



CANDIDATE AGREEMENT

1. The candidate understands that the work provided while under contract with Total Personnel Solutions (consisting of Darron Transport Services Ltd, Channel Warehousing Limited, Transport Placement Services, Integrated Personnel Services and Northern Personnel Inc. herein after referred to as TPS) may be temporary, permanent, or by contract.
2. It is agreed that the hours submitted for payment are valid and correct, and that no banked time will occur.
3. It is agreed that all time sheets, log sheets, hours worked, shall be submitted to the TPS office, within the time specified by TPS, and on time, unless agreed upon by TPS approval.
4. It is understood that the candidate will not borrow any money's from the client and or it's staff and will be responsible for all delinquent debts incurred in the candidate's name and authorizes any deductions if necessary.
5. All candidates must have time sheets/logs, signed, and if applicable, be signed by an authorized agent of the customer.
6. It is agreed that you the candidate will under no circumstances seek or accept offers of employment of any kind from the client or any other clients of TPS without authorization from TPS, nor will promote yourself for hire.
7. It is understood that the candidate's pay rate will be confidential, and is not to be discussed with anyone other than TPS management unless receiving permission to do so from TPS management.
8. It is understood that the candidate will notify TPS with proper notice of any reason for not reporting to a placement, including lateness, sickness, injury, or leave of absent. It is also agreed by the candidate that when placed on a specific job with a client, that the candidate will commit to fulfilling the length of the work contract.
9. It is agreed that you the candidate will follow and cooperate with all Health and Safety procedures posted within the workplace.
10. It is understood that if the candidate has suffered an injury at the workplace, or gets into a motor vehicle accident while on the job, the candidate is to notify TPS management as soon as they are able to do so and fill in the appropriate paperwork necessary.
11. It is understood that the candidate will dress appropriately for the nature of the work, i.e.: safety boots, long sleeve shirts, coveralls, safety glasses, ear protection and hard hats.
12. It is understood that the candidate will, in dealings with the client, be of a professional mannerism.
13. All disciplinary actions will be imposed by TPS management.
14. It is understood that the candidate is responsible for all fines and violations.

TPS Group of Companies

Title: Alcohol and Drug Policy	Date of issue: February 27, 2006
Approved by: Kevin Pattison	Review/Revise Date: October 23, 2015
Location: All	



ALCOHOL AND DRUG POLICY

The TPS Group of Companies is dedicated to providing a work environment in which all employees are safe from harm. The company recognizes that substance abuse has a negative impact on performance. Alcohol and drug use have a negative impact on corporate culture, morale and image, in increased corporate liability regarding employee and public safety.

The TPS Group of Companies recognizes that the use of alcohol or drugs may adversely affect the ability of the employee to satisfactorily perform his or her duties, the interests of other employees, the health and safety of the employee himself, and/or the employer's reputation.

The TPS Group of Companies has established the following policy for all employees.

The following is a description of the substances that are covered by this policy:

1. Intoxicating liquor, regardless of its alcoholic content
2. A narcotic drug or any derivative thereof
3. An amphetamine or any formulation thereof (including, but not limited to "pep pills and bennies").

Any employee taking a medication prescribed by a physician must make their supervisor aware of the situation.

No employee shall:

1. Consume a listed substance, or be under the influence of a listed substance, prior to the start of their shift.
2. Consume a listed substance, or be under the influence of a listed substance, while on duty or
3. Operate a motor vehicle while he possesses or is under the influence of a listed substance.

The TPS Group of Companies is instituting a zero tolerance policy. If any employee is found to be in breach of this policy, they will be terminated immediately. The workplace for the TPS Group of Companies is defined as all offices, buildings, vehicles and client sites in which the TPS Group of Companies is conducted.

TPS Group of Companies

Title: Cell Phone Policy	Date of issue: January 25, 2016
Approved by: Kevin Pattison	Review/Revise Date:
Location: All	



CELL PHONE POLICY

The purpose of this Policy is to eliminate the use of cell phones and other communication devices while at work in order to protect the employee and their co-workers. Inappropriate use of communication devices at work can cause injuries because it's distracting, interfere with job performance and, displays unprofessionalism toward our customers.

The devices covered by this Policy include cell phones, Blackberries, text pagers, two-way radios, and other wireless devices and applies to all employees. The rules set out in this Policy apply to all work-related activities. The Policy applies to all conversations, whether personal or business-related.

While in the workplace during work hours, workers are expected to focus on work and may not inappropriately use any device in the workplace for any purposes, including but not limited to: engaging in personal conversations; Facebook; playing games; surfing the internet; checking e-mail; and, sending or receiving text messages. Workers may use devices while on their designated break period.

Workers who violate this Policy will be subject to disciplinary measures to be determined by the Company. Any negligence or workplace accidents caused by employee cell phone use are subject to immediate termination.

Exemption: *As per job requirements, Confined Space Attendants will require two-way radios for constant communication with entrants of the confined space. Also, Confined Space Attendants/Rescuers Working Lead will have a cell phone on-site in case of emergency.*

TPS Group of Companies

Title: Discrimination and Sexual Harassment Policy	Date of issue: March 5, 2015
Approved by: Kevin Pattison	Review/Revise Date:
Location: All	



DISCRIMINATION AND SEXUAL HARASSMENT POLICY

It is the objective of the Company to provide an environment in which the worth, dignity and rights of individual employees are respected.

Every employee involved in this Company has a right to freedom from discrimination and harassment in the workplace by the Company, agent of the Company or by another person because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offenses, marital status, family status or handicap.

As a Company, we have legal responsibility and are totally committed to provide a workplace free from discrimination and harassment because of any of the foregoing. Persons found guilty of violating these principles will be subject to disciplinary action up to and including termination.

Any person who believes he or she has been the victim or has knowledge of such discrimination or harassment has a responsibility to make management aware of the allegations. Such information should be reported to your manager or Human Resources Department. Such persons have not only legal protection from reprisal, but also our pledge to thoroughly investigate and resolve all charges of discrimination or harassment.

What to do if harassment happens to you:

Anyone who believes that harassment in some form is taking place, should advise the offender that the behavior is unacceptable, not welcome, and should be stopped immediately and/or report the incident to his/her immediate supervisor, department head or Human Resources. In any event, it is recommended that you record all incidents for subsequent reference.

An immediate investigation will be launched into any complaint by an appropriate management person(s), which may include the department head whose staff member has been accused of harassment.

Based on the outcome of this investigation, it will be determined by the management involved and Human Resources if any disciplinary action is warranted.

For clarification, harassment does not include, among other things, disciplinary action or actions related to performance or attendance, which are conducted according to Company procedures.

The above procedure has been developed to provide rapid response to, and resolutions of harassment incidents.

TPS Group of Companies

Title: Health, Safety & Environmental Policy	Date of issue: February 27, 2006
Approved by: Kevin Pattison	Review/Revise Date: January 25, 2016
Location: All	



HEALTH, SAFETY & ENVIRONMENTAL POLICY

Our Management staff is committed to ensuring that all work performed for, or on its behalf, will be done legally, efficiently and safely.

THE COMPANY IS COMMITTED TO:

- Providing a safe and healthy workplace, free of unsafe conditions, fire and environmental hazards.
- Maintaining and operating all equipment in a manner consistent with our objectives of ensuring a safe and effective workplace.
- Requiring and demanding the use of safe working practices and methods at all times.
- Insisting on a secure working environment that prevents personal injury, product loss and property damage.
- Developing a workforce that is safety conscious while working towards eliminating personal and environmental hazards.
- Ensuring compliance with all Federal/Provincial safety legislation and other legal requirements.

Protection of workers from injury or occupational disease is a major continuing objective. All workers have the responsibility to make Health & Safety a part of their daily routine and are required to work in a safe and productive manner that protects not only their safety but the safety of other workers.

Managers and Supervisors are responsible and accountable for the safety of all workers and/or contractors performing work under their supervision. It is the responsibility of each Manager and Supervisors to ensure all workers are adequately trained to enable them to perform their job functions in a safe and productive manner so as to prevent personal injuries, property damage and/or losses due to accident, fire and environmental hazards.

The Company believes that these principles will not only enable us to meet or exceed our overall business goals but will ensure the health and safety of the workers, contractors and our customers while protecting the environment of the communities in which we operate.

The official Health and Safety Official for TPS is Jennifer Roy.

TPS Group of Companies

Title: Clean Shaven Policy	Date of issue: January 25, 2017
Approved by: Kevin Pattison	Review/Revise Date:
Location: All	



CLEAN SHAVEN POLICY

PURPOSE: To provide a company standard to manage the hazards associated with having facial or long hair. This policy is in accordance with Vale's policy SPI SAF-10.

SCOPE: It is recognized that not all workplaces can be made free of all hazards. However, to aid in attaining our goal of Zero Harm there are numerous risk management methods employed across the organization that help manage hazards and reduce risk to as low as reasonably achievable. Risk can be controlled or managed through effective planning and working the plan. Effective planning includes putting in controls to manage the hazards such as rules and procedures. **This applies to ALL Vale sites.**

SPECIFICATIONS:

Facial Hair – including Beards, Moustaches, and Sideburns, etc. Every person who works either on a regular or temporary basis, in areas or situations where the continuous, periodic or emergency use of respiratory protective devices are or could be required **shall** be clean shaven where the face-piece seals to the skin. Facial hair, including stubble, makes it not only impossible to obtain a satisfactory face to face-piece seal of the device, but also may interfere with the operation of the inhalation and exhalation valves of the device.

Long Hair - Long or styled hair which may be classed as hazardous in an operating environment, shall be controlled/confined with the aid of a net, or mop cap, or where the aforementioned action is not considered satisfactory it shall be cut in order to ensure that:

- a. Entanglement in machinery is prevented.
- b. Contact with hot metal or other sources of ignition is prevented (e.g., burning/welding operations)
- c. A correct fit for the person's head protection is obtained. Chinstraps are available if required.
- d. It does not interfere with the seal of hearing protection and/or respiratory protection. The earmuffs shall not be worn over hair, which covers or partly covers the ears.
- e. The hair does not obstruct the employee's vision.

No employee shall be permitted to wear long or facial hair (beards, moustaches, sideburns, etc.) where there exists a possibility of his or her safety or health being jeopardized as a result.



VALE ALCOHOL AND DRUG INSTRUCTION EXPECTATIONS FOR CONTRACT WORKERS

PURPOSE:

Vale (the Company) is committed to be an industry leader and to protect the health, safety, and environment of our employees and contractors and the communities in which we operate. It is well understood that the use of illicit drugs, and the inappropriate use of alcohol and medications can adversely affect the safety and well being of employees, the work environment, and job performance. It can also place the integrity and safety of company facilities and operations at risk. The company has a legislative duty to prevent individuals who are under the influence of drugs, narcotic substances or alcohol from entering the mine or mining plant as set out in provincial Occupational Health and Safety legislation.

Therefore, this Instruction is being implemented as a key component of our health and safety program and in recognition of our legislative obligations. It is consistent with our Vision, Mission, Values which supports providing safe and rewarding work environments that contribute to personal growth for employees, and positively contributing to social, environmental and economic well-being in the communities where we operate.

RESPONSIBILITIES:

- i. **Contractors** are expected to ensure that their representatives remain free from any adverse performance effects of alcohol or other drugs in compliance with the standards below when engaged in Vale business, at all times when on Vale premises and property, including when operating vehicles and equipment. Contractors are encouraged to implement an Alcohol and Drug Policy of their own which meets or exceeds these requirements, however having their own Policy is not obligatory.
- ii. **Contract Workers** are expected to:
 - report fit for duty, and remain fit throughout their work day or shift,
 - adhere to the fitness for duty standards that have been set out below,
 - maintain a valid drivers license if it is a condition of work and report any loss of license immediately (no later than 24 hours after losing the license),
 - conduct themselves in an appropriate manner while on Vale business, premises, and property; and
 - co-operate with an investigation into an Instruction violation including any testing requirements.

If unexpected circumstances arise where a contract worker is requested to perform services while under the influence of alcohol or other drugs that could impact safe operations, it is the responsibility of that individual to inform the Contractor or a Vale representative that he or she cannot accept that assignment.



STANDARDS:

- i. **Illicit Drugs:** The following are prohibited while on Vale business, premises, and property:
- the use, possession, cultivation, manufacture, distribution, offering or sale of illicit drugs or illicit drug paraphernalia;
 - reporting to work or being at work while under the influence of illicit drugs; and
 - a positive drug test as determined through the testing program.

ii. Alcohol:

The use, possession, distribution, offering or sale of beverage alcohol is prohibited when on Company business, premises, and property consistent with the dry site rules and industry regulations. In addition, contract workers can not:

- report for work or remain at work under the influence of alcohol from any source;
- consume any product containing alcohol (including beverage alcohol) when on duty including during meals or breaks;
- return to work or report for work after consuming alcohol at a social event;
- have a positive test result as determined through the testing program; and
- use alcohol after an incident until tested or advised testing is not required.

Alcohol use or possession is permitted at off-site residential facilities unless specifically prohibited by site management.

iii. Medications:

Contract workers are expected to responsibly use prescribed and over the counter medications. They should investigate (through their doctor or pharmacist) whether a medication can affect safe operation, and take appropriate steps to minimize associated risk, which would include notifying their company or a Vale representative of any need for modified work under the circumstances. The following are prohibited while on Vale business, premises, and property:

- the possession of prescribed medications without a legally obtained prescription, and distribution, offering or sale of prescription medications (trafficking); and
- the intentional misuse of medications (e.g. using the medication not as it has been prescribed, using someone else's prescription medication, combining medication and alcohol use against direction).

INVESTIGATIONS:

- i. **Unfit for Work Investigations:** Vale reserves the right to require a Contractor to fully investigate a possible Instruction violation if a contract worker is on duty in an unfit condition, including the requirement for a reasonable cause test.

Vale Alcohol and Drug Instruction

Site Administrator (Sudbury) Darren Gaudette: T. 705.682.6896 M. 705.929.4652

Program Administrator (Canada): Keith Hanson W. 705.682.8408 M. 705.507.4856 v:11-20-12



If the contract worker is a sole provider or small independent contractor, the individual will be removed from the immediate worksite and an appropriate investigation will be undertaken by a Vale representative. As a part of the investigation process, the Company reserves the right to request an alcohol and drug test at their discretion.

- ii. **Impaired Driving Situations:** If required to operate any company vehicle on behalf of Vale, contract workers are expected to report the loss of their driver's license. In addition, they are required to immediately report receipt of an impaired driving charge to their contract manager or supervisor if it is received while operating a vehicle on behalf of Vale, and to comply with all investigation procedures and consequences.
- iii. **Incident Investigations:** Vale reserves the right to require a contract worker to be tested for alcohol and drugs as part of an investigation into a serious or potentially serious incident. The decision to refer someone, or a group of individuals, for a test will be made by the Vale representative investigating the incident in conjunction with the Contractor.
- iv. **Other Testing Circumstances:** Vale reserves the right to require contract workers who hold a higher risk position, or who are assigned to work on a high risk operating or project site to be tested prior to assignment. Testing may also be required on an unannounced basis when it is deemed necessary to meet the objectives of this Instruction. All Contractors affected will be advised in advance of these requirements.
- v. **Access to Testing Services:** Minimum standards for the testing program are provided in the appendix. In those situations where testing is required, Vale may allow contractors to access the company's employee testing system or to independently obtain testing services (procedures consistent with those set out in this Instruction).

Any contractor accessing the Company's employee testing system will be required to sign a waiver indemnifying Vale from any legal liability associated with the provision of testing services. Vale reserves the right to invoice the contractor for reasonable and customary charges associated with providing this service. In any situation where workers are tested under the Vale employee testing system, that individual must confirm in writing that their results can be released to the Vale Site/Program Administrator.

- vi. **Possession of Alcohol or Drugs:** Vale reserves the right to conduct investigations when there are reasonable grounds to believe that alcohol or illicit drugs are present on company premises or property. A contract worker, who refuses to submit to an investigation requested by a Vale representative, will be removed from the premises.

VIOLATIONS OF CONTRACTOR EXPECTATIONS: If there is any reason to believe any contract worker is on duty in an unfit condition, or otherwise in contravention of the basic intent and provisions of this Instruction, an investigation will take place.

- i. **Contractor's employee, sub-contractor or agent:**
 - the Vale representative will disengage the worker from the work, conduct the individual to a safe place, and advise the Contractor;
 - the Contractor will be expected to investigate the situation to the Vale representative's

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- satisfaction, including conducting a reasonable cause test as appropriate;
- the contractor must satisfy the Vale representative that there was not a breach of the Instruction;
- if the Contractor confirms that a breach of the Instruction has occurred, they are required to take the appropriate steps to prevent further risk to people, property, the environment or the company's business; and
- in this situation, the individual will not be allowed to return to work for Vale without written permission, and will be required to adhere to any conditions governing their return.

ii. **Single Proprietors/Small Contractors:**

- The individual will be escorted from the worksite and given an opportunity to explain the situation. If the Vale representative still believes the individual is unfit for normal duty, and after consultation and agreement of a second level of supervision or management whenever possible:
 - the individual will be taken for a reasonable cause test if there are grounds to believe alcohol or other drugs may be a contributing factor; or
 - if there are grounds to believe there is a medical problem, the individual will be taken for appropriate medical attention; or
 - the Vale representative will take other action appropriate to the situation; and
 - in the case of a confirmed violation resulting from this investigation, the individual will not be allowed to return to work for Vale without written permission from the Company, and will be required to adhere to any conditions governing their return.

iii. **Failure to Test:**

Failure to report directly for a test, refusal to submit to a test, refusal to agree to disclosure of a test result to the Designated Program Administrator at the site, a confirmed attempt to tamper with a test sample, or failure to report an incident which may require testing, are a violation of this Instruction.

CONSEQUENCES: Failure of a contract worker to abide by these provisions may result in permanent removal from Vale work. Failure of the Contractor or the Contractor's representatives, to meet these expectations may be considered a breach of the contract, and may result in triggering penalty clauses under the contract, or suspension or termination of the contract.

A positive drug test, a failure to test, and an alcohol test result of .04 BAC or higher are all considered a violation of this Instruction.

KEY DEFINITIONS:

- i. **Vale Business** refers to all business activities undertaken by contract workers in the course of performing duties, whether conducted on or off Vale premises.
- ii. **Vale Premises and Property** includes but is not necessarily restricted to all land, facilities, work sites, and vehicles owned, leased or otherwise controlled by Vale for the purpose of conducting Vale business as well as any other location to which a worker has been

Vale Alcohol and Drug Instruction

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assigned.

- iii. **Vale Representative** refers to the person accountable for a particular area or shift, including managers, and others in supervisory positions who direct others.
- iv. **Drug** means any substance, including alcohol, illicit drugs or medications, the use of which has the potential to change or adversely affect the way a person thinks, feels or acts. For purposes of this Instruction, drugs of concern are those that inhibit a worker's ability to perform his or her job safely and productively.
 - **Alcohol** means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl.
 - **Beverage Alcohol** refers to beer, wine and distilled spirits.
 - **Illicit drug** means any drug or substance that is not legally obtainable and whose use, sale, possession, purchase or transfer is restricted or prohibited by law (e.g. street drugs such as marijuana and cocaine).
 - **Medication** refers to a drug obtained legally, either over-the-counter or through a doctor's prescription.
- v. **Drug Paraphernalia** is any personal property which is associated with the use of any drug, substance, chemical or agent, the possession of which is unlawful in Canada. This would also include any product or device that may be used to attempt to tamper with a testing sample.
- vi. **Fitness for Work** in the context of this Instruction means being able to safely and acceptably perform assigned duties without any limitations due to the use or after-effects of alcohol, illicit drugs or medications.
- vii. **Significant Incident** refers to any incident that results in, or may reasonably have resulted in, any of the following:
 - a fatality;
 - serious personal injury to a worker, a member of the public or any other individual;
 - an environmental incident that causes or has potential to cause adverse effects;
 - significant loss or damage to property, equipment or vehicles;
 - significant loss of Company or client revenues; or
 - any other significant work-related incident or a near miss considered to have had significant potential for more serious consequences.



APPENDIX

ALCOHOL AND DRUG TESTING PROCEDURES

Sample collection, testing and reporting of results must be conducted consistent with the forensic quality assurance standards established by the U.S. Department of Health and Human Services (DHHS) and accepted in Canada, in order to ensure the accuracy and integrity of results. Rigorous sample collection, storage and chain-of-custody procedures, in conjunction with independent medical review of results as required, must be followed.

Standards for testing include the following:

- Testing will be conducted in those circumstances outlined under the Vale Alcohol and Drug Instruction Expectations for Contractors to determine the presence of cannabinoids, amphetamine/ methamphetamine, cocaine metabolites, opiates, phencyclidine and alcohol. The testing program will cover alcohol and the specified drug classes only; contractors who wish to test for other substances must do so under their own Policy.
- Alcohol tests will be administered by a calibrated U.S Department of Transportation approved breathalyzer with a printout of test results. Only in those situations when a breath analyzer is not readily available will alcohol testing be done with a saliva strip and urine collection for analysis in the laboratory.
- All drug tests will be administered by urinalysis and/or by collection of an oral fluid (saliva) sample for analysis in a fully qualified and accredited laboratory. A "point of collection" (screen at collection site) urine drug screening test can be administered provided appropriate adulterant checks are utilized and any result that is not negative is forwarded to a laboratory for confirmation analysis.
- Collection of specimens for drug testing and administration of alcohol tests must be performed by trained nurses or trained collection agents. In post incident and reasonable cause testing situations, samples will be collected as soon as possible after the triggering incident, but collection attempts will end eight (8) hours after the incident for an alcohol test, and thirty-two (32) hours after the incident for a drug test. Any reason for a delay beyond two hours must be documented and provided to the Vale representative.
- All individuals who are tested are required to sign a form to acknowledge the accuracy of the employee and employer information and authenticity of the specimen(s). They will be given a copy of the Drug Testing Custody and Control Form and the Breath Alcohol Testing Form for their records. Supervisors or Vale Representatives are given an authorization form outlining POCT results to communicate to the employee.
- Urine samples will be analyzed by a fully qualified laboratory accredited by the U.S. Department of Health and Human Services (DHHS) using a two-step process with initial screening by immunoassay and all confirmations being performed by gas chromatography/ mass spectrometry (GC/MS). If a point of collection screening device is used, any non-negative result will be forwarded to a laboratory for confirmation analysis. Saliva samples for

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drug testing will be analyzed at the laboratory using a similar process with all confirmations being performed by liquid chromatography/mass spectrometry/mass spectrometry (LC/MS/MS), or gas chromatography/mass spectrometry/mass spectrometry (GC/MS/MS).

- For the purpose of this Instruction, a positive alcohol test will be one in which the blood alcohol concentration is at or above .04 BAC. A positive urine drug test is one in which the amount of drug in the sample identified by the confirmation test is at or exceeds the cut-off levels noted below which have been established for workplace testing programs throughout North America.

Drug	Initial Test Levels (ng/ml)*	Confirmation Test Levels (ng/ml)*
Marijuana	50	15
Cocaine	150	100
Opiates	2,000	
Morphine		2,000
Codeine		2,000
Oxycontin	300	300
Phencyclidine (PCP)	25	25
Amphetamines	500	250
Methamphetamine		250
MDMA (Ecstasy)	500	250
MDA		250
MDEA		250

* A ng/ml means nanograms per millilitre. A nanogram is one billionth of a gram.
A millilitre is one thousandth of a litre.

U.S. Department of Health and Human Services

If the contractor chooses to use oral fluid testing, Vale will advise on the appropriate cut-off levels.

- Laboratory positive test results must be reviewed by a qualified Medical Review Officer (MRO) who is independent of the laboratory and who will provide the donor an opportunity to discuss the result in an effort to determine whether a positive test could have resulted from the legitimate use of medications or other medical explanations. The individual concerned will be given an opportunity to explain the finding to the MRO who will then determine whether the result will be reported to the company as a negative, a verified positive, or a tampered or substituted specimen.
- In the case of a verified positive test result of a urine test conducted in accordance with this Instruction, the person who has been tested may request the MRO to direct the second/split sample to be tested by an accredited laboratory within seventy-two (72) hours of receiving their results. Where split samples are not collected, the donor can request that their original sample be reanalyzed. In both cases, associated costs would apply.

Vale Alcohol and Drug Instruction

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- All test results for individuals directed for testing by a Vale representative using the Vale testing system will be reported directly to the company's Site/Program Administrator or designate who will communicate the result to the contractor. Contractors using independent testing facilities will be expected to advise Vale site management whether any individual under their direction is in violation of these requirements, or any agreement of continued assignment.
- Any positive test result will be considered a violation of this Instruction, whether or not the drugs or alcoholic beverage were actually consumed on company business, premises, or property. Failure to report directly for a test, refusal to submit to a test, refusal to agree to disclosure of a test result to management or an attempt to tamper with a test sample are a violation of the Instruction.



Vale Alcohol and Drug Instruction

Expectations for Contractors

Keith Hanson - Program Administrator

Ontario Operations

VALE ALCOHOL AND DRUG INSTRUCTION

We expect that contract company, employees, subcontractors, and agents will comply with these minimum requirements when:

- Engaged in Vale business,
- At all times when on Vale premises and property including when operating vehicles and equipment

Violations will result in removal from site access privileges and up to termination of contract



Contract Employee Responsibilities

- Report fit for duty, and remain fit throughout their work day or shift,
- Adhere to the fitness for duty standards that have been set out by Vale
- Maintain a valid drivers license if it is a condition of work and report any loss of license immediately (no later than 24 hours after losing the license),
- Conduct themselves in an appropriate manner while on Vale business, premises, and property; and
- Co-operate with an investigation into an Instruction violation including any testing requirements.
- If unexpected circumstances arise where a contract worker is requested to perform services (i.e. unexpected call in) if the individual is under the influence of alcohol or other drugs that could impact safe operations, it is the responsibility of that individual to inform the Contractor or a Vale representative that he or she cannot accept that assignment..

STANDARDS: Alcohol:
Prohibited on company business, premises & property



- Use, possession (i.e. on your person or in your vehicle on company property), distribution, offering or sale of beverage alcohol;
- Reporting for work or remaining at work under the influence of alcohol (from any source);
- Consumption of any product containing alcohol when on duty including during meals or breaks;
- Returning to work or reporting for work after a social event where alcohol was consumed;
- A positive alcohol test as determined through the testing program;
- Refusal to submit to an alcohol test.

STANDARDS: Illicit Drugs/Paraphernalia
Prohibited on Company business, premises & property



- Use, possession, cultivation, manufacture, distribution, offering or sale;
- Reporting for work or being at work under the influence of illicit drugs;
- A positive drug test result as determined through the testing program;
- Confirmed tampering of the drug testing sample;
- Refusal to submit to a drug test.

STANDARDS: MEDICATIONS

- Contract workers are expected to responsibly use prescribed and over the counter medications.
- They should investigate (through their doctor or pharmacist) whether a medication can affect safe operation, and take appropriate steps to minimize associated risk.
- Medical Marijuana: Fresh or dried marijuana or cannabis oil are NOT approved prescription drugs in Canada. In accordance with OHS Reg 854, anyone who has been authorized to use marijuana for medical purposes is prohibited from working on any Vale properties.

The following are prohibited while on Vale business, premises, and property:

- The possession of prescribed medications or narcotic substance without a legally obtained prescription
- Distribution, offering or sale of prescription medications (trafficking)
- The intentional misuse of medications (e.g. using the medication not as it has been prescribed, using someone else's prescription medication, combining medication and alcohol use against direction)

RISK MANAGEMENT INVESTIGATIONS



1. Possession of Banned substances

- If suspicion or if confirmed possession of a banned substance the contract company must notify Vale contract contacts or Vale security who will advise senior management of any concern.
- Senior management will determine whether and how to initiate an investigation, including whether to involve law enforcement.
- A contract worker, who refuses to submit to an investigation requested by a Vale representative, will be removed from the premises. Confirmed possession of substances or paraphernalia may result in alcohol and drug testing.

2. Unfit for Work Investigations:

- Vale reserves the right to require a Contractor to fully investigate a possible Instruction violation, including the requirement for a reasonable cause test.

RISK MANAGEMENT INVESTIGATIONS



3. Impaired Driving Situations:

- If required to operate any company vehicle on behalf of Vale, contract workers are expected to report the loss of their driver's license.
- They are required to immediately report receipt of an impaired driving charge to their contract manager or supervisor if it is received while operating a vehicle on behalf of Vale, and to comply with all investigation procedures and consequences.

4. Incident Investigations:

- Vale reserves the right to require a contract worker to be tested for alcohol and drugs as part of an investigation into a serious or potentially serious incident.
- The decision to refer someone for a test will be made by the Vale representative investigating the incident in conjunction with the Contractor supervisor, if available.

TESTING PROGRAM

All test decisions involve consultation with the contractor supervisor or management representative (if available) and Vale management.

All persons on premises are subject to testing in the following select circumstances:

1. Reasonable Cause: Testing will be conducted when there is reasonable grounds to believe alcohol or other drug use is a factor in an unfit for work investigation; Testing is initiated based on direct observations.

2. Post Incident: Testing will be conducted as part of an investigation into a serious or potentially serious work-related incident; examples include:

- a fatality or serious injury to any individual; a serious environmental incident with adverse effects; significant loss or damage to property, equipment or vehicles; significant loss of Company or client revenues; a near miss with significant potential for serious consequences.

- All tests are conducted through the Vale program at Vale discretion

CONSEQUENCES OF A VIOLATION

- Additionally, failure to report directly for a test, refusal to submit to a test, refusal to agree to disclosure of a test result to the Vale Program Administrator or a confirmed attempt to tamper with a test sample, or failure to report an incident which may require testing, are a violation of this Instruction.
- Following any confirmed violations of the Instruction, the contract employee site access will be suspended indefinitely.

SUMMARY



Vale places high priority on safety and health in the workplace.

Everyone is expected to comply with the Vale Alcohol and Drug Instruction and associated standards.

CARE: Care about your own well being and others.

PLAN: To come in fit for work every rotation and remain fit.

ACCEPT: The standards of this instruction and comply with them

LEAD: Get help if you need it before it creates a health and safety problem for you and the worksite. Set a good example of being fit and remaining fit at work at all times.

GET HOME SAFE!

Thank you!

For any concerns or questions, please contact:

Keith Hanson, Disability Management Specialist

Occupational Medicine Department

705.682.8408

Overtime pay

For every hour you work over 44 hours a week, your employer must pay you at least 1½ times your regular rate of pay (“time and a half”).

Excess hours of work and overtime averaging

You do not have to but if you **choose** to, you can agree with your employer in writing to:

- work more than 8 hours a day (or the number of hours in your regular work day, if it is more than 8),
- work more than 48 hours a week, **and / or**
- average the hours you work over periods of two or more weeks to calculate overtime pay.

For excess weekly hours and/or overtime averaging to be permitted, your employer must also apply for approval from the Ministry of Labour’s Director of Employment Standards and post a copy of the application where you can see it. If and when your employer gets approval from the Director, the approval form must be posted where you can see it. Your written agreement alone is **not** enough. You cannot work more than the number of hours approved by the Director. This may be fewer than the number of hours you agreed to work.

You can cancel an agreement to work excess daily or weekly hours by giving your employer two weeks’ written notice. Your employer can also cancel an agreement by giving you reasonable notice.

Overtime averaging agreements must have an expiry date and cannot be cancelled unless both you and your employer agree.

Generally, if you are represented by a union your union would make agreements with your employer on your behalf.

For more information or to file a claim

If you have questions about the ESA call the Ministry of Labour’s Employment Standards Information Centre at 416-326-7160, toll free at 1-800-531-5551, or TTY 1-866-567-8893. Information is available in multiple languages.

More information on hours of work and overtime pay can be found in *Your Guide to the Employment Standards Act, 2000* available at Ontario.ca/ESAguide. You may also wish to try the Hours of Work and Overtime Tool available at Ontario.ca/ESAtools. To file a claim, you can access the Employment Standards Claim Form online at Ontario.ca/ESAforms.