



## HEALTH AND SAFETY POLICY STATEMENT

FE+WOOD INC. is committed to ensuring the health and safety of every employee. It is FE+WOOD INC.'s goal to perform all business operations in a safe and effective manner, which will not adversely affect staff, clients, the public, or the environment.

Incorporating health and safety principles into all phases of FE+WOOD INC. operations emphasizes responsible, sound, and efficient management as the safety of every employee is an integral component of our business practice. FE+WOOD INC. recognizes that accident prevention and quality of working life is an essential part of our business operations and as such, will empower each individual to actively participate in their Health and Safety Program.

FE+WOOD INC. will take all reasonable steps to emphasize that health and safety is everyone's responsibility. We will comply with Ontario's *Occupational Health and Safety Act*, *Environmental Protection Act*, and all applicable Regulations and accept these statutes as minimum standards.

By working together and giving the most careful attention to Health and Safety, we will meet our shared objectives of a healthy and safe working environment. Management is responsible for maintaining a work environment as free as possible from actual and potential hazards, and for ensuring the security of all.

FE+WOOD INC. recognizes the responsibility of all Supervisors to ensure that safe and healthy conditions are maintained in our workplace.

Each employee is responsible for working in a safe and healthy manner, following all health and safety policies and procedures, reporting all sub-standard and/or unhealthy conditions and intervening when such conditions occur. To ensure a safe workplace, safety training shall be planned, scheduled and executed for all employees. Everyone is encouraged to adopt a safe and healthy lifestyle on and off the job.

All contractors, sub-contractors and visitors will work in accordance with all FE+WOOD INC. policies, procedures and practices in compliance with all legislative requirements.

Through open lines of communication, objective discussions and cooperation between workers, supervisors, management, and other outside parties, our objectives of a workplace free of hazards, injury, and illness can and will be achieved.

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Matt Ziyae  
FE+WOOD INC.  
JULY 08, 2017



## ENVIRONMENTAL POLICY STATEMENT

FE+WOOD INC. recognizes its environmental obligations locally and globally for present and future generations. We are careful to take the environment into consideration in our decision making. FE+WOOD INC.'s goal is to continually protect our environment through clear and comprehensive training of Health, Safety and Environmental practices for our employees, visitors, and sub-contractors.

In carrying out this commitment, FE+WOOD INC. will:

- Encourage and expect each employee and subcontractor to be environmentally responsible and to practice work habits which are in accordance with FE+WOOD INC. and government policies
- Educate employees so they may understand and share in the responsibility for monitoring and protecting the environment
- Design, construct, and operate our projects in a manner which minimizes the impact of our operations on the environment and public health and safety.
- Promote and encourage energy efficiency, resource conservation, and waste reduction by reducing, reusing, and recycling.

A handwritten signature in black ink, appearing to read 'Matt Ziyae', written over a horizontal line.

Matt Ziyae  
FE+WOOD INC.  
JULY 08, 2017



## WORKPLACE VIOLENCE AND HARASSMENT POLICY

FE+WOOD INC. is committed to the prevention of workplace violence and harassment and promotes a violence and harassment free workplace in which all parties work together to achieve mutual health and safety goals. Any violence or harassment committed by or against any member of our workplace or the public will not be tolerated.

The purpose of the policy is to ensure that all individuals are aware of and understand that acts of workplace violence and harassment are considered a serious offence for which appropriate action will be taken. Those who are subjected to acts of workplace violence are encouraged to report incidents so that complaints can be thoroughly investigated.

FE+WOOD INC. is committed to investigating reported incidents of workplace violence in a timely manner, taking the necessary action to respond to those events and providing support for complainants.

For the purpose of this policy “workplace violence and harassment” means:

- The exercise of physical force by a person against a worker in a workplace that causes or could cause physical injury to the worker
- An attempt to exercise physical force against a worker in a workplace that could cause physical injury to the worker.
- A statement or behavior that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker
- Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought to be known to be unwelcome

No employee shall subject any person or persons to workplace violence and harassment or allow conditions that support workplace violence.

This policy applies to all employees within this organization, as such; any employee who subjects an employee, member, agent, or contractor to workplace violence and harassment may be subjected to disciplinary action, up to and including dismissal.

Managers and Supervisors have a responsibility to act respectfully towards others and promote an environment that minimizes the risk of workplace violence and harassment and explain this policy to all workers that you supervise or manage. You must ensure that employees understand who to contact regarding concerns about the policy or reporting an incident.

Workers have a responsibility to act respectfully towards others and to ensure your own personal safety in the event of workplace violence and harassment. Incidents must be reported to your foreman or manager and you have a responsibility to co-operate with any efforts to investigate and resolve matters pertaining to this policy. It is in the best interest of all parties to treat people fairly. Commitment to a violence free workplace is an integral part of the organization, from the general manager to the workers.

A handwritten signature in black ink, appearing to read 'Matt Ziyaae', written over a horizontal line.

Matt Ziyaae  
FE+WOOD INC.  
JULY 08, 2017