term of the Program
 - c. Justification for working remotely
 - d. Address of the Remote Office
 - e. 3 photos of the Remote Office
 - f. Teleworking schedule
 - g. Blu Materials supplied, if any.
2. The HR Director approves the request in writing subject to the terms and conditions of this Policy.

TERMS & CONDITIONS

1. Blu Materials

In the case where Blu Materials are provided to the Teleworker, the following applies:

1. No one except for the Teleworker may use Blu Materials. Blu Materials are supplied for the exclusive use of the Teleworker and only for the purposes of conducting Blu business.

2. The Teleworker shall take reasonable care of Blu Materials including protecting Blu Materials against damage, theft, and unauthorized use.
3. Blu-owned software may not be duplicated.
4. Blu Materials remain the property of Blu at all times and shall be returned to Blu immediately upon request.

2. Workers Compensation

The Teleworker's Remote Office shall be considered an extension of Blu's Workplace.

1. Blu shall be responsible for the Teleworker's WorkSafe BC premiums for the duration of the Program.
2. The Teleworker, together with their Manager, shall regularly assess, identify, control, and immediately report unsafe conditions and activities that may cause injury or illness to the Teleworker, including but not limited to the following:
 - 2.1 Environmental hazards such as asbestos, mold, tobacco smoke.
 - 2.2 Electrical safety.
 - 2.3 Ergonomic concerns.
 - 2.4 Hazards that may increase the likelihood of slips, trips, and falls.
3. In the case of an injury, the Teleworker is covered by Blu's worker's compensation insurance program provided that:
 - 3.1 The injury occurs during work hours established in the executed agreement.
 - 3.2 The injury occurs in the Remote Office and nowhere else in the Teleworker's home residence or outside the residence.
 - 3.3 The Teleworker is actively engaged in work for Blu at the time of the injury. For example, injuries sustained while engaging in home repairs or while cooking a meal, shall not be covered.
4. In the event of necessary evacuation from the Remote Office, the Teleworker shall be provided with a safe alternate work location.
5. Any Worker's Compensation claim shall be handled in accordance with the standard procedures for Worker's Compensation claims and by contacting the Administrator.

3. Costs and Liabilities Associated with the Program

Blu-Paid Costs

Blu shall be responsible for the following expenses:

1. Costs associated with servicing, maintaining, and insuring Blu Materials.
2. Out-of-pocket expenses for necessary supplies and other expenses provided they are pre-approved by the Manager.

3. Reasonable pre-approved costs associated with mitigating safety concerns.

Teleworker Responsibilities, Costs and Liabilities

The Teleworker shall be responsible for the following:

1. Operating costs, home maintenance, or any other incidental cost whatsoever, associated with the setup, change or maintenance of the Remote Office and participation in the Program, including utilities or lighting.
2. Costs associated with any materials or equipment provided by the Teleworker.
3. Damages to the Teleworker's property that result from participation in the Program.
4. Ensuring reasonable care of Blu Materials. Where any damage of Blu Materials is caused by the Teleworker due to negligence, Blu is within their rights to recover the associated costs of repair.
5. Liability for injuries to third persons and/or members of the Teleworker's family that occur in the Remote Office or the Teleworker's premises. Teleworker agrees to defend, indemnify and hold harmless Blu, its affiliates, employees, contractors and agents, from and against any and all claims, demands or liability (including any related losses, costs, expenses, and attorney fees) resulting from, or arising in connection with, any injury to persons (including death) or damage to property caused, directly or indirectly, by the services provided herein by the Teleworker or by the Teleworker's willful misconduct, negligent acts or omissions in the performance of the Teleworker's duties and obligations under this Agreement, except where such claims, demands, or liability arise solely from the gross negligence or willful misconduct of Blu.
6. Determination of any income tax or property insurance implications of maintaining a Remote Office in the home residence. Blu shall not provide tax guidance, nor shall Blu assume any additional tax or other liabilities. The Teleworker is strongly encouraged to consult with a qualified tax professional and insurance provider to discuss income tax and property implications.

4. Security, Privacy, Confidentiality

Keeping Blu information and Confidential Information safe and secure is a key condition of participating in the Program. Teleworkers will adhere to all protocols outlined in the **Technology Tools and Electronic Communications** policy and **Confidential Information** policy.

Additionally:

1. No one other than the Teleworker shall have access to the Remote Office, Blu Materials, or views of the computer screen while the Teleworker is engaged in Blu work.
2. When the Teleworker is away from the Remote Office, even if only for a few minutes, computer equipment must be secured as follows:
 - 2.1 With a locked password-protected screensaver; or
 - 2.2 Turning off or logging off the computer.
3. Unsecured Confidential Information or Blu Materials shall be secured whenever not in use and shall not be left where they would attract the interest of thieves.

4. Blu Materials and Confidential Information shall not be left in a vehicle when the vehicle is not occupied.

5. Working Hours & Availability

1. The Teleworker shall be available during Core Hours and take a break as outlined in the **Lunch & Breaks** policy.
2. When working in the Remote Office, the Teleworker shall respond to work-related communication within the same time frame as they would when working in Blu offices. The expectations for responsiveness are:
 - 4.1 **Telephone:** Immediately
 - 4.2 **Video conference:** 15 minutes
 - 4.3 **Chat:** 15 minutes
 - 4.4 **Email:** 1 hour
3. The Teleworker shall be in video web conference communication with their team or Manager at least once a day.
4. The Teleworker shall be on Blu's site as requested to attend meetings, collaborate with colleagues, and participate in training events or other work activities as necessary.
5. The Teleworker who has committed or is scheduled to be in Blu office on a certain day or for a certain period, is expected to honor that commitment.

6. Remote Office On-site Visits

1. Blu has the right to make on-site visits (with 48 hours advance notice) to the Remote Office for the purposes of determining that the site is safe and free from hazards and continues to be conducive to supporting the required work expectations and security, and to maintain, repair, inspect, or retrieve Blu Materials, software, data, or supplies.

7. Termination of the Program

1. Teleworking is not a formal, universal Staff benefit. Rather, it is an alternative method of meeting the needs of Blu and Staff. Blu has the right to refuse to make Teleworking available to the Teleworker and to terminate this Agreement.
2. Except for egregious misconduct where termination of this Agreement is immediate, this Agreement may be terminated by Blu for any reason by providing the Teleworker with 2 week's written notice.
3. This Agreement may be terminated by the Teleworker for any reason by providing Blu with 2 week's written notice subject to the Teleworker waiving their expectation to return to Blu premises in the event that Blu premises cannot be operational for reasons including natural disasters, fire or flood, compliance with Blu's Infectious disease policy, or legislated requirements to close Blu offices.

4. Blu shall not be held responsible for costs, damages or losses resulting from cessation of participation in the Program.

8. Productivity & Performance

1. Teleworking is not a substitute for dependent care. The Teleworker shall not be available during regular work hours to provide dependent care. The Teleworker agrees to make recurring dependent care arrangements during the entire duration of the Program.
2. In the event that the Teleworker divides their time between working in Blu office and the Remote office, travel time to and from each location is not considered time worked.
3. Recording of the Teleworker's hours of work is not required, and Blu provides the Teleworker with flexibility in choosing their hours of work, subject to Core Hours. The Teleworker is expected to be fully productive and provide their Manager with a **Weekly Status Report** provided below, that shall be completed every Monday morning for the preceding 7 days, outlining the Teleworker's results, accomplishments, and learning for the week.

Weekly Status Report

In accordance with the Teleworking Policy and Agreement, the Teleworker agrees to complete and email this report to their Manager every Monday covering the preceding 7 days (Monday to Sunday).

To: Manager Name

From: Teleworker Name

For period of: Monday Date to Sunday end date

Period Availability: Less than my Standard Work Week: Hours hours worked this week.

Complete the Period Availability section only if you were absent during your work week. For example, if you were on vacation or ill on Tuesday, deduct those unavailable hours from your standard work week in the 'Hours' field above.

Accomplishments | Outcomes | Results for the week:

Focus on results. For partially completed projects or tasks, show % completed this week.

Tasks such as meetings and administrative tasks should be avoided. Instead, focus on the outcomes, results or accomplishments resulting from these activities.

- ◆ Insert Accomplishment or Result. Example, contacted 10 cold call leads submitted in CRM.
- ◆ Insert Accomplishment or Result. Example. Completed the Conduct section in the Employee Manual.

Issues or roadblocks requiring immediate attention:

- ◆
- ◆

Comments:

Dating Co-Workers

Applies to: Everyone

Last Updated: Sept 15

DEFINITIONS

For the purposes of this Policy:

Dating

Entering a consensual relationship with a co-worker that has progressed beyond a platonic friendship.

Party, Parties

The individual(s) involved in the Dating relationship.

Intimate Contact

Intimate behaviour which includes public displays of affection or sexuality towards a Party, including cuddling, kissing, fondling, touching, or other similar physical contact of a romantic or sexual nature.

POLICY

Regardless of the sexual orientation, gender identity, or gender expression of the Parties involved, Blu does not prohibit you from Dating or entering a consensual romantic relationship with a co-worker, provided the following guidelines are adhered to.

Mutual & Voluntary Consent

- ◆ Both Parties must mutually and voluntarily consent to Dating.
- ◆ No undue pressure was brought on by either Party towards the other to engage in Dating.
- ◆ The Parties must not have a reporting relationship.

Performance

- ◆ Dating must not affect the performance or the duties of involved Parties in any way.
- ◆ Both Parties must maintain clear boundaries between their personal and business interactions.

Workplace Contact

Both Parties are expected to:

- ◆ Keep personal exchanges limited so that others are not distracted or uncomfortable by such exchanges.
- ◆ Never engage in Intimate Contact in the Workplace that would, in any way, be deemed inappropriate by a Reasonable Person.
- ◆ Understand that during non-working hours, such as lunches, breaks, and before and after work periods, the Parties are not precluded from having appropriate personal exchanges at work locations if their conversations and behaviours could in no way be perceived as offensive or uncomfortable to a Reasonable Person.
- ◆ Ensure that Dating does not negatively impact the Workplace.

If the Dating Relationship Terminates

- ◆ The Parties' work performance will not be negatively impacted.

- ◆ Neither Party will retaliate or disclose personal information about the other Party and will refer to the definition of **Misconduct** to ensure their behaviours are not deemed bullying, harassing, or otherwise inappropriate.

Disclosure of Dating

Dating must be disclosed if:

- ◆ A reporting relationship exists between the Parties — including relationships where one Party is not necessarily the other Party's Direct Report. The relationship must be disclosed regardless of the number of reporting levels between the Parties.

Example: Sally is a junior employee in the sales department who reports to Salina who reports to Mark who reports to John. The relationship must be disclosed if either Salina, Mark, or John enters a Dating relationship with Sally.
- ◆ Individuals in senior, sensitive, or influential positions are subject to more stringent requirements under this Policy and must disclose the existence of a Dating relationship with any Individual at Blu to prevent real or perceived favouritism or undue influence.
- ◆ Real or perceived conflict of interest can be deemed by a reasonable person.

PROCEDURE

Disclosing the Dating Relationship

When disclosure of a Dating relationship is required, the Party in the more senior position is expected to:

1. Meet with the HR Director to disclose the relationship and follow up the meeting with a written disclosure.
2. The HR Director will meet with the less senior Party to confirm that the relationship is consensual, and the less senior Party will follow up the meeting with a written confirmation.
3. By disclosing in writing that Dating is consensual, both Parties confirm that they are both free to end the relationship at any time and neither will be subjected to negative work-related consequences.
4. The HR Director together with appropriate stakeholders, will determine if a real or perceived conflict of interest exists because of the relative positions of the Parties involved.

Where a Conflict of Interest Exists

Where problems or potential risks resulting from the Dating relationship are identified:

1. Blu will work with the Parties to consider options for resolving the conflict of interest.
2. The initial solution will be to make sure that the Parties no longer work together on matters where one is able to influence the other or act for the other. Matters such as, firing, promotions, performance management, compensation decisions, and financial transactions are examples of situations which may require reallocation of duties to avoid any actual or perceived advantage or disadvantage.

3. In some cases, more extreme measures may be necessary, such as changing the reporting relationship or transferring a Party to another position or department. The Party in the more senior position will be considered for transfer first to avoid any perception of retaliation against the less senior Party.
4. The Party's refusal of reasonable alternative positions, if available, or continued failure to work with Blu to resolve potential conflicts of interest or risks associated with the Dating relationship in a mutually agreeable fashion may ultimately result in termination of the Party's Engagement.

External Communications

Applies to: Everyone

Last Updated: Sept 15

READ IN CONJUNCTION WITH

This Policy does not include guidelines relating to Electronic Communication such as email or Social Media; these are described in detail in the **Use of Technology Tools & Electronic Communication** policy.

POLICY

There may be situations when you're approached to publish, interview, discuss, or present on behalf of Blu. These types of opportunities for Staff are highly encouraged.

However, the impact external communications may have on Blu's brand, minimizing the risks associated with potential disclosure of Confidential Information, and the legal risks must be considered.

Before you engage in any external communication, you must obtain written approval as outlined in the following table.

Blu Activity	Approval Required
When faced with a legal inquiry or action relating to an employee, former employee, Job Applicant, office visitor, governmental agency, competitor, or any other external agency.	Immediately direct the inquiry to the COO.
Publishing content for Blu's website	Marketing Director
Publishing content that's distributed by general media including newspapers, magazines, radio, TV, brochures, and direct mail	Marketing Director
Advertising for open positions	HR Director
Publishing white papers or other such material relating to Blu and its services.	COO

Blu Activity	Approval Required
Making speeches or presentations	COO
Giving media or external interviews	COO
Providing comments to the press	COO
Participating in panel discussions	Department Head

Whistle-Blower Policy

Applies to: Employees, Directors, Officers

Last Updated: Sept 15

Everyone is expected to comply with the **Code of Conduct** and **Off-Duty Conduct** policies in this Manual and to report serious violations or suspected violations in accordance with this Policy, prior to seeking resolution outside Blu.

Here's what you need to know:

- ◆ Our Compliance Officer is the COO or their designate. The Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the **Code of Conduct** Policy, at their discretion.
- ◆ Any Individual who retaliates against someone who has reported a violation in good faith will be subject to disciplinary measures, up to and including immediate termination of your Engagement with Just Cause.
- ◆ Any allegation that proves not to be substantiated, and which proves to have been made maliciously or knowingly to be false will be subject to disciplinary measures, up to and including immediate termination of your Engagement with Just Cause.
- ◆ Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.
- ◆ Anonymous complaints will not be dealt with under this Policy.

PROCEDURE

When observing a serious violation of the **Code of Conduct** policy, proceed as follows:

1. Share or report your concerns, suggestions, or complaints with the Compliance Officer.
2. The Compliance Officer will:
 - a. Investigate and resolve all reported violations of the **Code of Conduct** Policy, at their discretion.

- b. Provide advice to the CEO and/or the audit committee.
3. In the event of any concerns or complaints regarding corporate accounting practices, internal controls, or auditing, the Compliance Officer shall immediately notify the board audit committee of any such complaint and work with the committee until the matter is resolved.
4. The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five (5) business days. All reports will be investigated promptly, and appropriate disciplinary action will be taken if warranted by the investigation.

Impairment-Free Workplace

Applies to: Everyone

Last Updated: Sept 15

READ IN CONJUNCTION WITH

- ◆ **Intoxication at Blu Events**

DEFINITION

Substance

Illicit drugs or Legal Substances

Impairment

Impairment refers to the deterioration of an individual's judgment or a decrease in their physical ability because of Substance use. Even small amounts of a Substance can affect your mental and physical abilities. Different Substances act on your brain in different ways, but almost all affect you:

- attention
- judgment
- motor skills
- reaction time
- decision-making skills
- balance and coordination

POLICY

We are all expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to use or after -effects of Substances, or any other substance that may impair judgment or performance.

Impairment or the presence of illicit drugs, recreational cannabis, or alcohol in the Workplace is not permitted.

Any illicit drug or drug paraphernalia found in the Workplace will be turned over to the appropriate authorities and may result in criminal prosecution.

As with any case of Workplace Misconduct, you will be subject to disciplinary measures, up to and including termination of your Engagement with Just Cause for violation of this Policy, depending on the circumstances and severity and violation frequency.

Intoxication at Blu Events

Applies to: Everyone

Last Updated: Sept 15

READ IN CONJUNCTION WITH

- ◆ **Impairment- Free Workplace**

POLICY

Many of us may believe that a Blu social event is merely an opportunity to have fun and relax, and no different than a gathering with friends and family. However, a Blu social event is essentially a casual business event. Being Intoxicated is inexcusable and dangerous for your physical well-being and the well-being of others — particularly when driving.

Intoxication can also result in embarrassing and inappropriate situations with event attendees. Consider up front that your behaviour will likely be observed by everyone — your direct reports, peers, management and their guests.

Take responsibility for your own consumption of Legal Substances and moderate your intake. Avoid the potential for unsafe outcomes and a depreciation of your reputation that can stem from Intoxication and inappropriate behaviour at Blu events.

Terms of Understanding

Staff and when applicable, their guests, are invited to Blu events where Legal Substances are served or are permitted on the condition that you will:

- ◆ Take responsibility for your own consumption of Legal Substances and that of your guest.
- ◆ Moderate your intake of Legal Substances.
- ◆ Co-operate with Blu's efforts to ensure your safety.
- ◆ Not return to work while under the influence of a Legal Substance after a Blu event.
- ◆ Assist Blu to apply this Policy to other Staff and guests.
- ◆ Not operate a vehicle after a Blu event when impaired.

Solicitation on Blu Premises

Applies to: Everyone

Last Updated: Sept 15

We do not ever really know someone else's financial situation or beliefs, and solicitation or distribution of literature can be uncomfortable for some of us. Therefore, solicitation or distribution of literature of any kind in the Workplace is not permitted.

Non-Blu Individuals or Outside Vendors

Non-Blu individuals are not allowed at any time to enter Blu premises for the purpose of any form of solicitation or literature distribution. Third parties or strangers are forbidden from soliciting, selling, or handing out materials for political, charitable, or similar activities. The only exceptions to this prohibition are community benefit projects that are specifically authorized by Blu and approved business-related vendors or Blu events.

Staff

Staff are not permitted to distribute literature or other materials or to solicit for any cause in the Workplace.

Human Resources (employees only)

Payroll

Applies to: Employees

Last Updated: Sept 15

You authorize Blu to deposit your net pay directly into your specified bank account and will immediately advise Payroll of any changes to direct deposit details during the term of your employment.

Your net pay is deposited on the 15th and last day of the month covering your hours for the preceding half of the month.

Hours of Work, Meal Breaks, Attendance

Applies to: Employees

Last Updated: Sept 15

Our compensation is based on adding value and being productive for a minimum of 35 hours per week for regular full-time employees, or pro-rated for part-time employees, or as indicated in your employment agreement, except when the work week includes planned or approved absences.

STANDARD WORK WEEK

- Our Standard Work Week consists of 35 hours.
- Our standard work day consists of 7 hours a day - excluding an unpaid 30-minute meal break as required by law.
- Our standard working hours are 9:00 AM to 4:30 PM.

MEAL BREAKS

The law requires you to take a 30-minute unpaid meal break each workday after 5 hours of work. The point of a meal break is to break up your workday and skipping your meal break to shorten your workday is discouraged.

There is usually flexibility in the timing of your meal break, but some positions may require coordination and scheduling.

- ◆ You must schedule your meal break no later than 5 hours after you start work.
- ◆ You are not entitled to additional breaks during the day, and any breaks not related to your work will increase the overall length of your workday.
- ◆ You may occasionally extend your meal break to 1 hour when needed, but the length you choose will affect the overall length of your paid workday.

CLARIFYING BREAKS & THE WORKDAY

There is often confusion in how working hours are calculated in relation to work breaks. As legislated, the daily or weekly hours included in your employment agreement are the expected hours of productive work, and do not include the unpaid break.

Examples:

- ◆ You arrive to work at 9:00 am. You take a meal break at 12:30 pm for 30 mins. You are expected to work until 4:30 pm.
- ◆ You arrive to work at 9:00 am. You take a meal break at 12:30 pm for 1 hour. You are expected to work until 5:00 pm.
- ◆ You arrive to work at 9:00 am. You take a break at 11:15 am for 15 minutes. You take a meal break at 1:00 pm for 30 minutes. You take a break at 3:00 pm for 15 minutes. You are expected to work until 5:00 pm.

ATTENDANCE

You are expected to work a Standard Work Week unless unavoidable or you are on vacation or some other planned absence. Chronic absenteeism and tardiness results in additional costs for Blu and affects the people around you who count on you to be at work and in meetings on time.

Chronic absenteeism and tardiness may result in disciplinary action up to and including termination of employment.

PROCEDURE

Refer to **Approving, Communicating, and Recording Absences** policy.

Approving, Communicating, & Recording Absences

Applies to: Employees

Last Updated: Sept 15

The following outlines what is expected when there is a legitimate reason for you to be absent from work. This procedure helps to facilitate payroll processes, track vacation balances, and manage costs related to absenteeism, and productivity.

PROCEDURE

Approving Planned Absences

If you're planning to be absent - for example, when you're planning vacation time off or time off for training and development:

1. Notify and obtain email approval for the absence from your Manager in advance. It's best not to assume that an absence is approved until you receive written confirmation from your Manager.
2. Forward your approved absences to Payroll for time tracking purposes.

Communicating Unplanned Absences

1. Communicate all unplanned absences to your Manager and the Receptionist as soon as you know you're unable to work.
2. If you're going to be late for work, you're expected to:
 - Notify your Manager and the Receptionist no later than your regular starting time.
 - Make up the time outside of your Standard Work Week.

Confirming Unplanned Absences

The Receptionist must be aware of individual absences to understand the best way to deal with incoming calls and visitors, and because they are also responsible for cross-checking monthly absences records and cross-referencing payroll reports.

If the Receptionist becomes aware of an individual's absence without receiving documentation to support it, they will contact the individual to confirm the reason for the absence so that they can record it appropriately for time-tracking purposes. This follow-up is part of the Receptionist's job responsibilities, and we kindly ask that you cooperate when asked for confirmation or a reason for your absence.

This practice is not meant to audit you. It's in place to ensure that absences are properly recorded, particularly vacation absences since failure to record a vacation absence means that the vacation balance isn't reduced and is inaccurate. This practice applies equally to all of us, regardless of our position in Blu.

Overtime

Applies to:	Non-management Employees	Last Updated:	Sept 15
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Sometimes we need you to work extra hours to meet certain deadlines. When overtime is required, we appreciate your willingness to work additional hours and we will bank your time or compensate you.

Overtime Approval

No one is contractually entitled to work overtime. Recognized overtime requires written authorization by the Department VP prior to working any additional hours. You cannot approve your own overtime.

Overtime Rates, Banking, Working Holidays, & Overtime Calculations

Blu adheres to overtime legislation under BC Employment Standards. Refer to the following resources provided by the BC Ministry of Labour:

BC Employment Standards Act:

http://www.bclaws.ca/civix/document/id/consol22/consol22/00_96113_01#section40

Excessive or Abuse of Overtime

Overtime is carried out under very specific circumstances. You're asked to appreciate that overtime can result in a significant increase in wages as a percentage of salary. All overtime will need to be justified and pre-approved as outlined in **Procedure**.

Here are some of the consequences of excessive or abuse of overtime:

- ◆ If a consistent pattern of unscheduled overtime develops, you may be asked to complete a **Job Activity Log** to better understand and help you adjust your workload or provide you with additional resources.
- ◆ You may be subject to disciplinary measures if:
 - After the first instance of working and expecting to be compensated for unapproved overtime occurs.
 - If it's proven that you're scheduling your workload to purposely incur nonessential overtime and receive overtime benefits
- ◆ Managers who approve unscheduled overtime on a regular basis will be asked to review their department and resources to understand options for optimizing workloads.

PROCEDURE

The following procedures for approving and recording overtime are applicable to both hourly and salaried employees:

Obtaining Approval to Work Overtime

To approve overtime before it's worked:

1. Send an email to your department VP outlining the following information:
 - a. Anticipated date of overtime
 - b. Anticipated overtime hours
 - c. Justification for overtime
2. Obtain written approval by reply email.

Recording Overtime

Once the overtime has been worked:

1. Ensure that your hours worked are in line with the hours that were pre-approved.
2. Forward your pre-approved email to Payroll along with your actual overtime hours worked.
3. Your overtime will either be banked in accordance with the law or paid in the following payroll run.

Timesheets for Hourly Employees

Applies to: Hourly Employees

Last Updated: Sept 15

Hourly employees are required to report time worked for the period beginning Monday morning and ending Sunday night.

- ◆ Timesheets are submitted first thing Monday morning following the end period to Payroll.
- ◆ Overtime must be authorized in advance. Refer to **Overtime** policy.

Missed Timesheet Submission Deadlines

Payroll has a strict deadline for submitting hours.

- ◆ If timesheets are not submitted by 11:00 a.m. Monday morning, the hours for your previous period will be paid on the following pay period.
- ◆ You will not be sent a reminder to submit your timesheet and are expected to calendarize this deadline.
- ◆ If you know you'll be absent when the timesheet is due, complete and submit your time sheet on the last day of work before your absence.

Unfortunately, our systems are not configured to accommodate exceptions.

Probationary Period

Applies to: Employees

Last Updated: Sept 15

A probationary period is used for new hires and may be applicable to existing employees who have been transferred or promoted into a new position. It provides a reasonable timeframe and opportunity for Blu to assess whether there is a good fit between an employee and their new job. At the same time, it allows a new hire the opportunity to evaluate the job and workplace to determine suitability.

Details

- ◆ The terms of your probationary period are outlined in your employment agreement.
- ◆ The probationary period includes orientation and training activities and more frequent than usual performance check-ins. Both you and your Manager are expected to devote special attention and effort to make sure that job standards are communicated, the duties of the position are learned, and you're meeting the expectations of the job.
- ◆ Under certain circumstances, the probationary period may be extended. There must be a valid reason for the extension and the extension must be in writing.

- ◆ Upon satisfactory completion of the probationary period, if the probationary period is extended, or your probationary period is longer than 90 days, you'll be eligible for any benefits that begin after a 90-day waiting period.

Performance Improvement Plan (PIP)

Applies to: Employees

Last Updated: Sept 15

We are committed to helping you improve your performance if you're willing to work with us to meet expectations. If a situation arises where your performance is not meeting the defined expectations of the position, your Manager will discuss it with you and may implement a performance improvement plan.

If your performance does not meet expectations, all that may be needed is an informal discussion initiated by your Manager to reinforce expectations. However, there are times when the performance issue is more serious. In those cases, we follow a formal process, and use a PIP.

A PIP ensures:

- ◆ A fair and consistent process for Everyone
- ◆ Clear expectations and timeline
- ◆ That you understand the consequences if performance doesn't improve

Sidestepping a PIP

Blu's preference is always to proceed with a PIP to help employees solve performance issues. However, some types of issues cannot be addressed through a PIP.

- ◆ **Employment Policies** outline the standards of conduct expected from everyone, but no list of rules can cover every situation. Therefore, Blu reserves the right to act upon any conduct it considers detrimental to its best interests and will respond to performance issues or instances of Misconduct with disciplinary measures appropriate for the specific situation.
- ◆ A PIP will not be used in the case where a serious violation of an Employment Policy has occurred that may warrant immediate termination of employment with Just Cause.

PROCEDURE

When a PIP is implemented, it can include up to 3 steps:

1. **Verbal Warning** — if you fail to correct a performance issue that was discussed informally, your Manager with the assistance of the Human Resources Representative, will communicate a more formal verbal warning.
This is a serious warning directing you to improve or correct specified performance areas by a specified date. It involves a formal discussion in a private area with your manager and the Human Resources Representative who outlines the performance issues, what must be done to correct them, and what assistance is available for you.

The Human Resources Representative makes a written note of this discussion and retains the note for future reference. This note is not placed in your HR employee file but will be formally referenced in the next step if performance does not improve.

2. **Written Warning** — if performance does not improve after a verbal warning by the specified date, your manager issues a formal written warning.
This warning may possibly be the last chance for you to improve performance, so it should be taken seriously. Your Manager and the Human Resources Representative will meet with you in a private area to set clear and specific goals, deadlines for improvement, and assistance available for improvement.

A written record of the discussion, signed by you stating that you have read and understood the requirements, is provided to you and a copy is placed in your employee file.

3. **Termination** — if your performance continues to fall short of expectations by the time of the specified deadline, your employment may be terminated.

Under certain circumstances, your Manager may determine that although a PIP approach will be used, certain steps may be omitted or repeated.

Benefits (employees only)

The following Blu benefits exceed employment requirements set out in the BC Employment Standards Act.

Group Health Plan

Applies to: As noted

Last Updated: Sept 15

You may be eligible for Blu's Group Health Plan administered through Great West Life, as indicated below.

- Plan details are available [here](#).
- You can log in and submit receipts for plan reimbursements [here](#).
- Group Benefits eligibility and minimum requirements are defined by the insurance carrier. As of the date of this Manual, Blu's Group Benefits carrier is Great West Life and you must work a minimum of 20 hours per week to be eligible to enroll in the Plan upon successful completion of 3 months of continued employment from your start date.
- You must notify Blu's HR Administrator of your intent to enroll in Group Benefits within 5 business days of your start date. Once you've opted out of the plan upon hire, you will not be eligible to enroll at a later date.

Blu's obligation with respect to Blu's Group Benefits plan shall not be to act as a self-insurer. Blu will make the Group Health Plan available to you and, where applicable, will pay premiums to an insurance carrier of its choice. Blu reserves the right to make changes to the Group Health Plan from time to time, including changes in provider. Any such changes will not be deemed a fundamental change to the terms and conditions of your employment. All decisions regarding eligibility and coverage will be made by the carrier and Blu shall not bear any liability or responsibility therefor.

Vacation

Applies to: Employees

Last Updated: Sept 15

CALCULATING VACATION ENTITLEMENTS

Vacation entitlements are calculated as shown in the table below.

Regular Full-Time Employees

Completed Years of Employment Between:			Vacation Days per Year	Accrued (accumulated) Days per Month	Vacation Pay - % of Wages
0 years	&	< 5 years	15	1.25	6%
5 years	&	< 8 years	20	1.67	8%
8 years	&	< 12 years	25	2.08	10%
12 years	&	beyond	30	2.5	12%

Regular Part-Time Employees

The rates in the table above are pro-rated for part-time employees.

For example, if you're newly hired and work a 21-hour week instead of a standard 35-hour week, you're entitled to 60% (21 hrs/35 hrs) of:

- ◆ **Vacation Days per Year:** 60% of 15 days, or 9 days per year.
- ◆ **Accrued Days per Month:** 60% of 1.25 days, or .75 days per month.
- ◆ **Vacation Pay:** Percentage remains the same

Temporary, Hourly or Casual Employees

You'll receive vacation pay at a rate of 4% of vacationable earnings for the first four years of service, and 6% from the start of their fifth year of service.

Vacation Accrual During Leaves

If you're off on a Legislated leave, for example maternity or parental leave, only your vacation days will continue to accumulate. Your vacation pay won't accumulate during the months where you have no earnings.

If you're off on unpaid leave including sabbaticals, leaves of absence or suspensions, you won't accumulate vacation days or vacation pay.

VACATION YEAR

- ◆ The 12-month vacation reference year runs from January 01 to December 31. This is the period where you accumulate your vacation pay and time every month.
- ◆ If you're hired mid-year, your vacation will accumulate every month from your start date.
 - As a new employee who begins your employment at any point in a month, you'll be given your monthly vacation credit for that month. For example, if your hire date was May 19,

you receive the full .1.25-day entitlement for May and is not pro-rated even though you did not work the entire month.

- ◆ If, for any reason, you take vacation before it's earned and your employment with Blu is terminated before earning it back, Blu retains the right to deduct your negative vacation balance from your final pay.

TAKING VACATION

- ◆ You're entitled to take vacation as soon as it's earned, provided it's approved.
- ◆ As indicated by law, vacation earned must be used by the end of the Vacation Year. For example, if you accrue 15 days in 2022, 15 days must be used by Dec 31, 2022, and vacation days cannot be carried forward to a subsequent year.
- ◆ If you and Blu cannot find a mutually acceptable time for you to take your vacation, Blu reserves the right to schedule your vacation to ensure vacation earned is used prior to the end of the year and will provide you with at least 2 weeks' notice of the start of your vacation.
- ◆ Vacation scheduling conflicts between you and your co-workers will be resolved by your department Manager, who will make their decision based on a number of factors, including project requirements and seniority.
- ◆ If a legislated public holiday occurs on a day during your vacation taken period, vacation will not be used for that day.
- ◆ If you're sick on a day during your vacation time off, the sick day will be counted as a vacation taken day, and not a sick day.
- ◆ Vacation time must be taken in periods of one or more weeks unless you request shorter periods in writing.

PROCEDURE

1. Refer to **Approving, Communicating, and Recording Absences** policy for absence procedures.
2. Vacation balances are obtained from your pay stub.

Public Holidays

Applies to: Employees as noted **Last Updated:** Sept 15

POLICY

Public holidays are statutory paid holidays. BC Employment Standards observes 10 paid holidays and Blu provides you with an additional paid day on **Easter Monday**.

Paid Public Holidays

- ◆ New Year's Day

- ◆ Family Day
- ◆ Good Friday
- ◆ **Easter Monday**
- ◆ Victoria Day
- ◆ Canada Day
- ◆ BC Day
- ◆ Labour Day
- ◆ Thanksgiving Day
- ◆ Remembrance Day
- ◆ Christmas Day

Details

- ◆ You need to have been employed for 30 calendar days before the holiday
- ◆ You need to have worked 15 out of the last 30 days before the holiday
- ◆ If you must work a holiday, you'll get 1.5 times pay for the first 12 hours worked and 2 times for work over 12 hours, plus holiday pay or another paid day off. **Permission must be granted by your Manager before working a holiday.**
- ◆ If you're on vacation when a holiday occurs, it won't be counted as a vacation day.
- ◆ If you're away on an unpaid leave of absence or receiving Long Term Disability (LTD) or WorkSafeBC benefits, you won't be eligible for the holiday.
- ◆ For all other legislated details relating to public holidays, including holidays for part-time employees, refer to the **Resources** section of this Policy.

RESOURCES

It's Blu's intention that this Policy is compliant with BC law.

BC Employment Standards Act:

http://www.bclaws.ca/civix/document/id/complete/statreg/00_96113_01#part5

Incidental Illness & Personal Time

Applies to: Employees

Last Updated: Sept 15

You can take up to 10 paid days per year when it's necessary for you to be away from work for any of the following reasons:

- ◆ ***Personal incidental illness**

- A non-compensatory illness or injury sustained outside of work lasting between one and 10 business days
- Leaves that exceed three (3) days require a doctor's note
- Elective surgery or procedures are not eligible for IIPT Leave
- ◆ ***Family-related incidental illness**
 - Illness of an immediate family member that requires you to be away from work
 - An immediate family member is defined as someone who lives in the same household as you and is one of the following:
 - Your child
 - Your spouse
 - A relative who is dependent on you for care or assistance
 - Illnesses that exceed three (3) days require a doctor's note
- ◆ **Medical or dental appointments**
- ◆ **Parent/teacher school meetings**
- ◆ **Children's school activities**
- ◆ **Personal business appointments** that cannot be scheduled outside of a Standard Work Week.

Once you have exhausted your paid benefits under this Leave, you may be eligible for additional unpaid time off as outlined in the **Compassionate Care Leave** policy and **Family Responsibility Leave** policy.

Eligibility

You're entitled to the benefits under this policy once you have been employed with us for a minimum of 90 days.

When you can Use IIPT Days

The 10 IIPT days are available to you at the start of your eligibility period.

Unused IIPT Days

IIPT days:

- Cannot be carried over into the following year.
- Cannot be banked and are reset at the start of each annual entitlement period.
- Do not have a monetary value and any unused IIPT days are not paid out when you leave Blu.

Illness during Vacation

If any IIPT-eligible absence occurs while you're on a paid leave, IIPT hours may not be used. For example, if you become ill while on vacation, that time is recorded as 'Vacation.'

Borrowing from a Future IIPT Year

IIPT benefits related to a future period cannot be used in advance. For example, if you exhaust your annual IIPT benefits at the end of the last month of your entitlement year, you cannot borrow IIPT days from the following year.

IIPT as less than a Full Day

IIPT must be used in full-day increments, unless both you and Blu agree.

Extended Illnesses

If an extended illness or injury extends beyond your IIPT entitlement:

- ◆ You may use accrued vacation pay.
- ◆ You can apply for Employment Insurance up to 17 weeks. Once the 17 weeks is exhausted, you can apply for Long Term Disability coverage as part of our Group Plan.

PROCEDURE

- ◆ IIPT hours must be recorded as such when reporting time off. Refer to the **Approving, Communicating, and Recording Absences** policy for IIPT absence procedures.
- ◆ Unless you have made previous arrangements with your Manager, you're expected to phone or email the HR Administrator each day that you're absent, except in the case of an emergency.
- ◆ If you have used more IIPT days than you're entitled to that result in a negative IIPT balance, an adjustment will be made to reverse the IIPT entry and allocate the time appropriately, which may impact your next pay cheque.

Winter Break Closure

Applies to: Employees

Last Updated: Sept 15

In addition to Public Holiday, Blu is closed between Christmas and New Year's Day. Each **weekday** between this period that is not a paid public holiday, will be paid.

Non-Employees will not be eligible for paid time off and must factor in these office closures if unable to work remotely when scheduling and billing for their work.

Bereavement Leave

Applies to: Employees

Last Updated: Sept 15

We extend our condolences to you should you experience a death in your immediate family and support you during these difficult times as follows:

- ◆ If one of your immediate family members passes away, you're entitled to 3 paid days.
- ◆ You may be eligible for additional unpaid days off as per the **Family Responsibility Leave** and **Compassionate Care Leave** policies.

PROCEDURE

1. Refer to **Approving, Communicating, and Recording Absences** policy for absence procedures.

Retirement Plan

Applies to: Full-time Employees - as noted

Last Updated: Sept 15

We all know that saving for retirement is important. Blu wants to help you reach your goals by remitting up to 5% of your eligible earnings directly to a registered retirement savings plan (RRSP) of your choice, provided that certain criteria are met.

ELIGIBILITY

- ◆ Regular full-time employees employed with Blu for a minimum of 1 year; and
- ◆ Employed with Blu on July 01 of the calculation year; and
- ◆ Employed with Blu on January 31 following the calculation year.
- ◆ Eligible earnings are defined as base salary and vacation pay

The calculation year is January 01 to December 31.

PROCEDURE

1. You must be enrolled in an RRSP plan and have an active RRSP account with a recognized financial institution.
2. 5% RRSP calculations are completed by Blu by late January for the previous calculation year.
3. The RRSP contribution amount will be emailed to you by the end of January along with an RRSP form.
4. The RRSP Form and your financial institution details must be received by Payroll by February 05, so we can meet the end of February CRA RRSP contributions deadline. All forms received after February 05 will not be processed.

5. Blu will provide you with a check, made payable to your RRSP account number and financial institution for the communicated 5% RRSP amount, which you can deposit into your RRSP account.
6. Your T4 will include the amount of the check payment as a taxable benefit.
7. You'll be able to reduce your taxable income by the 5% RRSP contribution.

Computers

Blu will provide one computer for each employee. (Refer to **Blu-Issued Laptops, Computers & Blu Materials Policy**).

Subsidized Mobile Phones

Senior employees who by their job description are expected to spend a significant portion of their time away from the office for the purposes of Blu are welcome to apply for a cell phone subsidy.

Blu will pay up to \$75 per month towards your phone plan which is a taxable benefit.

Social Events

Social events are a great way to foster teamwork and creativity.

Blu is committed to supporting our Social Events Team, whose mission is to provide employees with an opportunity to get to know each other and each other's families, and to participate in team-building events. The Social Events Team organizes social events throughout the year and many of these events become key highlights of each year. Everyone is encouraged to participate.

Annual Blu Events

The holiday party and Blu picnic are annually scheduled events that have become company traditions.

We also strongly encourage ad-hoc organizing of special interest groups for activities such as after-work hiking, boating, skiing, running, etc. If you have an idea or suggestion, don't hesitate to contact someone on the Social Events Team and PARTICIPATE!

About the Social Events Team

The Social Events Team is made up of Blu volunteers who meet once a month to discuss and organize Blu social events.

A list of Social Events Team members and planned social events are available [here](#).

Training & Development

Applies to: Employees

Last Updated: Sept 15

Blu encourages your personal development and growth through education and training. Blu will help pay for training and development that is of benefit to both you and Blu.

Training and development gives you the opportunity to:

- ◆ Improve your current work performance
- ◆ Increase the personal enrichment you get from your work
- ◆ Make time for creativity and curiosity
- ◆ Meet people from your profession

All costs associated with training and developments are charged to individual departments.

Eligibility

- ◆ You must be employed with Blu for at least 6 months to be eligible for training and development benefits.
- ◆ Exceptions may be made in circumstances where a skills gap assessment has been conducted and immediate training needs have been identified for a new hire or existing employee transferred or promoted into new position.
- ◆ Temporary or casual employees are not eligible for training and development benefits.

What You Can Expect

- ◆ Blu's annual budget includes a training budget.
- ◆ Blu supports training in a variety of ways that may include time off to attend courses, payment of tuition, and even travel if necessary, as long as training expenses are charged to individual departments and don't exceed the budget for the year.
- ◆ You're encouraged to develop, in conjunction with your Manager, a training plan for each upcoming year as part of the annual performance review process.

What's Expected of You

You're expected to:

- ◆ Take the primary responsibility for managing your career by:
 - Taking inventory of your current skill set.
 - Exploring training and development opportunities to ensure you're current in your industry/job knowledge.
 - Acquiring the skills you need to reach your career goals.
 - Discussing possible training and development opportunities with your Manager.

Note: If the total cost of the training or development funded by Blu exceeds \$3,000 in a fiscal year, you'll be required to sign a Training Reimbursement Agreement, which lays out terms and conditions for re-payment. For example, it may include a reimbursement schedule based on the length of time you remain with Blu following training.

Reimbursement Requirements

Blu may not always be able to provide paid time off to attend training or development, but we may partner with you and share in the responsibility of continued education.

Courses taken on your own time may be eligible for reimbursement.

Here's what you need to know:

- ◆ Eligible expenses include:
 - Cost of tuition
 - Enrolment fees
 - Books for course
- ◆ Courses must be taken at a recognized educational institution that provides an official transcript indicating a grade.
- ◆ Class attendance and study assignments must be completed outside of a Standard Work Week.
- ◆ You're eligible for 1 paid day off to prepare for final exams.
- ◆ You must achieve a final passing grade to be eligible for reimbursement.
- ◆ To be eligible for reimbursement, you must be employed with Blu when the course marks are received. If you leave Blu for any reason before the course is completed, you're required to pay back any book or tuition costs Blu has pre-paid on your behalf, to the extent permitted by law.

PROCEDURE

When you want to participate in training and development or enroll in a continuing education course:

1. Check with HR first before you seek out courses or programs on your own. HR is the central hub for training with access to plenty of information on training availability. You may even find that HR has sourced the same kind of training for someone else recently.
2. Complete the Training or Conference Pre-Approval Form and follow the Accompanying Instructions.
3. Managers are responsible for ensuring that training expenses don't exceed department training budgets.
4. Refer to Approving, Communicating, and Recording Absences policy for absence procedures if your training occurs during a Standard Work Week.
5. For continuing education courses: Once your course is completed and you have achieved the required passing mark, complete the Course Completion and Reimbursement Form and follow the Accompanying Instructions to report your mark and request reimbursement.
6. For conferences or training: Complete the Training or Conference Pre-Approval Form and follow the Accompanying Instructions.

Professional Memberships

Applies to: Employees

Last Updated: Sept 15

Membership in professional associations is a good thing for you and your career. It's also good for Blu because a professional membership helps you stay current with what's going on in your field and allows you to make time for creativity and networking.

We encourage membership in professional and business associations and may reimburse you for membership dues where appropriate.

PROCEDURE

Get approval from your Manager before joining any professional association if you intend to do so as a Blu representative or expect to have the dues reimbursed.

1. Email your Manager and outline the business benefits to Blu of your membership in a particular professional society or association, business association, or community group.
2. Your Manager will decide if membership will be reimbursed based on the following criteria:
 - a. Is there room in the budget to reimburse the expense?
 - b. Will membership improve your technical or professional knowledge?
 - c. Will membership enhance your business relationships in a manner meaningful to your position?
3. Obtain email approval from your Manager.
4. Attach the membership receipt and justification/approval email to an expense report and submit it to Accounts Payable.

All costs associated with membership dues are charged to department training and development budgets.

Candidate Referral Bonus Program

Applies to: Employees

Last Updated: Sept 15

Staff play a vital role in attracting highly skilled and experienced people to Blu. To increase our recruiting efforts, we offer a Candidate Referral Bonus program, which pays up to \$2,000 to you if you refer a qualified candidate.

The following individuals are not eligible for a Candidate Referral Bonus:

- ◆ A referrer who submits the résumé of an individual already associated with Blu, either as an employee, a past employee, or Independent Contractor/Consultant

- ◆ A referrer who submits a résumé that Blu already received directly from the referred candidate within the past 12 months, or was forwarded by a recruiting agency within the past 12 months
- ◆ Anyone Director level and above
- ◆ The Hiring Manager
- ◆ Anyone in HR.

The Referral Bonus is only paid if:

- ◆ Your referred applicant specifically mentions your name in their application to Blu — no exceptions.
- ◆ The referred applicant is hired and successfully completes their probationary period.
- ◆ You, the referrer, are still employed with Blu at the time the referral bonus is eligible to be paid.

The Referral Bonus is paid in the pay period following the satisfaction of payment conditions and is subject to regular statutory deductions.

Your efforts to bring candidates forward are sincerely appreciated and each referral will be carefully considered. However, please note that applications of referred candidates follow the same review process of any other application, and only suitable candidates are interviewed. It's best not to assume that a referred candidate will be granted an interview or that their application will be fast-tracked.

PROCEDURES

If you're aware of someone you think would be an excellent candidate for employment with Blu:

1. Encourage the individual to apply on our website career page, making sure to mention your name as the referrer in their application.
2. Let the HR Administrator know you've referred the individual and why you believe they'd be a good fit for the position.

HUMAN RESOURCES

Human Resources

Right to Disconnect

Applies to: Employees

Last Updated: Sept 15

READ IN CONJUNCTION WITH

- ◆ **Overtime**
- ◆ **Hours of Work, Meal Breaks, Attendance**

POLICY

Disconnecting from work is vital to help us achieve a healthy and sustainable work-life balance. The health and wellbeing of our Staff is of the utmost importance, and we encourage and support all Staff to prioritize their own wellbeing.

Blu recognizes that everyone is entitled to switch off outside of our Regular Business Hours - provided we are all engaged in productive work during our workday - and enjoy our free time away from work without being disturbed unless there is a bona fide emergency or mutual agreement to do so.

POLICY

This Policy encourages and supports you in balancing your working and personal lives whether you work traditional hours, on Blu premises, remotely or flexibly.

Hours of Work & Overtime

No one is expected to work more than a productive Standard Work Week. Blu is committed to a Standard Work Week and does not support the informal extension of your workday or week with an 'always on' work culture.

Regular Breaks

It's vital that Staff have down time during the day. We encourage all Staff to take their full breaks without interruptions in accordance with the **Hours of Work, Meal Breaks, Attendance** policy.

Outside of Regular Business Hours

Blu supports and encourages all Staff to disconnect outside of Regular Business Hours.

While some employees have a range of work devices that provide flexibility to work from different locations, these devices are not provided to create an expectation of working outside of Regular Business Hours.

Meetings

We ask those calling meetings to avoid doing so during standard break times. Staff should not be placed in the position of feeling obliged to forego their break to attend Blu meetings.

Meetings must only be scheduled during Core Hours and only participants whose attendance is necessary should be invited.

Responsibilities

It's your responsibility to:

- ◆ Be conscious of your work patterns and manage distractions and non-work-related activities during Regular Business Hours that may contribute to decreased productivity, increase your stress levels - particularly as it relates to deadlines, and increase the likelihood that you'll decide not to disconnect after your workday.
- ◆ Ask for support to acquire time management skills if you feel you could benefit from this type of training.
- ◆ Submit a Weekly Status Report to your Manager to record your weekly accomplishments, results, and areas of excessive workloads.
- ◆ Be aware of work-related wellbeing and take remedial action if necessary.
- ◆ Be mindful of Everyone's right to disconnect (e.g., by not routinely emailing or calling outside of Regular Business Hours).

You can expect your Manager to:

- ◆ Respect and encourage your right to disconnect.
- ◆ Address the 'Right to Disconnect' during training/onboarding of all Staff, including that this a mutual right where open channels of communication in relation to workload and time management are encouraged, managed and any necessary changes identified.
- ◆ Ensure that employees have clear goals and deliverables that, other than in exceptional circumstances, stand to be delivered during Regular Business Hours.
- ◆ Ensure all Staff are informed of what their Regular Business Hours are reasonably expected to be.
- ◆ Review your Weekly Status Report to work with you to identify excessive workloads.
- ◆ Work with you to complete a Job Activity Log to determine your workload and find solution in the case of reported concerns of an unsustainable workload.

PROCEDURE

Due to business and operational needs and depending on your role and the nature of your team, circumstances may occasionally arise that necessitate those communications are sent and received outside of your Regular Business Hours. Situations when occasional contact outside of these hours becomes the norm, will be addressed.

Examples of such situations that may warrant addressing the concern might include:

- ◆ Being contacted regularly outside of Regular Business Hours.
- ◆ Being expected to regularly work through breaks.
- ◆ Being penalized for not being available out of Regular Business Hours or favourable treatment for employees who stay connected out of hours.

Reporting Concerns

If you feel that your Right to Disconnect is not being respected or that your workload is such that you're not able to disconnect at the end of your Regular Business Hours:

1. You're encouraged to raise your concerns to your Manager or the HR Director.
2. Where possible, the concern should be made in writing, including details of the situation.

Mental Health Policy

Applies to: Everyone

Last Updated: Sept 15

READ IN CONJUNCTION WITH

The following policies are closely related and are essential to understanding the context throughout this important Policy:

- ◆ **Health & Safety**
- ◆ **Prevention of Harassment & Discrimination**
- ◆ **Diversity & Inclusion**

POLICY

Blu establishes workplace practices to:

- ◆ Minimize any negative effects our work environment may have on your mental health and ability to do your job.
- ◆ Promote and encourage Staff to realize a state of wellbeing characterized by a general perception that one's life is going well, an ability to cope with normal stresses of life, and making a meaningful contribution to society.

Roles & Responsibilities

Blu will aim to:

- ◆ Build and maintain a workplace environment and culture that supports mental health and wellbeing and prevents discrimination.
- ◆ Encourage Staff to take responsibility for their mental health and wellbeing.
- ◆ Increase Staff knowledge and awareness of mental health issues and behaviours.

- ◆ Reduce stigma around depression and anxiety in the Workplace.
- ◆ Provide information and access to benefits and resources that support mental health.
- ◆ Ensure that all Staff are made aware of this Policy.

You can expect your Manager to:

- ◆ Actively support and foster understanding and implementation of this Policy and promoting a positive Workplace culture.
- ◆ Develop a capacity to recognise and support workers with mental health problems and illness.

You're expected to:

- ◆ Support and contribute to Blu's aim of providing a mentally healthy and supportive environment for Staff.
- ◆ Take reasonable care that your actions do not affect the welfare of others in the Workplace.
- ◆ Recognise and support the mental health and wellbeing of others in the Workplace.
- ◆ Recognise your role in creating and maintaining a healthy workplace.
- ◆ Take reasonable care of your own mental health and wellbeing.
- ◆ Ask for help when you're feeling unable to cope.

PROCEDURES

If you're experiencing mental health challenges in the Workplace, you're encouraged to raise your concerns with a Blu representative who you're comfortable speaking with, such as the Health and Safety Representative, your Manager, or the HR Director.

If you're experiencing personal mental health challenges and prefer not to share your concerns with someone at work, you're encouraged to talk with someone you're comfortable speaking with such as:

- ◆ A licensed mental health practitioner
- ◆ A spiritual leader
- ◆ A friend or family member.

Job Descriptions

Applies to: Employees

Last Updated: <Launch Date>

Job descriptions are essential. They help us define the skills and experience required for a new position, and they provide each of us with a clear understanding of our job responsibilities. Every Blu position has a job description, and a new position can't be opened without one.

Managers create or review job descriptions when there's an open position and review them for their direct reports during the performance review process to record any significant changes in duties.

Job descriptions are also used as benchmarks to participate in and make use of salary surveys. Job descriptions are one of the factors used in setting the Blu pay scale for positions.

Performance Reviews

Applies to: Employees

Last Updated: Sept 15

We believe that everyone wants to do their job well. To assist in creating the opportunity for each of us to live up to our potential, and to minimize the negative effect poor performance may have on all of us, we support:

- ◆ 2-way feedback between you and Blu
- ◆ Proactive management of poor performance.

Managers are encouraged to provide regular feedback throughout the year. Blu also manages a formal annual performance evaluation process for the purpose of:

- ◆ Reinforcing our strengths.
- ◆ Providing us with opportunities to improve our abilities, skills, and knowledge.
- ◆ Annually setting an overall performance rating for each employee that determines eligibility and calculation of performance-based rewards and perks.

We also encourage feedback from and to all position levels in Blu.

Conflict Resolution

Whenever possible, grievances should be settled by the specific parties concerned. If this is not possible, a Manager should be consulted. If a grievance is with a Manager, an attempt should be made to resolve the problem on a one-to-one basis with them. If this is non-productive, a request should be made to HR for assistance.

Legislated Policies

Health & Safety

Applies to: Everyone

Last Updated: Sept 15

Blu is committed to fostering an environment where we are all responsible for taking every reasonable precaution to protect each other from occupational illness and injury. Everyone must protect their own health and safety, as well as that of others around them, by working in compliance with the law, and apply the safe work practices and procedures established by Blu

Blu will make every reasonable effort to provide a hazard free environment and minimize health and safety risks for Staff by adhering to all relevant legislation and, where appropriate, through the development, implementation and maintenance of internal health and safety work standards, programs, and procedures.

Rights & Responsibilities

You have a right to:

- ◆ Refuse unsafe work.
- ◆ As an employee, participate in the Workplace health and safety activities as a health and safety representative.
- ◆ Know about, and be informed about, any actual and potential dangers in the Workplace.

It's your responsibility to:

- ◆ Always conduct yourself in a safe manner as deemed by a Reasonable Person.
- ◆ Work in compliance with Occupational Health & Safety (OH&S) acts and regulations.
- ◆ Complete all safety training that applies to your position. You may be required to demonstrate your level of understanding of training through the completion of tests, quizzes and/or task observation.
- ◆ Adhere to policies that prescribe safety procedures and precautions as directed by Blu.
- ◆ Report Workplace hazards and dangers.
- ◆ Ensure you do not use or operate any equipment or work in a way that may endanger you or any Staff Member.
- ◆ Do not engage in any prank, contest, feat of strength, unnecessary running, or rough and boisterous conduct that could pose a risk to your safety or the safety of others.
- ◆ Do not engage in work while impaired by illicit drugs, Legal Substances, or other causes.

You can expect Blu to:

- ◆ Publish a copy of this Policy and Health & Safety procedures on the Blu Intranet.
- ◆ Enforce adherence to safety procedures and precautions as directed by Blu.

- ◆ Advise you of potential and actual hazards.
- ◆ Investigate unsafe conditions reported to us and ensure that corrective action is taken without delay.
- ◆ Take every reasonable precaution to ensure the Workplace is safe.
- ◆ Review this Policy annually.
- ◆ Establish and maintain occupational health and safety program(s) to implement this Policy.
- ◆ Provide specific direction and delegate authority to those responsible for health and safety.
- ◆ Consult and cooperate with individuals carrying out occupational health and safety duties (including joint committee members, worker health and safety representatives, and WorkSafe BC prevention officers).
- ◆ Provide Staff with the information, instruction, training, and supervision necessary to protect their health and safety.
- ◆ Provide employees with the support and training necessary to carry out their health and safety responsibilities.
- ◆ Make the Workers Compensation Act and the Occupational Health and Safety Regulation readily available for review by Staff.
- ◆ Immediately report all critical injuries to Worksafe BC.

Joint Health & Safety Committee

Blu maintains a Joint Health and Safety Committee or Health as required by law to:

- Identify potential hazards.
- Evaluate these potential hazards.
- Recommend corrective action.
- Follow-up on implemented recommendations.

RESOURCES

It's Blu's intention to be compliant with BC law:

- ◆ **Workers Compensation Act:** http://www.bclaws.ca/civix/document/id/lc/statreg/96492_00
- ◆ **Occupational Health and Safety Regulation:** <https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation>

Prevention of Harassment & Discrimination

Applies to: Everyone

Last Updated: Sept 15

Harassment (including bullying) and Discrimination against Blu Stakeholders will not be tolerated.

Definitions of [Harassment](#) and [Discrimination](#) are found in the **Formal Terms & Definitions** section of this document.

Blu strives to create an inclusive Workplace that is respectful and welcoming of diversity. In accordance with workplace rights set out under the BC Human Rights Code and WorkSafe BC policies, employees in the Workplace have the right to the following:

- ◆ Freedom from Harassment
- ◆ Equal treatment without Discrimination

Decisions pertaining to all areas of work including recruitment, hiring, training, transfers, terminations, layoffs, counselling, compensation, hours of work, benefits, and performance reviews are based on job performance, merit, and qualifications. Our practice is one of honest evaluation of everyone's qualifications and business contributions.

- ◆ You're required to review [this material](#) upon hire.
- ◆ In accordance with WorkSafe BC policies, this Policy will be reviewed annually.
- ◆ This Policy is posted on the Blu Intranet.
- ◆ In accordance with the WorkSafe BC policies, if you encounter unsafe working conditions, or a situation presents a serious safety concern, you have the right to refuse any work that you believe to be unsafe.

PROCEDURE

Reporting & Investigating Discrimination or Harassment

Overview

You're responsible for helping to enforce this Policy and must make every reasonable effort in a safe manner to prevent and report every incident of Harassment and/or Discrimination immediately — whether it was observed, happened to you personally, or if an incident was reported to you. Harassment and Discrimination should not be ignored as silence can be, and often is, interpreted as acceptance.

Employees will not be demoted, dismissed, disciplined, or denied a promotion, advancement, or employment opportunities because they rejected sexual advances or because they lodged a complaint when they honestly believed they were being harassed or discriminated against.

Once a written complaint relating to reporting Discrimination or Harassment has been received, Blu will complete a thorough investigation.

Witnessing Harassment or Discrimination

If you're a co-worker who has witnessed Discrimination or Harassment in the Workplace:

- Inform the affected person that you have witnessed what you believe to be Discrimination or Harassment and that you find it unacceptable. Encourage the affected person to report the incident as outlined in the procedures below. Reinforcement and support often provide the affected person the courage to come forward. If the affected person does not feel that Discrimination or Harassment has taken place, the incident is considered closed.
- If you feel it's safe to do so, inform the alleged perpetrator(s) that you have witnessed the act(s) and find it unacceptable.

Reporting Harassment or Discrimination

If you feel you have been the subject of harassing or discriminatory treatment:

1. You're encouraged but not obliged to explain to the person who you feel is harassing or discriminating against you (the "Respondent") that the conduct is unwelcome.
 - If addressing the Respondent is uncomfortable or could lead to an escalation of the Harassment or Discrimination, or to safety risks, you're not expected to directly interact with that person.
 - You should never feel obliged to address the Respondent against your better judgement.
2. If the situation cannot be resolved by speaking to the Respondent, you may make a complaint by speaking to the HR Director.
3. You, the Respondent, and any witnesses are advised to create and keep written notes about the events at issue, and to maintain any relevant written documentation.
4. Where possible, the complaint should be made in writing, including details of:
 - What happened — a description of the events or situation
 - When it happened — dates and times of the events or incidents
 - Where it happened — the exact location
 - Who saw it happen — the names of anyone who witnessed it.
5. If necessary, you or the Respondent will be placed on a paid leave of absence, moved to a different location within Blu, or provided with alternative reporting relationships. The decision will be made on a case-by-case basis and will reflect the principle that you will not be penalized for making the complaint.

Investigating Discrimination or Harassment

Once a written Discrimination or Harassment complaint has been received, Blu will conduct an investigation that's appropriate to the circumstances.

1. Depending on the complaint, the person receiving the complaint will appoint an advisor, mediator, or internal or external investigator ("Investigator")
2. The Investigator:

- c. Is responsible for ensuring a thorough, fair, and impartial investigation of the allegations in the complaint.
 - d. Will notify the Respondent of the complaint and provide them with a copy of your written complaint.
 - e. Will interview you, the Respondent, and any relevant witnesses suggested by you or the Respondent, as well as gather documents relevant to the matters in the complaint. All Staff are required to cooperate with the Investigator.
 - f. Will, wherever possible, complete the investigation within 90 days of receiving the assignment.
 - g. At the conclusion of the investigation, will prepare a written report summarizing the allegations and the investigation results, and will forward the report to the HR Director.
3. Based on the findings in the Investigator's report, the HR Director will determine whether this Policy has been violated.
 4. If this Policy is violated, the HR Director will proceed as follows:
 - a. Determine the appropriate consequences for the Respondent who violated the Policy. These may include:
 - An apology
 - Counselling
 - Education and training
 - Verbal or written reprimand
 - Suspension with pay
 - Suspension without pay
 - Transfer
 - Termination of Engagement, including immediate termination of Engagement with Just Cause.
 - b. In determining the appropriate consequences, consider the nature of the violation of the Policy, its severity, and whether the Respondent has previously violated the Policy.
 - c. Where a violation of the Policy is found, take any steps necessary to repair the effects of the Discrimination or Harassment on you, and to prevent further recurrences of Harassment or Discrimination in Blu.
 - d. Communicate the results of the investigation and any corrective actions to you and the Respondent. You and the Respondent will each be provided with a copy of the Investigator's report.

Confidentiality

Blu will do everything it can to protect the privacy of all individuals involved in a Discrimination or Harassment complaint and to ensure that they are treated fairly and respectfully.

- ◆ Investigators and persons receiving complaints will, to the extent possible, protect the confidentiality and privacy of persons involved in a complaint, subject to the requirements of a fair investigation, resolution process, and the law.
- ◆ All documents related to a complaint, including the written complaint, witness statements, investigation notes and reports, and documents related to the complaint, will be securely maintained by HR, separate from Staff files.
- ◆ Information gathered about an incident or complaint of Harassment or Discrimination won't be disclosed unless necessary for the investigation or corrective action regarding the incident.
- ◆ Information obtained about an incident or complaint of Workplace Harassment, including identifying information about any individuals involved, will not be disclosed unless the disclosure is necessary for investigating, taking corrective action, or by law.

Your Rights

- ◆ You have a right to claim and enforce your right to a Workplace free of Harassment and Discrimination.
- ◆ You should not be negatively treated for bringing forward a complaint, providing information related to a complaint, or helping to resolve a complaint.
- ◆ If you're dissatisfied with the outcome of a complaint, you will be reminded of your rights under the BC Human Rights Code.

Fraudulent or Malicious Complaints

Unfounded or retaliatory allegations of misconduct outlined in this Policy may cause both the Respondent and Blu significant consequences.

If it's determined that you have knowingly made false statements or brought forward a false complaint, immediate disciplinary action will be taken. As with any case of Workplace Misconduct, you will be subject to disciplinary measures, up to and including termination of your Engagement with Just Cause.

Reprisals

It's a violation of this Policy to discipline or punish an individual because they have brought forward a complaint, provided information related to a complaint, or otherwise been involved in the complaint resolution process.

A reprisal may be the subject of a separate complaint under this Policy. If you engage in reprisal, you will be subject to disciplinary measures, up to and including termination of your Engagement with Just Cause.

Prevention of Workplace Violence

Applies to: Everyone

Last Updated: Sept 15

POLICY

Blu is committed to providing and maintaining a safe, productive, and healthy Workplace free of external threats. We also do not condone or tolerate acts of violence, intimidation, or bullying against any Blu Stakeholder by any Staff Member.

- ◆ Weapons are strictly prohibited in the Workplace under any circumstance. Any violation will be reported to the police immediately.
- ◆ Talk of Workplace Violence or joking about Workplace Violence is strictly prohibited.
- ◆ You're personally accountable and responsible for enforcing this Policy and where appropriate, must make every effort to prevent intimidation and bullying, and report violence.
- ◆ In accordance with the WorkSafe BC, if you encounter unsafe working conditions, or a situation presents a serious safety concern, you have the right to refuse any work that you believe to be unsafe.
- ◆ In accordance with the Workers Compensation Act, this Policy will be reviewed annually. Blu, in consultation with its Safety Representative, will develop, maintain, and review at least annually, a written program that implements this Policy.

PROCEDURE

Assessing the Risk of Violence

1. Blu will assess the Workplace to identify any risks related to potential violence and will implement measures to mitigate any identified risks to Staff safety.
2. Blu will communicate information relating to a person with a history of violence when the following conditions apply:
 - Staff may reasonably be expected to meet the person in the Workplace.
 - There is a potential risk of violence because of interactions with the person with a history of violence.

Under these conditions, Blu will only disclose personal information that is deemed necessary to protect Staff from harm.

Reporting & Investigating Workplace Violence

Reporting Workplace Violence

1. In cases where Workplace Violence, or a threat of Workplace Violence, has occurred, and there is no imminent danger, report it immediately to the HR Director.
2. If you witness any threat of Workplace Violence or violent conduct, remove yourself from harm and immediately call 911. Refer to procedures available at the front desk in the event of an external threat.
3. If you have a legal court order against an individual, you're encouraged to share that information with the HR Director so that Blu is aware of any potential aggressor who may violate a court order and attempt to contact or harm you at work.

Investigating Workplace Violence

1. All reported acts of Workplace Violence where the alleged perpetrator is a Blu Stakeholder, will be investigated.
2. Consultation with external parties including legal counsel and the police may occur.
3. All reasonable measures to reduce the risks identified by the incident will be taken.
4. The incident, investigation, and corrective actions will be documented.
5. The police and any other necessary third party will be assisted in any criminal proceeding.
6. If you're found to have engaged in Workplace Violence, appropriate consequences will be determined which may include:
 - Suspension without pay
 - Termination of your Engagement, including immediate termination of your Engagement with Just Cause.
7. The Safety Representative will:
 - Provide recommendations to the HR Director to reduce or eliminate the risk of Workplace Violence.
 - Review all reports forwarded to the Safety Representative regarding Workplace Violence and other incident reports as appropriate pertaining to incidents of Workplace Violence that result in personal injury or threat of personal injury, property damage, or police involvement.
 - Participate in the investigation of critical injuries (e.g., incidents that place life in jeopardy, result in substantial blood loss, fracture of leg or arm, etc.).
 - Recommend corrective measures for the improvement of the health and safety of workers.
 - Respond to Staff concerns related to Workplace Violence and communicate these to the HR Director.

Fraudulent or Malicious Complaints

Unfounded or retaliatory allegations of misconduct outlined in this Policy may result in significant consequences for both the accused and Blu

If it's determined that you have knowingly made false statements or falsely reported an act or threat of Workplace Violence, immediate disciplinary action will be taken. As with any case of Workplace Misconduct, you will be subject to disciplinary measures, up to and including termination of your Engagement with Just Cause.

Reprisals

It's a violation of this Policy to discipline or punish an individual because they have reported an act or threat of Workplace Violence or provided information related to the act or threat.

A reprisal may be the subject of a separate complaint under this Policy. If you engage in reprisal, you will be subject to disciplinary measures, up to and including termination of your Engagement with Just Cause.

Impairment & Substance Dependency

Applies to: Everyone except where noted

Last Updated: Sept 15

READ IN CONJUNCTION WITH

The following policies are closely related to this important Policy:

- ◆ **Impairment-Free Workplace**
- ◆ **Intoxication at Blu Events**

DEFINITION

Substance

Illicit drugs or Legal Substances

Impairment

Impairment refers to the deterioration of an individual's judgment or a decrease in their physical ability because of Substance use. Even small amounts of a Substance can affect your mental and physical abilities. Different Substances affect our brains in different ways, but almost all affect you:

- attention
- judgment
- motor skills
- reaction time
- decision-making skills
- balance and coordination

POLICY

To foster a healthy Workplace and help ensure that you and Blu Stakeholders are safe, Blu has adopted a formal process for dealing with suspected impairment and Substance dependency.

Impairment

Observations and suspicion of impairment may include:

- ◆ Slurred speech
- ◆ Inability to gain balance or footing
- ◆ Watery or red eyes
- ◆ The odour of illicit drugs, cannabis, or alcohol

- ◆ Dilated pupils
- ◆ Exhibiting unusual behaviour

PROCEDURE

If you're suspected of impairment, the following procedures will apply, wherever possible:

1. If possible, the opinion of two staff members will be sought to corroborate the observation of your behaviour and suspicions of impairment.
2. The HR Director will attempt to meet privately with you to discuss or substantiate the suspicion.
3. Substantiation of the suspicion by the best judgment of two staff members is sufficient to deem you unfit for work and does not require a blood test or breathalyzer.
4. You will be sent home safely by taxi or by other means.
5. If your impairment is such that there appears to be an immediate danger to your health, Blu will call an ambulance or get you to the nearest medical facility.
6. You will not be permitted to operate a vehicle if you're suspected of impairment. If you do not co-operate and insist on driving yourself home, Blu will contact the Police authority.
7. A meeting will be scheduled for the following day that will include you and the HR Director who will determine appropriate disciplinary measures.
8. It's a serious offence if you're found to be impaired in the Workplace a second time and may result in disciplinary measures up to and including termination of your Engagement with Just Cause.

Precautions at Blu Events

At Blu events where event-appropriate Legal Substances are served or permitted, Blu may take the following actions:

- ◆ Remind the attendees of this Policy and the **Intoxication at Blu Events** Policy and of their obligations as guests of Blu events.
- ◆ Provide a selection of non-alcoholic beverages as alternatives to alcoholic beverages.
- ◆ Limit the amount of event-appropriate Legal Substances available to each attendee.
- ◆ Make attempts to prevent an attendee who shows outward signs of Intoxication from continuing to consume event-appropriate Legal Substances.
- ◆ Appoint a designated driver or provide alternate means of transportation to attendees who show outward signs of impairment or Intoxication.
- ◆ Prevent an attendee who shows outward signs of Intoxication from leaving the event unaccompanied.

Over-the-Counter Medications

While not a requirement, if you're taking over-the-counter medication, you're encouraged to let the HR Director know if there is a chance you may experience drowsiness or other side effects that may affect your performance.

Employee Substance Dependency

This section is only applicable to Blu Employees.

Some of us may develop a dependency on certain Substances, which may be defined as a disease or disability under Human Rights legislation. In this situation:

- ◆ You're encouraged to communicate your dependency or any previous dependency to the HR Director so that you may be accommodated as appropriate.
- ◆ Maintaining performance standards is a continued expectation and you're expected to seek treatment as soon as you can. We will support you where we can but cannot do so unless you seek treatment. Blu reserves the right to require you to obtain treatment from a rehabilitation program as a condition of the continuation of your employment.
- ◆ If you're protected under Human Rights, Blu may work with you to provide accommodations such as adjusting or making modifications to your work or the work environment, up to the point of Undue Hardship.
- ◆ Assistance is available for eligible employees through Blu's Employee Assistance Program, which is a completely confidential resource.
- ◆ You will not be disciplined for asking for help relating to a dependency.
- ◆ All medical information relating to your condition will be kept confidential.

Protected Grounds — Duty to Accommodate

Applies to: Employees

Last Updated: Sept 15

When we refer to “accommodations,” we mean deciding to ensure that everyone has the same opportunities.

Blu will make every reasonable effort to work with Staff and Job Applicants protected under the *Human Rights Code* (Protected Grounds) so they are able to work effectively by making temporary or permanent adjustments or modifications to their Workplace, up to the point of Undue Hardship for Blu.

Accommodation examples could include:

- ◆ Adoption of speech recognition software
- ◆ Flexible working hours
- ◆ Accommodating religious obligations
- ◆ Modifying the dress code where the accommodation does not conflict with established safety policies, or where uniforms can easily be modified
- ◆ Modifying break schedules to accommodate specific times for prayers.
- ◆ Replacing a public holiday with another day off that coincides with your religious holiday of faith.

PIPA Privacy Compliance

Applies to: Everyone

Last Updated: Sept 15

DEFINITIONS

PIPA

Personal Information Protection Act (PIPA) sets out the ground rules for how private-sector organizations collect, use, or disclose personal information in the course of commercial activities in BC.

POLICY

Given the sensitive nature of our work, we must comply with privacy legislation to protect all Blu Stakeholders and familiarize ourselves with our [Privacy Policy Statement](#).

Privacy of Personal Information

Applies to: Everyone

Last Updated: Sept 15

During your tenure with Blu, we collect, use, and may disclose your personal information. When you join Blu, you give us information about yourself for payroll, benefits, and emergency purposes. Blu is responsible for ensuring that your personal information remains confidential throughout your employment with Blu.

Blu Precautions

We recognize and respect your right to privacy. To maintain this right, Blu will:

- ◆ Only collect private information that's required for HR, tax and legal purposes and the reason for collection will be disclosed to you. Your private information won't be used for any other purpose, unless otherwise outlined in **Without your Consent** section below.
- ◆ Take all reasonable precautions to ensure that the collected information is held securely and protected from disclosure.
- ◆ Restrict internal access to personal records to those having an authorized, business-related need-to-know reason to do so, and take disciplinary measures when those with access to personal records violate this Policy.
- ◆ Maintain strict guidelines to secure your private information, as outlined in the **Confidentiality Agreement** policy that all Staff must adhere to.
- ◆ Adhere to the principles outlined in the **PIPA Privacy Compliance** Policy.
- ◆ Not, without your written permission, provide reference information about you beyond verifying dates of your employment or last position held. With your permission, we'll provide additional

reference information concerning your general working habits, reason for termination or resignation, attendance record, salary verification, performance, and whether or not Blu would rehire you.


- ◆ Provide access to you to view your personal information if you request it.
- ◆ Destroy personal information when it's no longer required in accordance with legislation.

Without Your Consent

Blu may use your personal information without your consent under particular circumstances. These situations may include:

- ◆ Blu is under obligation by law to disclose personal information in order to adhere to the requirements of an investigation.
- ◆ An emergency exists that threatens an individual's life, health, or personal security.
- ◆ The personal information is for in-house anonymous statistical study or research.
- ◆ The personal information is already publicly available.
- ◆ Disclosure is required to investigate a breach of contract.

What Else You Need to Know

- ◆  Any Work Product, or anything created using Blu Materials, belongs to Blu and is not considered private information.
- ◆ If your personal information changes, you're responsible to provide those changes to the HR Administrator.

Legislated Leaves (employees only)

Continuing Benefits & Seniority While on Leave

Applies to: Employees

Last Updated: Sept 15

During any legislated leave included in the **Legislated Leave** section of this Manual, unless otherwise indicated within the individual policy:

- ◆ You'll continue to earn seniority based on length of service.
- ◆ In the event of a prolonged Leave, it's Blu's intention, where possible, that you be placed in the same or comparable position you held when the leave began.
- ◆ Your Blu-paid benefits will continue.
- ◆ You can choose to continue with any employee-paid benefit during unpaid legislated leaves by continuing to pay your portion of the monthly premiums.

Pregnancy & Parental Leave

Applies to: Employees

Last Updated: Sept 15

Together with Federal and Provincial agencies, you'll be supported in various ways with the arrival of your child.

Federal & Provincial Agencies Overview

You're eligible for Pregnancy and Parental Leave in accordance with BC Employment Standards Act (ESA). A link to the Act is included in the **Resources** section below. It will address any questions you may have about your rights and obligations relating to the Leave.

Pregnancy Leave

If you're pregnant, you have the right to take Pregnancy Leave of up to 17 weeks of unpaid time off work. In some cases, the leave may be longer.

Parental Leave

Parental Leave is unpaid time off work when a baby or child is born or first comes into your care.

- ◆ As new parents, you have the right to take Parental Leave.
- ◆ Parental Leave is not part of Pregnancy Leave and so a birth mother may take both Pregnancy and Parental Leave.

- ◆ The right to a Parental Leave is also independent of the right to Pregnancy Leave. For example, a spouse could be on Parental Leave at the same time the birth mother is on either a Pregnancy Leave *or* Parental Leave.
- ◆ For more information on Maternity and Parental Leave including length of leaves, please refer to the link in the **Resources** section at the end of this Policy.

BC's ESA & the Federal Employment Insurance Act

The *Employment Standards Act* (ESA) provides eligible employees who are pregnant or are new parents with the right to take unpaid time off work.

In contrast, the federal *Employment Insurance Act* provides eligible employees with maternity and/or parental benefits that may be payable during the period they are off on an ESA Pregnancy or Parental Leave.

The rules governing the right to take time off work for Pregnancy and Parental Leave under the ESA are different from the rules regarding the payment of maternity and parental benefits under the federal *Employment Insurance Act*. For example, a new father may choose to begin a Parental Leave under the ESA up to 62 weeks within 78 weeks of the child's birth or adoption. However, there may be restrictions on accessing the employment insurance parental benefits at that time.



It's extremely important that you obtain information about your rights to Employment Insurance (EI) benefits for your situation if you're considering taking a Pregnancy or Parental Leave under the ESA. Refer to the Resources section at the end of this Policy for additional information and contact details.

PROCEDURE

- ◆ You must request Pregnancy or Parental Leave from the HR Director in writing with any appropriate documentation at least 4 weeks before the anticipated start date of the Leave to help Blu and your co-workers prepare for your absence.
- ◆ Blu reserves the right to ask you to provide a doctor's certificate or other evidence to support entitlement to an early Pregnancy Leave or an extension of Pregnancy Leave for medical reasons.
- ◆ You're expected to provide a minimum 4 weeks' notice in writing to the HR Director regarding your expected date of return to work or your resignation if you choose not to return to work.
- ◆ If you require the use of sick leave benefits before your Pregnancy Leave begins, the **Paid Incidental Illness & Personal Time** guidelines will apply.
- ◆ Once your Pregnancy or your Parental Leave have concluded, you can use your vacation benefits to top up your leave.
- ◆ If you require a leave extension once your Pregnancy Leave has concluded, you can use **Compassionate Care Leave** up to a maximum of 8 weeks.
- ◆ Refer to the **Vacation** policy to understand how vacation is calculated during Pregnancy or Parental Leave.
- ◆ Also refer to the **Continuing Benefits & Seniority While on Leave** policy.

RESOURCES

It's Blu's intention that this Policy is compliant with BC law.

BC Employment Standards Act:

- ◆ Pregnancy Leave:
http://www.bclaws.ca/civix/document/id/complete/statreg/00_96113_01#section50
- ◆ Parental Leave:
http://www.bclaws.ca/civix/document/id/complete/statreg/00_96113_01#section51
- ◆ EI information: HRSDC:
<https://www.canada.ca/en/services/benefits/ei/ei-maternity-parental/eligibility.html>

Compassionate Care Leave

Applies to: Employees

Last Updated: Sept 15

Sometimes, someone we love becomes ill to the point where they are not expected to be with us much longer. Someone needs to provide them with care and support during this difficult time.

Compassionate Care Leave is unpaid time off to provide care or support to Family Members in respect of whom a qualified health practitioner has issued a certificate indicating that they have a serious medical condition with a significant risk of death occurring within a period of 26 weeks.

You're eligible for Compassionate Care Leave in accordance with BC ESA. A link to the Act is included in the Resources section below. It will address any specific questions you may have about your rights and obligations relating to the Leave, including length of leave and definition of "family members".

PROCEDURE

- ◆ You must submit your request for Compassionate Care Leave in writing to the HR Director, giving as much notice as possible.
- ◆ Blu reserves the right to require you to provide a medical certificate to support the Leave request (ideally in advance, or as soon as possible thereafter). If you do not provide a medical certificate, you may not be entitled to the Leave.
- ◆ In certain circumstances, you may use a combination of paid leave, unpaid leave, vacation, or banked time.
- ◆ Under the federal [Employment Insurance Act](#), you may be eligible for Employment Insurance (EI) benefits (called '[Compassionate Care Benefits](#)') for up to a maximum of 26 weeks.
- ◆ The right to take time off work under this Policy is not the same as the right to the payment of Compassionate Care Benefits under the federal Employment Insurance Act. You may be entitled to Compassionate Care Leave whether you have applied for or are qualified for the Compassionate Care Benefits. For information about EI, refer to the **Resources** below.
- ◆ If you're planning to take this Leave, speak with the Administrator who will be happy to provide you with assistance.

RESOURCES

Service Canada – Employment Insurance (EI):

<https://www.canada.ca/en/services/benefits/ei/ei-compassionate.html>

It's Blu's intention that this Policy is compliant with BC law.

BC Employment Standards Act:

- ◆ http://www.bclaws.ca/civix/document/id/complete/statreg/00_96113_01#section52.1

Interpretation Guidelines Manual BC Employment Standards Act and Regulations:

- ◆ <https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/forms-resources/igm/esa-part-6-section-52-1>

Critical Illness or Injury Leave

Applies to: Employees

Last Updated: Sept 15

You may be eligible for unpaid time off to care for a family member whose health has significantly changed because of an illness or injury, and the life of that family member is at risk. In these difficult circumstances, you're eligible to take up to 36 unpaid weeks to care for a child and up to 16 unpaid weeks to care for a family member over the age of 19.

You're eligible for Critical Illness or Injury Leave in accordance with BC ESA. A link to the Act is included in the **Resources** section below. It will address any specific questions you may have about your rights and obligations relating to the Leave, including length of leave and definition of a "family member".

PROCEDURE

1. Submit your request for Critical Illness or Injury Leave to the HR Director. It's not necessary that you make the request in writing or give advanced notice. However, please speak with the HR Director about the need to take the leave when you first become aware of it.
2. You must get a medical certificate and give it to the HR Director as soon as is reasonably possible.

The medical certificate must provide the following information:

- The health of the family member has significantly changed and as a result, the life of the family member is at risk.
- The care or support of the family member can be provided by someone who is not a medical professional.
- The period the family member will need care or support. You can only take leave that is equal to this period and get another certificate if it's for less than the maximum leave time allowed.

What else you should know:

- ◆ The 52-week period starts on the first day of the week that the certificate is given, or from the first day of the week that the health of the family member significantly changed.
- ◆ If you take this leave before getting the medical certificate, the time taken will be included in the 52-week period covered by the certificate.
- ◆ The leave ends on the last day of the week in which the family member dies or 52 weeks after the leave began – whichever comes first.
- ◆ If the life of the family member is still at risk at the end of the 52-week period, you may take more leave after you get a new medical certificate.

RESOURCES

It's Blu's intention that this Policy is compliant with BC law.

BC Employment Standards Act:

http://www.bclaws.ca/civix/document/id/complete/statreg/00_96113_01#section52.11

Family Responsibility Leave

Applies to: Employees

Last Updated: Sept 15

Sometimes, someone we love needs our care and support.

Family Responsibility Leave is unpaid time off from work to provide care or support to Family Members. Depending on the circumstances, you may be eligible for Family Responsibility Leave.

Refer to the link in the **Resources** section at the end of this Policy for details on the Family Responsibility Leave, including length of leave and definition of "family members".

PROCEDURE

- ◆ Submit your request for Family Responsibility Leave in writing to the HR Director, giving as much notice as possible.
- ◆ In certain circumstances, you may use a combination of paid leave, unpaid leave, or vacation or banked time.
- ◆ If you're planning to take this Leave, speak with the HR Director who will be happy to provide you with assistance.

RESOURCES

It's Blu's intention that this Policy is compliant with BC law.

BC Employment Standards Act:

http://www.bclaws.ca/civix/document/id/complete/statreg/00_96113_01#section52

BC Illness and Injury Leave

Applies to: Employees

Last Updated: January 01, 2022

Effective January 01, 2022, the BC Employment Standards Act provides employees with up to 5 paid and 3 unpaid sick days per year when you're unable to work due to non-compensatory illness or injury sustained outside of work, for **employers who either do not provide paid sick leave, or whose sick leave program does not meet the ESA's minimum benefits.**

This legislated leave is **not** in addition to entitlements set out in the [Incidental Illness and Personal Time](#) policy.

Leave Respecting Disappearance and Death of a Child

Applies to: Employees

Last Updated: Sept 15

It's a traumatic time for all when one of our employee's child disappears as a result of a crime or dies. We empathise with these unimaginable circumstances and wish to provide as much support as possible.

In accordance with the BC Employment Standards Act, you may be eligible for the "Leave Respecting Disappearance of Child" or "Leave Respecting Death of Child" which is unpaid time off from work.

A link to the Code is included in the **Resources** section below. It will address any specific questions you may have about your rights and obligations relating to the Leave, including eligibility and length of leave.

PROCEDURE

- ◆ If you take time away from work because of the crime-related disappearance or death of your child, you may also be eligible for the Federal Income Support for Parents of Murdered or Missing Children grant. Refer to the link in the **Resources** section below for additional information.
- ◆ If you're faced with having to take this Leave, speak with <HR Manager> who will do everything they can to provide you with assistance.

RESOURCES

- ◆ **Federal Income Support for Parents of Murdered or Missing Children Grant:**
<https://www.canada.ca/en/employment-social-development/services/parents-murdered-missing-children.html>

It's Blu's intention that this Policy is compliant with BC Law.

- ◆ **BC Employment Standards - Leave Respecting Disappearance of Child**
http://www.bclaws.ca/civix/document/id/complete/statreg/00_96113_01#section52.3

- ◆ **BC Employment Standards Act: Leave Respecting Death of Child**
http://www.bclaws.ca/civix/document/id/complete/statreg/00_96113_01#section52.4

Reservist Leave

Applies to: Employees 6 months +	Last Updated: Sept 15
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If you're a reservist and are deployed to an international operation, or to an operation within Canada that is or will be providing assistance in dealing with an emergency or its aftermath (including search and rescue operations, recovery from natural disasters such as flood relief, military aid following ice storms, and aircraft crash recovery), you're entitled to unpaid leave for the time necessary to engage in that operation.

In the case of an operation outside Canada, the leave would include pre-deployment and post-deployment activities that are required by the Canadian Forces in connection with that operation.

You're asked to provide your Manager with reasonable written notice of the days on which you'll begin and end the leave.

RESOURCES

It's Blu's intention that this Policy is compliant with BC law.

- ◆ Employment Standards Act – Reservist Leave
http://www.bclaws.ca/civix/document/id/complete/statreg/00_96113_01#section52.2

Time Off to Vote

Applies to: Employees	Last Updated: Sept 15
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We encourage everyone eligible to participate in the electoral process to vote. We recognize that commuting time, your hours of work, and the hours during which the polls are open may restrict your ability to participate.

You're entitled to 4 consecutive hours to cast your vote before the polls close. Polls in BC are open 8 am to 8 pm.

If your work schedule doesn't allow for 4 consecutive hours to cast your vote, you'll be entitled to time off. Blu reserves the right to determine when the time off will be provided.

RESOURCES

It's Blu's intention that this Policy is compliant with BC law.

- ◆ Election Act – Time Off from Work for General Voting (Section 74):

http://www.bclaws.ca/civix/document/id/complete/statreg/96106_06

Jury Duty

Applies to: Employees

Last Updated: Sept 15

If you're asked to serve jury duty, Blu recognizes and respects your civic obligation to make yourself available for this service and will provide unpaid time off for the duration of the leave.

PROCEDURE

1. When you receive documentation to report for jury duty, present the information to your Manager and <HR Services> as soon as possible.
2. Refer to Approving, Communicating, and Recording Absences policy for absence procedures.

RESOURCES

It's Blu's intention that this Policy is compliant with BC law.

- ◆ **BC Employment Standards Act:**
http://www.bclaws.ca/civix/document/id/complete/statreg/00_96113_01#section55
- ◆ **Courthouse Services:**
<https://www2.gov.bc.ca/gov/content/justice/courthouse-services/jury-duty>

Hiring

Applying for Open Job Postings

Applies to: Employees

Last Updated: <Launch Date>

We want to hire the best people and that means we need processes in place to attract as many qualified candidates as we can. While internal applicants will always be considered, we also look for qualified candidates outside of Blu.

Eligibility Criteria

- ◆ You've held your current position for a minimum of 6 months.
- ◆ You meet the minimum qualifications for the position.
- ◆ You haven't been subject to any disciplinary measures in the last 12 months.

PROCEDURE

When a new job posting is created

1. A new job posting notification is sent to everyone by email and posted on our website career page.
2. The Hiring Manager ensures we follow the selection and interviewing processes outlined in the Blu Hiring Guide for Managers.
3. All qualified internal applicants who apply will be considered for the position.

If you are an eligible internal candidate

1. Notify HR or your Manager of your interest in the position. You may meet with HR first to understand the process before notifying your Manager.
2. Adhere to the application process outlined in the Job Posting. This usually entails sending your resume and cover letter to a specified job@ email by a specified closing date.
3. The Hiring Manager will determine if you meet the minimum qualifications for the position and if an interview will be granted. This may include:
 - Reviewing your current job description
 - Reviewing past performance reviews
 - Consulting with your current Manager, to further determine your suitability for the new position. This step is the equivalent of conducting a reference check, which is conducted for all job candidates.

Blu reserves the right to omit the step of formally posting a position when there's a legitimate business reason to do so.

If you are not considered for the position

The way 'No thank you' is communicated to internal employees is crucial to maintaining good relationships. All those who apply for internal positions will be treated with respect. The Hiring Manager will:

- ◆ Close the loop and communicate as soon as possible that the internal applicant was not selected for the position. No one will be left wondering any longer than necessary.
- ◆ Provide honest feedback and share ideas or suggestions for becoming eligible for future opportunities. It's important that ambitious and high performing individuals see opportunities for advancement at Blu, and the path to get there.
- ◆ Keep applications of internal candidates strictly confidential. Applicants may choose to share the fact they've applied with other colleagues, but no one will hear it from the Hiring Manager or HR.

If you proceed to the next steps

1. You, and all other qualified internal and external candidates, will be interviewed by the Hiring Manager.
2. If you're selected for the position, the start date in the new position will be mutually agreed upon by both your current and future Managers.
3. An amended Blu employment contract agreement will be executed.

Re-Hiring Former Employees

Applies to: Employees

Last Updated: Sept 15

Blu ensures that it investigates the nature of any previous employment relationship and any separation circumstances prior to the re-hiring of a former employee.

Resignation

If you resign and then apply for an open position at a later date:

- ◆ You'll undergo the same process as any applicant applying for the position.
- ◆ Before extending an offer of employment, the Hiring Manager will review your employment history, including whether your last Manager recommends you for re-hire.
- ◆ If you worked elsewhere since termination of your employment, the Hiring Manager may conduct reference checks with former employers.
- ◆ You can't be re-hired in any type of consulting or contracting capacity for a period of 12 months following the date of termination of employment.
- ◆ If you're hired, you'll begin with the same level of seniority and benefits entitlement as any new employee.

Termination with Just Cause or Position Abandonment

If your employment was terminated for Just Cause or Job Abandonment, you won't be eligible for re-hire.

Separation Incentives

While rare, there may be times when Blu provides monetary separation incentives to employees for the purpose of Blu downsizing or reorganization, where the intent is to permanently reduce the size of the workforce.

Re-hiring a former employee who received any type of monetary separation incentive is restricted. It isn't fair to existing employees to provide a payment to a former employee and then hire them back as an employee or on contract. To do so may provide these former employees with a windfall and could understandably be viewed as unfair.

Former employees who received monetary separation incentives:

- ◆ Can't be re-hired as a Consultant or Independent Contractor for a period of 2 years following the date of termination of employment
- ◆ Can't be re-hired as an employee for a period of 1 year starting from their last day of work.
- ◆ Will be hired as a new employee with no grandfathered dates for benefits, if rehired after the 1-year period.

Exceptions: There are times when specialized skills or knowledge is required for a project. If a former employee is the only suitable candidate available to help Blu achieve its business goals in the timeframe required, they may be rehired at Blu's discretion before the end of the blackout periods.

Hiring Family Members & Friends

Applies to: Employees

Last Updated: Sept 15

DEFINITIONS

Close Relationship

A Family Member or Close Friend

Family Member

- ◆ Your spouse
- ◆ Your parent (including step and in-law)
- ◆ Your sibling (including step and in-law)
- ◆ Your child (including step and in-law)
- ◆ Your sibling's child
- ◆ Your first cousin

Close Friend

- ◆ Romantic relationship
- ◆ Important personal relationship

Conflict of Interest

A conflict of interest occurs when:

- ◆ Someone can gain a special advantage in the Workplace because of a Close Relationship with a current Staff Member.
- ◆ When Blu incurs risk because of a Close Relationship between 2 or more employees.

Conflict of interest may include, but isn't limited to:

- ◆ Any influence exercised directly or indirectly by an employee in the selection and hiring process in which a Close Relationship is a candidate.
- ◆ A Reporting Relationship where an employee in the Close Relationship influences the other in such matters as performance reviews, benefits, perks, compensation, promotions, special treatment, or preferential treatment for overtime.
- ◆ The ability of one member of the Close Relationship to influence or control the other member in their personal lives.
- ◆ Members of the Close Relationship both holding positions that establish a real or potential security, confidentiality, or financial risk to Blu.

Reporting Relationship

- ◆ Direct reporting relationship: One employee reports directly to another employee.
- ◆ Indirect reporting relationship: The relationship between an employee and their Manager's Manager. Example: Employee A reports to Employee B. Employee B reports to Employee C. Employees A and C have an indirect reporting relationship.

POLICY

We hire the best person for the job. We adhere to the Human Rights Code and don't discriminate in our hiring practices when a Job Applicant is in a Close Relationship with you.

At the same time, Blu has to prevent a legitimate Conflict of Interest or the appearance of a Conflict that may present itself through the hiring of a Close Friend or Family Member, as well as preventing the misuse of authority and influence, or the appearance of such misuse.

Employees' Close Relationships are eligible for employment provided that:

- ◆ The Close Relationship meets the minimum qualifications for the position.
- ◆ The hiring process follows the guidelines outlined in the Recruiting & Hiring Overview Guide.
- ◆ The Close Relationship doesn't create a Conflict of Interest.
- ◆ You exclude yourself from any hiring process where the Close Relationship is a candidate.

Refer to **Dating Co-Workers** policy to understand how romantic relationships are dealt with if they occur after hire.

OFFICE SERVICES

IT Technical Support

Applies to: Everyone

Last Updated: Sept 15

We have an excellent IT team, and you'll find them happy to answer your computer, network, and phone-related questions and issues.

Support Provided

Our IT Department provides support relating to the purchase, installation/set up, access, troubleshooting, and maintenance of Technology Tools, Electronic Communication tools, and the phone system.

Support Not Provided

Our IT department doesn't provide support on how to use specific software applications.

Contacting IT

If you require support related to your Blu-supplied Technology Tools, remote access, or our phone system:

Non-Urgent Support

For support relating to non-urgent issues, submit a helpdesk ticket here.

Urgent Support

For support related to issues that are preventing you from executing on a time-sensitive task contact our IT Helpdesk at:

- ◆ Local: 555-555-555
- ◆ Mobile: 555-555-556, send a text.
- ◆ Email: Helpdesk@bluscientific.com

If you require urgent support outside of regular office hours, contact the 24-hour Help desk at 555-555-557.

Business Cards

Applies to: Employees

Some positions are eligible to receive business cards for distribution to external contacts. Your Manager determines if you have a business need for business cards.

Business card orders are placed by Office Services. The Business Card Order Form must be used to submit your approved orders.

Cards are supplied in boxes of 250 or 500, as need demands.

Office Supplies

General office supplies are kept in the supply room and are available for Blu use only. You may help yourself to the office supplies you need. Please advise Office Services if you notice inventory getting low on particular items.

Please note, office supplies are provided for business use only. Here's a story that outlines a common scenario and may be food for thought:

"My son called yesterday as I was leaving the office. He asked if I'd bring home some computer paper from the office as we ran out at home and he was completing a school project. Why not? Who would know? But I hesitated and reflected on the kind of example I was setting for my son. I was essentially agreeing to theft. I then said I'd stop and get some on the way home . . . The paper cost me less than \$10."

Bottom line? These supplies simply aren't ours to take for personal use.

Organizational Chart

An up-to-date Org Chart can be found on the Blu Intranet and is maintained by HR.

Branding Guidelines

Our Logos

- ◆ Our logos in various sizes are available [here](#).

Our Fonts

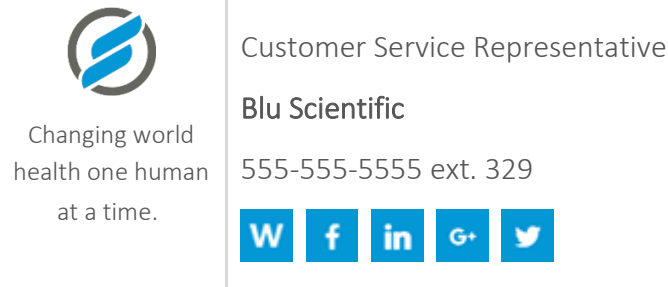
- ◆ Our fonts are available [here](#).

Other Branding Guidelines

- ◆ Our Branding Guide is available [here](#).

Standard Email Signatures

Anyone with a Blu email is required to use the following standard email signature.



Like what we do? Kindly take a moment to [REVIEW US ON GOOGLE](#).

This electronic transmission (including any and all attachments) is intended solely for the use of the individual or entity to which it is addressed and may contain information that is privileged and/or confidential. If you are not the intended recipient of this electronic transmission, you are hereby notified that any disclosure, copying, or distribution, or the taking of any action in reliance upon the contents of this electronic transmission, is strictly prohibited, and you are further requested to purge this electronic transmission and all copies thereof from your computer system.

Out-of-Office Email Auto Responder

Anyone with a Blu email is required to set an automated out-of-office responder before an absence.

Out of the office — limited access to email: Thank you for your email. I will be out of the office from [date] to [date] and will have irregular access to email. I will respond to your message as soon as I can. If the matter is urgent, you are welcome to call my [cell/mobile] at [cell/mobile number] or contact [person] at [contact information]. Thank you, and have a great day!

Out of the office — no access to email: Thank you for your email. I will be out of the office from [date] to [date] and won't have access to email. I will respond to your message when I return on [date]. If the matter is urgent, please contact [person] at [contact information]. Thank you, and have a great day!

[Insert standard email signature]

FACILITIES INFORMATION

Emergency Contacts

Applies to: Everyone

Last Updated: Sept 15

In case of emergency, call our designated first aid attendant, or the following direct phone numbers for help:

- ◆ First Aid Attendant: Dial 329
- ◆ Ambulance: 911
- ◆ Fire: 911
- ◆ Police: 911
- ◆ Building Security: 555-555-5555
- ◆ Building Maintenance: 555-555-5555

These important phone numbers are also available in print form in the lunchroom.

First Aid

Applies to: Everyone

Last Updated: Sept 15

When a First Aid emergency occurs contact the First Aid Attendant by dialing 329 to obtain treatment.

For a non-emergency illness or injury, we keep a well-stocked First Aid Kit in the Lunchroom above the sink. You don't need permission to use the kit, but please inform First Aid Attendant if items are missing or have been removed from the kit so it may be restocked and kept organized.

We also have a First Aid Room available that allows you the option to lie down if or when required. This room is located on the first floor next to the IT office.

Key Cards, Access to Premises, & Lock-Up

Applies to: Everyone

Last Updated: Sept 15

It's important for Everyone to understand when and how to access our building and premises, and how to lock up.

Key cards are provided to all individuals who require access to our building and premises. We expect and ask that you, as a key holder, review and observe the general security information and procedures described in this section.

Building & Reception Hours

- ◆ Our Reception area is open from 8:30 AM to 5:00 PM, Monday to Friday. A key card is required only for after-hours access to this area, or if you want to enter through one of the other doors.
- ◆ Building entrance doors are locked at all other times, including weekends.
- ◆ You can gain access to the building by using your key cards at the card reader doors.
- ◆ The elevators are unlocked to our floor from 7:30 AM to 6:00 PM, Monday to Friday. All other times, including weekends, the elevators are locked. You can gain access to our offices at any time using your key cards on the card readers in the elevators.
- ◆ The card readers that process the key cards and provide access to our premises record each use of the card. This information is printed and routinely reviewed by Building Security.

When You Don't Have Your Key Card

- ◆ If you need to gain admittance without your key card, access to your floor or office will be granted if your profile photo in the Building Security computer matches you.
- ◆ If you've forgotten your key card, you're not immediately given access to the premises until Building Security can authorize the access request. In the event that an Building Security is unavailable, you'll be refused access.
- ◆ A report is kept on file with Building Security each time access is granted for someone who doesn't have a key card.
- ◆ If your key card is lost or stolen, notify Office Services or Building Security at 555-555-5555 immediately.

When You're Alone in the Office or Building

If you're the only person on our premises:

- ◆ You're expected to keep **all doors** locked at all times (roller door, back door, and front door). This safeguard is designed to protect your personal safety and Blu's property.
- ◆ If someone you don't recognize comes to the door, don't let them in. You must safely refuse them access to our premises.
- ◆ Call 911 immediately if you feel you're in danger.

Lock-Up Checklist

After business hours, key card holders are required to run through the following checklist before leaving Blu premises:

- ◆ Check that no one else is in the building (give 15 minutes notice by using the PA system to warn others before locking up).
- ◆ Check that both rear doors are closed and LOCKED.

- ◆ Check that all non-critical IT equipment is turned OFF (this includes all monitors, hubs, printers, electronic white board, long (server rail) power boards in hardware/software and other equipment).
- ◆ Check that all lights are turned OFF (including the washrooms).
- ◆ Check that all non-critical kitchen appliances are turned OFF.
- ◆ Check that all windows are closed and LOCKED.
- ◆ LOCK the front door, making sure the locks are secured.
- ◆ Set the alarm.

Alarm Procedure

- ◆ Alarm code procedures are available [here](#)..

Our Lunchroom

Applies to: Everyone

We have a great Lunchroom and are pleased to provide a variety of supplies free of charge. We do ask, however, that you respect that our Lunchroom is a common area shared by all of us and should be kept clean.

Lunchroom Supplies

- ◆ We provide, free of charge:
 - Filtered water
 - Tea
 - Coffee
 - Sugar
 - Milk
 - Cream
 - Hot chocolate
 - Apple cider
- ◆ Pop and juice cans are available for \$2.00.
- ◆ Cups/glasses/supplies are kept in the overhead cabinets as marked.

Lunchroom Etiquette

- ◆ If you take the last cup of brewed coffee, please make a new pot.
- ◆ To ensure coffee is relatively fresh, mark the brew time on the cards provided.

- ◆ It's your responsibility to clean up your own dishes. The front of the dishwasher is marked with a magnetic tag that reads CLEAN or DIRTY. Load your dirty dishes in the dishwasher when the tag reads DIRTY.
- ◆ The Receptionist empties the dishwasher during and at the end of the day.
- ◆ Make sure your food in the fridge is labelled and dated. The Receptionist ensures that the fridge is cleaned out on the last Friday of every month..

Bicycles

A secure bicycle storage cage is available in P1 next to the elevators, accessible by using your key card. You are responsible for locking your bike with a secure lock.

Parking Information & Safety

Parking is free for full-time regular employees. Contact Office services to sign up.

Parking Lot Safety Precautions

The following safety tips will enhance your security when using any parking facility:

- ◆ Always use a well-lit, properly maintained, security-patrolled parking lot if possible.
- ◆ Don't use empty or nearly empty parking lots or levels except when you know they will fill up quickly. Park as close as possible to the parking attendant (if feasible) or to your destination, such as the elevators, stairs, or near high-traffic areas.
- ◆ Be prepared to invest some time waiting for a preferred, safer spot if possible.
- ◆ Back into the parking space. This will allow you to make a quick exit if necessary.
- ◆ Try to arrive/depart with a trusted co-worker or other individual.
- ◆ Consider using a formal/informal escort program when/if possible. If you feel apprehensive, wait for another person who can walk with you to your vehicle.
- ◆ Lock all valuables in the trunk of your vehicle, including Mobile Devices and, if possible, the vehicle's stereo.
- ◆ Consider not leaving anything visible in, or on the car, that identifies your gender or alliance with a controversial cause.
- ◆ Be aware of exit routes and places of safety.
- ◆ Know the location of emergency phones or duress alarms in parking areas. Alternatively, know the location of fire alarm pull stations and be prepared to use them as a personal safety alarm if threatened.
- ◆ Consider calling someone on your Mobile Device when you're walking to your car. Barring that, act as if you're talking on the phone.
- ◆ Have your keys in your hand and walk briskly. Avoid all distractions until you're in the car.

- ◆ Check the back seat before getting into the car. If you have a 2-door vehicle, leave the seats folded forward.
- ◆ Start the car with your right hand and lock the door with your elbow. Get the car in motion as soon as possible.
- ◆ In an emergency, if you need to hide, consider getting under a vehicle such as a pick-up truck and hanging on.
- ◆ In an emergency, be prepared to drive through the gate or door.
- ◆ Keep the parking lot security and management telephone number easily accessible from your cell phone.
- ◆ Report suspicious activity such as persons sitting in vehicles, persons trying multiple vehicle door handles, and persons not dressed as contractors but carrying screwdrivers, spark plugs, or tennis balls.

Shower Facilities

Shower facilities are available and are particularly convenient if you bike to work or engage in physical exercise during the day.

- ◆ Shower facilities are located on the third floor.
- ◆ The facility provides clean towels and use of lockers on an as-needed basis.
- ◆ You'll need your access card to access these facilities.
- ◆ These facilities are available 24 hours a day, 7 days a week.

Visitors

Applies to: Everyone

Last Updated: Sept 15

We have a responsibility to all Staff to maintain a safe and healthful environment and protect Blu property and Confidential Information.

Visitors are welcome, but for security reasons, we can't have unknown persons wandering about the premises.

Here's what you're expected to adhere to:

- ◆ At all times, while on Blu premises, any visitor (including family and friends) must display an identification (ID) badge that authorizes their access to the premises.
- ◆ ID badges are issued to visitors when they sign in at Reception. Visitors must wear these badges while on Blu premises and then return the badges when they leave. Visitor badges clearly indicate whether or not the visitor is to be escorted while on Blu premises and will include an access expiry date.

- ◆ Visitors are not permitted to wander unescorted through Blu premises.
- ◆ You're asked to report anyone unfamiliar who isn't wearing an ID badge.
- ◆ Personal visits are discouraged during Blu business hours, but if a visit's necessary, then we prefer that it be conducted in the Blu lobby to minimize risk and disruptions.
- ◆ Visitors are allowed on the premises after-hours only if prior authorization has been obtained from the Operations Coordinator.
- ◆ You're responsible for the conduct of any personal visit of your family and friends while on Blu premises.
- ◆ You're responsible for securing Confidential Information during any visit.
- ◆ A visitor can't have unsupervised access to our Technology Tools. If your visitor requires access to Technology Tools such as wi-fi, a temporary username and password must be authorized and issued by IT.
- ◆ Blu reserves the right to escort any visitor out of the building who's being disruptive.

FORMAL TERMS & DEFINITIONS

Whenever the formal words listed below appear in this document, they have the meaning specified below, unless a contrary intention is noted, or such meaning is inconsistent with the context.

An *italicized word* means that its definition is also defined in this section.

Blu

Blu Scientific Incorporated

Blu Materials

Blu property that includes, without limitation, the following:

- ◆ Intellectual property
- ◆ *Work Product*
- ◆ *Technology Tools*
- ◆ Blu equipment
- ◆ Desks, furniture, chairs, filing cabinets
- ◆ Blu premises, including individual offices and common areas
- ◆ Workspaces
- ◆ Credit cards
- ◆ Keys
- ◆ Parking passes
- ◆ Security passes or Blu identification
- ◆ Passwords
- ◆ Copies or digital copies of Blu's corporate records, files, financial documents, customer and partner lists, or any other materials that belong to Blu or relates to the business, *Blu Stakeholders*, or operations of Blu
- ◆ All printed, written, electronic, and digital information, memory devices and all copies of any of them which contain *Confidential Information* or otherwise belong to Blu

Blu Stakeholders

Individuals who have a formal relationship with Blu, whether existing, former, currently associated with, or in communication with to form a relationship that includes, without limitation, the following:

- ◆ Staff
- ◆ Customers
- ◆ Donors
- ◆ Partners
- ◆ Vendors
- ◆ Officers
- ◆ Board members
- ◆ Individuals who have an online relationship with Blu, including:
 - Newsletter or blog subscribers
 - Survey participants
 - Connections through Blu's *Social Media* accounts, for example as friends, followers, connections, or fans
- ◆ Visitors
- ◆ Other stakeholders directly associated with Blu

Confidential Information

Information about Blu that is or may be disclosed to you, known by you, or developed by you (alone or with others) because of or through your *Engagement* with Blu, which information:

- ◆ Is not generally available to the public other than because of a disclosure by you.
- ◆ Could put Blu at a disadvantage if improperly communicated.
- ◆ Cannot be communicated due to contractual or legal obligations — such as employee personal information.
- ◆ Should not be shared externally or with Staff unless there is a legitimate business or legal reason to do so.

Confidential Information includes, without limitation, the following:

- ◆ This Employee Manual
- ◆ Intellectual property, *Work Product*, and other assets of Blu
- ◆ Login and passwords including for *Technology Tools*, *Electronic Communication* tools and any other site, or service that is subscribed to, or provided by, Blu
- ◆ Campaigns and marketing information including existing and potential donors, members, or users of Blu and any information or lists concerning same, including credit card information and cloud-based services including newsletter or survey applications' distribution lists.
- ◆ Business plans and strategies of Blu
- ◆ Technologies and products owned, licensed, or developed by or for Blu and research and development plans in respect of same

- ◆ Development models of Blu
- ◆ Lists or databases relating to *Blu Stakeholders*, including Payroll, employee databases, partners, or prospect lists.
- ◆ Private or personal information of *Blu Stakeholders* including information relating to payroll, Human Resources, credit card information, and contract details.
- ◆ Information about Staff including private and personal information, HR information including performance and compensation.
- ◆ Information about Job Applicants who have applied to Blu.
- ◆ Security information.
- ◆ Contracts and contract negotiations.
- ◆ Financial statements and accounting data.
- ◆ Non-public financial information.
- ◆ Non-public technical information.
- ◆ Blu-related legal proceedings or controversies.

Core Hours

Collaboration and face-to-face time are key ingredients for running our business successfully. We need to know that *Staff* will be at work during certain periods so that we can make contact for the purposes of brainstorming, decision-making, information dissemination, and making the most of creativity.

We encourage you to set up meetings during these times, and we ask that you schedule personal appointments and incidental absences outside of Core Hours where possible.

You're expected to be in Blu offices or Remote Office during our Core Hours, as follows:

- ◆ 9:00 am to 11:00 AM
- ◆ 1:00 pm to 3:00 pm

Discrimination

Discrimination is defined as any form of unequal treatment based on *Protected Grounds*, that results in disadvantage, whether imposing extra burdens or denying benefits. It may be intentional or unintentional. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral, but have the effect of disadvantaging certain groups of people. Discrimination can be obvious, or it may occur in very subtle ways. Discrimination needs only to be one factor among many factors in a decision or action for a finding of discrimination to be made.

Electronic Communication(s)

Any Blu digital platform or method where digital communication may take place that includes, without limitation, the following:

- ◆ Blu website
- ◆ Blu intranet
- ◆ Blu Box Suggestions
- ◆ Email
- ◆ Texts
- ◆ Web conferencing
- ◆ Surveys
- ◆ Newsletters
- ◆ Job boards
- ◆ Digital marketing or advertising sponsored by Blu
- ◆ *Social Media*
- ◆ Team chats

Employee

An individual working for Blu who is paid directly through Blu's payroll system, deducted statutory deductions, and receives a statement of remuneration paid, such as a T4.

- ◆ **regular employee:** An employee who is hired in a longer-term capacity and is anticipated to successfully complete the probationary period.
- ◆ **full-time employee:** An employee who is scheduled to work a *Standard Work Week*.
- ◆ **part-time employee:** An employee who is consistently scheduled to work less than a *Standard Work Week*.
- ◆ **temporary employee:** An employee who is hired for a pre-established period, perhaps during peak workloads, for special projects, as summer employment, or to provide vacation relief.
- ◆ **casual employee:** An employee who works occasional and irregular hours on an as-needed basis.

Note that the term "employee" is not capitalized in this Manual to facilitate readability.

Employment Policies

Refers to the policies and topics included in the Employment Policies section of this Manual that all Staff must adhere to as a signed condition of *Engagement* if contractually obliged to do so by Blu.

Engagement

The period of active employment or other formal relationships with Blu, including as an *Independent Contractor, Consultant, Volunteer, Agency Staff*.

The term "Engagement" is often used in place of "employment" to clarify that the subject matter, topic, or policy is applicable to all Staff, not just employees.

Engagement Agreement

The contract signed between a Staff Member and Blu that sets out the formal terms and conditions of your *Engagement*. For example, an employment agreement or an independent contractor agreement.

Everyone

- ◆ **Everyone**, also referred to as "**All Staff**" or "**Staff**" or "**Staff Members**": Refers to the aggregate of all office workers providing services to Blu including, but not limited to, the following:
 - *Employee*
 - Agency staff
 - Independent Contractor
 - Consultant
 - Volunteer
- ◆ **Staff Member**, also referred to as an **individual**: Refers to any individual providing services to Blu including, but not limited to, the following:
 - *Employee*
 - Agency Staff
 - Independent Contractor
 - Consultant
 - Volunteer

Harassment & Workplace Harassment

Remember

- ◆ Even if someone does not clearly object to harassing behaviour, or if they appear to go along with it, do not assume they have agreed to this behaviour. It could still be considered Harassment.

- ◆ Always err on the side of caution. What one person finds offensive, another may not. It's the **perception** of the receiver of any gesture or verbal message that may be deemed objectionable or unwelcome that determines whether something is acceptable or not.
- ◆ While harassment is not specifically defined or mentioned in the BC Human Rights Code, it's implied that harassment based on *Protected Grounds*, including sexual harassment, is prohibited.

Bullying and Harassment as defined by WorkSafeBC Policies

- ◆ Includes any inappropriate conduct or comment by a person towards a worker that the person knew, or reasonably ought to have known, would cause that worker to be humiliated or intimidated, but
- ◆ Excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Examples of Harassment could include:

- ◆ Epithets, remarks, jokes, or innuendos related to *Protected Grounds*
- ◆ Showing or circulating offensive pictures, graffiti or materials related *Protected Grounds*, whether in print form or using e-mail or other electronic means
- ◆ Singling someone out for humiliating or demeaning "teasing" or jokes because of *Protected Grounds*
- ◆ Comments or ridiculing because of characteristics, dress, etc. that are related to *Protected Grounds*

Forms of sexual and gender-based harassment could include:

- ◆ Making an individual dress in a sexualized or gender-specific way
- ◆ Intentionally refusing to refer to a Staff Member by their preferred pronoun
- ◆ Gender-related comments about a person's physical characteristics or mannerisms
- ◆ Suggestive or offensive remarks or innuendoes about members of a specific gender
- ◆ Gender-related verbal abuse, threats, or taunting
- ◆ Making suggestive or offensive comments or hints about members of a specific gender
- ◆ Paternalistic comment or conduct based on gender, which undermines a person's self-respect or position of responsibility
- ◆ Making unnecessary physical contact, including unwanted touching, etc.
- ◆ Making comments or treating someone badly because they do not conform with sex-role stereotypes
- ◆ Making threats to penalize or otherwise punish
- ◆ Propositions of physical intimacy
- ◆ Demanding hugs
- ◆ Invading personal space
- ◆ Leering or inappropriate staring

- ◆ Using sexual or gender-related comment or conduct to bully someone
- ◆ Using sex-specific derogatory names
- ◆ Bragging about sexual prowess
- ◆ Questions or discussions about sexual activities
- ◆ Offensive jokes or comments of a sexual nature about a Staff Member or client
- ◆ Display of sexually offensive pictures, graffiti, or other materials, including through electronic means
- ◆ Showing or sending pornography, sexual pictures or cartoons, sexually explicit graffiti, or other sexual images (including on-line)
- ◆ Demands for dates or sexual favours
- ◆ Sexual jokes, including passing around written sexual jokes (for example, by email)
- ◆ Spreading sexual rumours (including on-line)

Workplace Bullying and Psychological Harassment

- ◆ Workplace bullying and psychological harassment is defined as unwanted conduct, comments, actions, or gestures that affect an individual's dignity, psychological or physical health and well-being. Bullying and psychological harassment may result from the actions of one individual towards another, or from the behaviour of a group.
- ◆ Bullying and psychological harassment are often characterized through insulting, hurtful, hostile, vindictive, cruel, or malicious behaviours which undermine, disrupt, or negatively impact another's ability to do their job and result in a harmful work environment for *Staff*.
- ◆ Bullying and psychological harassment can take many forms and may occur when the behaviour or conduct:
 - Would reasonably tend to cause offense, discomfort, humiliation, or embarrassment to another person or group
 - Has the purpose or effect of interfering with a person's work performance
 - Creates an intimidating, threatening, hostile or offensive work environment

Examples

Although there can be no exhaustive list, examples of behaviour and impact that may signify bullying or psychological harassment include, but are not limited to:

- ◆ Insulting or derogatory remarks, gestures, or actions
- ◆ Rude, vulgar language or gestures
- ◆ Malicious rumours, gossip, or negative innuendo
- ◆ Verbal aggression and/or verbal abuse
- ◆ Shouting or yelling
- ◆ Swearing or name-calling
- ◆ Glaring or staring

- ◆ Outbursts or displays of anger directed at others
- ◆ Targeting an individual through persistent, unwarranted criticism
- ◆ Public ridicule
- ◆ Verbal, written or physical threats and intimidation
- ◆ Mobbing and/or swarming
- ◆ Misuse of power or authority
- ◆ Isolation and/or exclusion from work-related activities

What Workplace Harassment Is Not

A reasonable action taken by Blu or a *Manager* relating to the management and direction of *Staff*, or the *Workplace* is not considered Workplace Harassment. Counseling, performance reviews, work assignments, and the implementation of disciplinary actions are not examples of Workplace Harassment, and do not restrict a Manager's responsibilities in these areas.

Human Rights Code

Refers to BC's *Human Rights Code* that prohibits actions that discriminate against people based on a *Protected Ground*.

Intoxicated (Intoxication, Intoxicate)

To be affected by illicit drugs or *Legal Substances* especially to the point where physical and mental control is markedly diminished.

Job Abandonment

Failure to report back to work after 3 missed consecutive business days without notifying Blu

Just Cause

Blu has the right to terminate your *Engagement* but must provide appropriate notice as outlined in your *Engagement Agreement*. An exception to the notice requirement applies when there is 'Just Cause' which refers to conduct that is of such a serious nature or extent that it essentially breaks the Engagement relationship, in which case no notice would be given, and termination of Engagement would be immediate.

Legal Substance

Any legal substance, that may cause impairment or intoxication when consumed in excess.

Examples include but are not limited to:

- Non-prescription or over-the-counter drugs
- Prescribed medications
- Alcohol
- Cannabis

Manager

Often referred to as 'supervisor'.

As it relates to employees: The individual to whom you report to directly and from whom you take direction for your work. A manager is normally the individual who conducts your performance review.

As it relates to non-employees: Your Blu liaison, or the primary individual from whom you take direction for your services.

Manual

This Employee Manual document.

Misconduct

Any improper conduct that involves illegal, fraudulent, dishonest, unethical, or hurtful behaviour, or serious negligence in the performance of your duties.

The following are examples that supplement the policy violation examples outlined in Employment Policies, and is by no means an exhaustive list:

- ◆ Breaking the law
- ◆ Theft or fraud
- ◆ Improper or prohibited use of Blu *Technology Tools* or *Electronic Communication* tools
- ◆ *Discrimination*
- ◆ *Harassment* and *Workplace Harassment* including bullying
- ◆ Punishing or retaliating against an individual for bringing forward, providing information related to, or otherwise taking part in a legitimate complaint
- ◆ *Workplace Violence* including intimidation

- ◆ *Off-Duty Misconduct*
- ◆ *Disclosing Confidential Information*
- ◆ Disclosing or using a *Blu Stakeholder's* private information for personal gain or to be hurtful
- ◆ Falsifying Blu records
- ◆ Consistently working less than a *Standard Work Week*, not including planned or reasonable absences
- ◆ Falsifying or failure to record absences
- ◆ Falsifying personal information
- ◆ Insubordination or failure to carry out reasonable work-related instructions
- ◆ *Job Abandonment*

Mobile Devices

Mobile devices are electronic or wireless portable devices that include but are not limited to:

- ◆ Wireless Phones
- ◆ Smart Phones
- ◆ Tablets
- ◆ Laptops
- ◆ Any portable device that is or includes a camera
- ◆ Any portable device that includes video recording capabilities
- ◆ Any portable device that includes sound recording capabilities
- ◆ Any portable device that includes the capability to connect to the internet

Off-Duty Misconduct

Any conduct, *Misconduct*, or violation of Employment Policies that occurs when you're off duty that negatively impacts Blu, its products and services, or *Blu Stakeholders*, including, without limitation, the following:

- ◆ Defined as *Harassment & Workplace Harassment, Discrimination, Workplace Violence*, or bullying against any Blu Stakeholder
- ◆ Materially and adversely affecting your job performance or the job performance of co-workers, or results in co-workers refusing to work with you
- ◆ Materially and adversely affects your professional designation or standing as a member of a professional association
- ◆ Divulging *Confidential Information* to any person or entity that is not authorized to receive that information

- ◆ Making libelous, slanderous, or maliciously false statements towards or concerning Blu, its services and products, or *Blu Stakeholders*

Protected Grounds

The *BC Human Rights Code* prohibits actions that discriminate against people based on any of the following protected grounds:

- ◆ Race
- ◆ Colour
- ◆ Ancestry
- ◆ Place of origin
- ◆ Political belief
- ◆ Religion
- ◆ Marital status
- ◆ Family status
- ◆ Physical or mental disability
- ◆ Sex
- ◆ Sexual orientation
- ◆ Gender identity or expression
- ◆ Age

Regular Business Hours

Our general business hours are 9:00 am to 5:00 pm, Monday to Fridays.

Standard Work Week

As outlined in [Hours of Work, Meal Breaks, Attendance](#) policy.

Social Media

Social media is defined as a subset of *Electronic Communication* but has a specific and more complex definition that requires additional detail. Blus use of the term 'Social Media' includes, without limitation, the following:

- ◆ Social networking sites including but not limited to:

- Facebook
- Twitter
- YouTube
- Google+
- SnapChat
- Instagram
- Pinterest
- Tic Toc
- ◆ Blu's corporate LinkedIn pages
- ◆ Video and photo sharing sites
- ◆ Blogging, including but not limited to:
 - Blu's blog(s)
 - Your personal blog(s)
 - Any external blog posts or comments
- ◆ Forum, chat, and discussion groups, such as Skype chat
- ◆ Online wiki sites such as Wikipedia
- ◆ Online classified sites including but not limited to Craigslist
- ◆ Other websites that allow for comments to be posted
- ◆ Other social, interactive, collaborating or networking sites that are accessible by other individuals with a browser regardless of the requirement of a login or password.

Staff

Refer to: *Everyone*

Staff Member

Refer to: *Everyone*

Technology Tools

Refers to Blu's computers, storage, networking and other physical devices, infrastructure and processes that create, process, store, secure and exchange Blu's electronic data. Technology Tools include, without limitation, the following:

- ◆ Computers and related hardware

- ◆ Removable drives, webcams, and microphones
- ◆ *Mobile Devices*
- ◆ Email system
- ◆ Networks
- ◆ Servers
- ◆ Databases
- ◆ External file sharing services
- ◆ Cloud based services
- ◆ Blu *Social Media* accounts
- ◆ Internet connection
- ◆ Wi-Fi
- ◆ domain
- ◆ FTP
- ◆ Website hosting
- ◆ Printers
- ◆ Software

Workplace

A workplace is not necessarily a building or structure. It's defined as any location where you're engaged in providing services for or on behalf of Blu, which includes, without limitation, the following:

- ◆ While on Blu premises, working remotely, or working from a home office
- ◆ While on Blu business
- ◆ While being remunerated by Blu
- ◆ While using *Blu Materials*, Blu resources, equipment, *Technology Tools* or *Electronic Communication tools*
- ◆ While identifying yourself as a representative of Blu, for example, when communicating or posting online, while at a conference or an external meeting, when driving on behalf of Blu, or during business travel on behalf of Blu

Workplace Violence

WorkSafeBC Occupational Health and Safety Regulation defines workplace violence as “the attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker and includes any threatening statement or behaviour which gives a worker reasonable cause to believe that he or she is at risk of injury.”

Examples include but are not limited to:

- ◆ Beatings, stabbings, suicides, shootings, rapes, and any physical contact with intent to harm.
- ◆ Any physical contact that causes or could cause physical injury.
- ◆ Acts causing psychological trauma such as threats, obscene phone calls, mental cruelty and intimidation and threatening hand gestures or body language.
- ◆ Behaviour which gives a person reason to believe that they or any other person is at risk of injury.
- ◆ Verbal, written, or telephone threats, including:
 - **Direct:** Direct threats to the victim from the perpetrator, e.g. "I'll hurt you."
 - **Conditional:** Threats of violence to the victim by the perpetrator, if the victim does or does not do something, e.g., "If you blow the whistle, I know where you live."
 - **Veiled:** Non-specific threats from the perpetrator, e.g., "I hope you do not get hurt."

Violence can come from several possible sources including *Blu Stakeholders*, domestic partners, or strangers.

Domestic Violence

An individual who has a relationship with a *Staff Member* (Example: a spouse or former spouse, current or former intimate partner or a family member) who may physically harm, or attempt or threaten to physically harm, that *Staff Member* at work. In these situations, domestic violence is considered Workplace Violence.

Work Product

Any Blu ideas, reports, documents, manuals, policies, procedures, catalogues, exhibit content, exhibit catalogues, educational materials and resources, training documents, concepts, improvements, designs, devices, technology, programs, processes, methodologies, intellectual property, assemblies of information or data, productions made, perfected, conceived or participated in by you, any Blu marketing schemes, business, joint venture or marketing contracts, or any business opportunities prepared, produced, developed, or acquired at your direction or by you, whether or not conceived or made in the *Workplace*, or during a *Standard Work Week*, and whether or not you're specifically instructed to make or develop the same.