

## Checklist for Workers - Integration 2016

To facilitate the integration of workers at the site and to avoid any uncertainty, you will find below a summary of frequently asked questions along with the answers. Please be advised that at all times the terms of the collective agreement for civil engineering and roads (2013-2017) shall apply. For monetary and specific details for some positions, please refer to the text of the collective agreement.

### Roles and Responsibilities

Borea is the general contractor at the site, and is responsible for the management of working conditions, assignments and salary conditions. Borea contacted the workers to hire them and will give them the work schedule. Borea is responsible for the discipline and monitoring of employees. Borea coordinates work with subcontractors to identify labour needs according to the work that needs to be performed.

- Jocelyne Ferland – Administrative Assistant: responsible for the phone contacts for the first assignments.
- François Métivier – Site Engineer: coordinates the planning of labour between the needs of the site and the resources available.
- Paul Caissy – General Superintendent: responsible for the planning of the workers at the site.
- Patrick Martel – Senior HR Advisor: responsible for the planning of the general labour, policies and conditions.

MMBC represents the Mi'gmaq, who are part owners in the MU project. They provide guidelines, plans and specifications to the general contractor, Borea.

- Terri Lynn Morrison – Mesgi'g Ugju's'n Project Director: responsible for the overall direction, supervision and implementation of initiatives, Mi'gmaq awareness and involvement in the project.
- Amanda Crozier – Mesgi'g Ugju's'n Project Coordinator: liaison officer responsible for collecting employee information and the transmission of this information between the three Mi'gmaq communities of Gesgapegiag, Gespeg, Listuguj and Borea.

Subcontractors are responsible for managing their workforce. They must comply with the same requirements as Borea and respect the policies in place.

### Map of Roads, Access Points and Parking:

- Will be given at the worker's orientation on site.

### Bus Schedule:

- In 2016, at the start of the day, there is no shuttle bus service from km 0 to km 29. Paid time begins at 6:30 a.m. at km 29 for daily crew assignment and ends (except for breaks) when they are returned to km 29.

#### Normal Working Hours:

- Monday to Friday beginning at 6:30 a.m. for the preparation. Workers must be ready to begin work at 7:00 a.m.
- According to the employee's position there may be exceptions.
- There is a 30 minutes unpaid lunch. Microwaves are available in trailers on site.
- The end of the work day varies depending on the progress of the day, the weather and job requirements.

#### What to do in Case of Absence (Late or Sick):

- In case of unexpected illness you should inform the Site Nurse as soon as possible by contacting them by phone at (581) 887-0092.
- You must give your name, date of absence, reason for the absence, and the planned return date. The nurse will advise your supervisor.
- In case of a planned absence, you must notify your supervisor yourself before leaving work the day before or as soon as you know the date of absence.
- Personal appointments must be scheduled outside of working hours.

#### Vacation Time, Personal Leave, and Hunting Week:

- All time off must be authorized in advance. Management has no obligation to approve time off and reserves the right to discipline those who are absent without permission.
- The period of construction holidays for summer 2016 will be confirmed at a later date. It is possible that work will continue for certain workers during holidays and details have been provided in the terms of the collective agreement.
- During hunting season, October 15-23, 2016 the site will be closed.
- An employment insurance form will be issued for the hunting week. This is not the end of the work for the season. Before leaving the site, each employee must confirm with their supervisor their return date to site.

#### End of Work and Return to Site:

- At the end of the project an employment insurance form will be given for each worker.

#### Management of Discipline:

- An event monitoring process is in place for all workers on the site. Borea remains the employer of its workers and is legally responsible for applying disciplinary sanctions if required.

#### Harassment, Intimidation or Threats:

- There is a zero tolerance policy and if you are a victim or witness of such a situation you are to contact the Nurse or the Human Resources Department. The phone numbers are posted in all trailers.

#### Reporting on First Day:

- The person that you will report to on the first day of work will be given during your confirmation call by Jocelyne Ferland. For those who have included an email on your personal information form, this confirmation will also be sent by email with a copy to Amanda Crozier and Terri-Lynn Morrison.

#### Site Safety Training and Orientation:

- All employees must follow the SST Orientation on their first day on site in 2016. The training will be given at the SST trailer at KM 29. A Tuesday on two, at 6:30, this is an obligatory meeting at km 29 for all workers.

#### Documentation requirements for Hiring:

Please bring the following documents to site on your first day of work. You must complete a new record for 2016 even you worked for Borea in 2015.

- Drivers Licence;
- ASP;
- Certificate of Qualification (if the profession is governed by the CCQ);
- Union Membership Card (if the profession is governed by the CCQ);
- Training Certificate;
- Void Cheque.

#### List of Equipment Provided by Borea on First Day:

- Helmet, Vest, Safety Glasses;
- Worker must provide their own safety boots.

#### Food:

- There is no restaurant on the site.