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# Employee handbook

2025

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The employee handbook is designed for you to refer to at all times. Like any company, FTE Drilling ensures fairness and rigor in the application of operating rules, procedures and working conditions. It is a means of communicating information that is useful for the integration, commitment and development of a sense of belonging among employees.

### President's Message



For more than 30 years, FTE Drilling has been active in the field of commercial and residential industrial drilling in Canada, Africa and occasionally in several other regions of the world.

Every day, our 500 employees around the world are dedicated to providing drinking water to an impressive number of people, in addition to helping many mining companies achieve their objectives of mining, accessing and exploring various minerals essential to the evolution of life. In turn, our piling and geothermal divisions support the development of infrastructure and provide comfort to people.

Finally, our contribution to the economic and cultural life of the regions we work in would not be complete without our commitment to invest in our community. We believe it is our responsibility to support those who contribute daily to making a difference in our society.

I would like to thank all our shareholders, directors, customers, partners and talented employees who, each in their own way, contribute to the company's success.

Welcome to the **Forage FTE Drilling** team!

Yanic Bernier

## Company history

In 1987, Pierre-Yves Blais decided to found Forages Technic-Eau. Joining forces with the leaders of F. Lapointe et Fils Inc., a company specializing in the drilling of water wells and elevators, and drawing on the technical and international experience that Mr. Blais had acquired during his eight years with SNC Lavalin, Forages Technic-Eau was at the outset a company specializing in technically challenging drilling projects. The first years were devoted to establishing clients in Canada. Technic-Eau Drilling quickly proved to be one of the most dynamic, efficient, and innovative companies in its sector.

It was in 1992 that the company, then operating under the name Forages Technic-Eau Inc., was ready to expand to Africa and South America. The company carried out several large-scale projects and in 1997, it founded a subsidiary in Togo, Togo Forages Technic-Eau SARL. This presence allows the populations of Togo and neighboring countries (Benin, Guinea, Burkina Faso) to benefit from a continuous supply of drinking water and contributes to the development of these countries by facilitating access to this essential commodity.

In 1999, the company continued its expansion in Africa by founding Technic-Eau Drilling Ltd in Ghana. This overseas expansion is part of a development strategy that allows for the transfer of skills and expertise in the areas of drinking water, technical assistance, and drilling, among others.

Subsequently, Technic-Eau Drilling moved to Nova Scotia, where it acquired Brewster Well Drilling, a water well drilling company that has been in the Halifax area for several years. It will continue the activities of its founder, Mr. Brewster, in the same spirit of providing drilling services and installation of quality pumping systems.

In 2002, seeing a growing interest in geothermal systems and wanting to expand, by extension, its activities in Canada, Technic-Water Drilling has succeeded in establishing itself as a leader in the realization of projects requiring multiple geothermal drills. Proud of its expertise, it has carried out several large-scale projects. With its experience in Togo and Ghana, Forages Technic-Eau opened a third branch in Africa in 2005, this time in Burkina Faso, under the name Forages Technic-Eau / Burkina sarl.

In 2006, Forages Technic-Eau / Burkina sarl, drawing on its experience in South America and on the increased demand for research fields, provided drilling services to companies searching for deposits. The first mining drillings in Africa started in 2006, and the company began the following year to expand its fleet of mining drills to meet the growing demand.

In 2008, Forages Technic-Eau acquired CF TECH, a company active in Quebec City and Montreal in the field of geothermal drilling.

Since 2008, FTE Drilling has been in constant expansion. FTE Drilling is recognized for its quality services and its ability to meet any challenge.

Article 5  
Interpretation

**1.01**

The word "Company" refers to Forage FTE Drilling.

**1.02**

The "employee" refers to any person who has obtained a permanent position employed by the Company previously named and with all the privileges and benefits agreed between him and the Company.

**1.03**

The word "employer" refers to the above-named Company or its representatives.

**1.04**

The word "plant" refers to a group of buildings determined on land owned by the Company.

**1.05 – Definitions :**

**Hiring date:** date of the first day of work at Forage FTE Drilling or its divisions.

**Date permanent:** the date in which vacations, RRSP, and group insurance are calculated and which is determined by the employer.

**Seniority date:** date in which the employee has obtained permanent status at FTE Drilling, or its affiliates as a result of a satisfactory probation, which is determined by the employer.

**Date of job seniority:** the date in which one obtains their position. However, in the case of obtaining a position at the same level in the same department, the job seniority date will remain the date one started the first station obtained at this level.

**Date of layoff:** date of temporary labor disruption with notice.

**Date of termination:** date corresponding to the last day of work before the issuance of the formula of termination by the employer.

**Date of departure:** date the employee permanently leaves the Company.

**1.06**

The word "seniority" means: the time which an employee has had permanent status with the Company.

**1.07**

Where the context requires, the use of the masculine includes the feminine.

## Article II

### Hiring

#### 2.01

Validation of the driver's license (upon hiring and periodically thereafter) as well as a background check is required by the Company when hiring an employee and an integral part of the selection process.

#### 2.02

As preconditions for hiring and acquiring permanent status, an employee must meet at least the following conditions:

- Professional diploma in the desired field;
- Relevant experience.

Preference is given to candidates who have a specialization, a higher degree of education or specific experience. The goal is to obtain a skilled workforce, able to adapt to many technological changes.

#### 2.03

The probationary period is 3 months, unless otherwise noted in the employee contract. During this period, the company assesses the ability of the new employee to the position. If the results are positive, the company confirms the permanence of the employee.

## Article III

### Training (training Refund Policy)

#### 3.01

The Company recognizes and promotes the development and training of employees to enable them to acquire greater competence in their function and facilitate their access to higher positions within the company.

Any employee wishing to improve their personal situation can apply to take courses recognized by an institution of the Ministry of Education. Management will assess applications on a case by case basis.

The Company may also require an employee to take certain courses, if deemed necessary: training from St John Ambulance, English, forklift, administration, etc. The cost of these courses is defrayed entirely by the employer, if necessary, or may be in the exercise of its functions.

## Article IV

### Group Retirement Savings Plan

#### 4.01

The purpose of this plan is to establish a capital accumulation program for the future security of employees.

#### 4.02



The employee, aged 18 to 65, is eligible on the first day of the month following six (6) full calendar months of continuous service. The employee must enroll in the Plan by completing the form provided by the human resources department.

#### **4.03 Contributions**

An employee contributes to the plan through payroll deduction and receives from their employer an additional contribution equivalent to their own, for a maximum of 3%.

#### **Note:**

For purposes of understanding this article, wage refers to: base salary plus overtime pay according to agreement including commissions and bonuses. Only the bonuses are excluded from the calculation.

The employee contribution is voluntary. The employee may increase or decrease its contribution at any time by filling out the appropriate form, provided by the human resources department.

#### **4.04**

The employee can also make voluntary contributions (surplus) in his RRSP account until the maximum permitted under the tax rules. However, in this case, the employer does not pay any equivalent contribution to employee contributions.

#### **4.05**

Contributions to an RRSP (excluding DPSP account) are eligible for various Revenue Canada programs or income averaging via spousal RRSP, the Access Plan (HBP) and incentive scheme lifelong Learning Plan (LLP). Regarding the spousal RRSP, employees can contribute up to a maximum of 50% of its total additional contributions and 100% of its voluntary contributions (surplus).

#### **4.06**

As long as an employee is employed by Forage FTE Drilling, any withdrawal from the RRSP account additional employee contributions matched by the employer results in a penalty, except for the HBP and the LLP unless the employee has reached the age of 60 years. Your employer ceases to make additional contributions until the employee has repaid the full amount withdrawn from an RRSP account. However, the employee can cash out voluntary contributions (surplus) at all times.

Moreover, as the employee is employed by Forage FTE Drilling, employer contributions deposited in the employer DPSP or RRSP account may be withdrawn at any time

before the age of 60 years. Some possibilities of withdrawal are provided to an employee who subscribes to an early retirement program.

#### **4.07**

An employee who is transferred from a unit within the Forage FTE Drilling Group, continues to participate in Retirement Savings Plan provided that this regime is in force in the new unit. The concerned employee then retains seniority for purposes of applying this legislation.

#### **4.08**

An employee ceases to be a member of the Plan in the following cases:



- retirement;
- voluntary departure;
- dismissal;
- layoff for more six (6) months;
- loss of seniority.

Note: In the case of absence, the company's contributions are suspended.

#### 4.09

Where a person ceases to be a participant, the capital accumulated in the plan is paid or transferred in whole or in part to another plan of their choice in accordance with the then applicable laws and subject to the provisions of the Plan. The employer portion "DPSP" belongs to the employee after a contribution period of at least two (2) years.

#### 4.10

In case of death, the part which normally would mean the employee is paid to his designated beneficiaries if any, or failing that, to his legal heirs.

This article IV is subject to the regulations of the Plan and any amendment thereto.

## Article V

### Group Insurance

#### 5.01 Eligibility

Permanent employees who regularly work more than 24 hours per week are eligible for group insurance after 6 months of continuous service.

#### 5.02 Group Insurance Coverage

The main benefits offered :

- Basic life insurance including accidental death and dismemberment benefits;
- life insurance for your spouse/child(ren) (when applicable);
- Long-term disability insurance;
- Drug, medical and travel insurance coverage;

(Please refer to the benefits booklet provided by your employer or on your insurer's web portal, accessible once your registration for online services has been completed).

Costs :

The employer assumes 50% of your total premium. The cost varies according to your salary and the type of coverage you choose (individual, family, single parent, etc.).

(Please refer to your human resources manager for your personalized costs).



### **5.03 Compulsory Insurance**

insurance is mandatory for all eligible employees and their dependents. However, it is possible to obtain an exemption for health insurance coverage if you or your dependents are already covered for such coverage under another private insurance plan.

### **5.04 Changes Affecting Your Situation**

It is your responsibility to inform your employer, without delay, of any change regarding your personal situation that could affect your insurance coverage (new spouse to be added following a marriage or the attainment of 12 months of cohabitation, separation, addition or removal of a dependent child, etc.).

### **5.05 What happens during an absence from work?**

When you are absent from work due to illness, maternity/parental leave or an authorized leave of absence, you remain covered by your group insurance. The extent of coverage that will be maintained depends on the nature of the absence. It is your responsibility to make the necessary arrangements with your employer to continue paying your insurance premiums (post-dated cheques or transfers, direct debit from your account, etc.).

### **5.06 What happens in the event of termination of employment or termination of eligibility?**

Enrollment in another plan or the RAMQ plan.

Your coverage ends on the last day of employment or as soon as you cease to be eligible due to insufficient hours or your employment status changes.

Unless you have access to other private insurance coverage that includes drug coverage, you will need to register with the Quebec General Prescription Drug Insurance Plan (RAMQ public plan) by calling 1.800.561.9749.

Right to convert your life insurance:

Under a statutory conversion privilege, it is possible to convert your group life insurance coverage to individual coverage without proof of health, but the application must normally be made within 31 days of the termination of your coverage.

Converting your health insurance to individual coverage:

There is also private individual health, travel and dental insurance coverage plan that complements the public drug plan and can be provided without medical question, a privilege that is only granted to employees whose group insurance coverage terminates.

### **5.07**

Variable salaries will be updated in the insurance records on January 31 and July 1 of each year.

For questions related to conversion of life, health, travel or dental insurance, please contact our advisors at Fortress Group Solutions at [service@solutinscollectives.ca](mailto:service@solutinscollectives.ca) or 1.844.812.1022.

## Article 10

### Benefits

#### 6.01 Safety Shoes

From the date of hiring to the end of the probation period (3 months), the Company agrees to pay 50% of the pair of safety boots for employees on the plant or on a construction site. Following this probation period, the employee may file a claim to be reimbursed for the entire pair of boots.

The Company agrees to provide one pair of safety shoes per calendar year with a maximum value of one hundred and twenty-five (\$125+tx), non-cumulative, to employees whose primary responsibilities are dedicated to the warehouse.

The Company agrees to provide one pair of safety boots with a mandatory metatarsal protector per calendar year with a maximum value of two hundred dollars (\$200+tx), non-cumulative, for site and plant employees.

For employees who must move sporadically in the plant or on the construction sites, the Company agrees to provide a pair of safety shoes with a maximum value of two hundred dollars (\$200+tx) every 2 years, for the purchase of safety shoes.

For site employees, it is strongly suggested to alternate year after year between winter and summer footwear.

Students or part-time employees must provide their own safety shoes.

Be aware that the amount allocated for the purchase of a pair of boots can be fully used. That is to say that if the purchase of a pair of boots costs you \$175, you always have the opportunity to use the remaining amount for the purchase of work equipment.

#### 6.02 Wages and Pensions

For consistency purposes, the company provides all employees sweaters emblazoned with the company logo which must be worn. (See Annex II for details of allocated allowances). The program is only valid for the online store Forage FTE Drilling.

Note that there may be different benefits, depending on the site to which you are assigned.

Upon hiring, you will only have access to 50% of your garment benefit. However, after 3 months you will have access to 100% of your garment benefit.

#### 6.05 Vehicles (road safety policy)

When using a company vehicle, you must comply with local regulations and practice good behavior. Upon your return, it is important to put the key in the space provided for this purpose. Disciplinary action may be taken if the Highway Code is breached, in cases of complaints or cases of personal use.

If you commit an infraction, it will be non-refundable.

Note: Please report any defect, malfunction or accident to the person who granted you authorization.

## Article VII

## Vacations

**7.01**

The permanence date is used for the purpose of calculating years of service for the vacation benefit.

**7.02**

In the application, a week of vacation is a period of seven (7) consecutive calendar days spanning from Sunday 00 to Saturday 24 pm.

**7.03**

In the 1st year of employment, the permanent employee is entitled to a vacation day for each month they have worked, up to two (2) weeks, at the rate of four percent (4%).

**7.04**

Continuous service	Duration of leave	Allowance
May 1 to April 30		
Within a year of service	1 day per month of service on May 1 <sup>st</sup> (maximum 10 working days)	4 %
1 year to less than 2 years	2 weeks	4 %
2 years to less than 8 years	3 weeks	6 %
8 years to less than 13 years	4 weeks	8 %
13 years to less than 25 years	5 weeks	10 %
25 years and +	6 weeks	12 %

**7.05**

An employee must take vacation annually.

**7.06**

The company's reference period for the calculation of vacation is from 1 May to 30 April. Allocation of holiday is guided by the number of years of service the employee has.

**7.07**

Vacation pay is paid while the employee goes on vacation to obtain uninterrupted payroll payments throughout the year.

**7.08**

If an employee is absent due to illness, work accident or maternity leave during the reference period of the holiday, they are entitled to an equivalent holiday allowance to the percentage of their earnings during the reference period.

**7.09**

a) Employees have until April 30 to provide their holiday requests for summer and September 30 for the winter holidays.

b) The procedure to schedule vacations for the summer period (beginning the first full week of June to the end of the first full week of September), is as follows:

- i. **Before April 30** The permanent employee must submit their requested dates of vacation **From April 30 to May 15**, employees whose holidays will be rejected due to scheduling conflicts, will re-schedule them during this period.
- ii. **From 15 to 30 May**, when all employees who have requested for 2 weeks vacation and will be granted a third (3rd) week may be granted, if there are weeks available, and, in order of seniority. Acceptance or rejection of these requests must be made by the supervisor the following week.
- iii. **After May 30**, if there are weeks available, they will be awarded to first arrivals up to 4 weeks.

c) To request a one-time vacation, the written request must be sent to the supervisor preferably before 8:00 AM Wednesday of the week preceding the vacation. Any holiday last minute request will be forwarded to management.

**7.10**

It is understood that vacation is granted according to seniority date, in accordance with the operational needs (it is essential to ensure that operations are not affected)

**Article VIII****Paid Holidays****8.01**

**For Nova Scotia employees, paid holidays are the following:**

- |   |  |
|---|--|
| a) New Year's Day : January 2nd ;                                 | a) Labor Day : September 2th ;         |
| b) Day after New Year : January 3rd ;                             | b) Thanksgiving : October 14th ;       |
| c) Nova Scotia Heritage Day : February 19th<br>(Nova Scotia only) | c) Christmas Day : December 25th ;     |
| d) On good Friday : March 29th ;                                  | d) Day after Christmas : December 26th |
| e) Canada Day : July 1st ;  |  |
| f) Nova Scotia Natal day : August 5th (Nova<br>Scotia only)       |  |

- \* For exact dates, there will be an official list issued by region by human resources in the beginning of each year

## 8.02

The eligibility requirements for paid holidays are:

If an employee qualifies for the holiday and is given the day off, Forage FTE drilling will pay a regular day's pay for that holiday. If the employee's hours of work change from day to day, or if wages change from pay to pay, the employer should average hours or wages over 30 days to calculate what to pay the employee for the holiday.

For example, if an employee worked 20 of the 30 calendar days before the holiday for a total of 170 hours, the calculations would be as follows:  $170 \div 20 = 8.5$  average hours worked per shift.

## 8.03

To be eligible for leave, the employee must be present at work the day before and after their time off in their normal work schedule.

## 8.04

If an employee works on the day when one of these holidays is observed, except for Christmas and New Year's Day, the equivalent number of hours worked will be paid on a straight time basis in addition to the holiday payment at the regular rate.

## 8.05

If an employee receives group insurance benefits, or other insurance, his day off is not paid, since this benefit covers the whole week including any leave.

## Article IX

### Social leaves

During difficult times, the company wants to support you by allowing you to take a few days off to share in the company of your loved ones.

Note that these holidays may not be combined if multiple deaths occurred in the same event.

## 9.01

These holidays are paid according to the principle of non-loss of pay.

## 9.02

Two (2) of the five (5) days within ten (10) days following the death are paid if you are scheduled to work on the death of one of the following persons:

- Your husband or wife
- your children

- The children of your spouse
- Your father or mother
- Your siblings

If death occurs while the employee is on vacation, he may postpone the days of social leave to which he would normally have been entitled if he had been scheduled to work. Social leave must be taken in the week the return to work is expected.

It is possible to maintain a day to participate in a celebration (funeral and / or burial) that takes place outside the ten (10) day period.

### 9.03

One (1) day within seven (7) days following the death of one of the following people is paid if you are scheduled to work on the day of their death:

- one of your in-laws
- your brother / sister
- your step-son / daughter
- Your half-brother / half-sister
- one of the children of your spouse
- one of your grandchildren or your spouse

It is possible to maintain a day to participate in a celebration (funeral and / or burial) that takes place outside the period of seven (7) day period.

### 9.04

The day of the funeral is paid if you are scheduled to work on the death of one of the following persons:

- one of your grandparents or your spouse
- the spouse of a parent or spouse of a parent of your spouse

### 9.05

To ensure consistency of application, here are the relevant definitions:

**spouse:**

Applies to:

- a legally married person or;
- the person designated as the spouse with whom he cohabited continuously for at least twelve (12) months or;
- the person designated as a spouse and a child (biological or adoptive) comes from the union.

No longer applies:

- in case of divorce or;
- after a separation of at least ninety (90) days in the case of a Union

**In law's family:** applies to the immediate family of your spouse; father / mother and brother / sister and their spouses

**step-son / daughter:** applies to the spouse of one of your children or a child of your spouse

**half-brother / sister:** applies to a person having his or her parent in common with the employee

**9.06**

Proof of death must be provided by the employee if the company requests this.

**9.07**

The employee may be absent from work for one day without pay deduction, the day of his marriage or civil union.

The employee may be absent from work without pay on the day of the wedding or civil union of one of his children, his father, mother, brother, sister or spouse's child.

**9.08**

An employee is entitled to a period referred to election laws on election day to vote, or for any vote under the Elections Act. It is paid in addition to hours worked during that period.

**9.09**

A permanent employee is entitled to be absent from work due to family illness and duty for two days per calendar year. These days are divisible in half day. The employee must notify by phone or email their supervisor and human resources. Non snuff days are redeemable at the end of the calendar reference year. These leaves are calculated in the same manner as holiday days. You must have 3 months of continuous service in order to receive this compensation.

**9.10**

An employee who wishes to take unpaid leave must apply to the Department for consideration (each case must be considered individually).

A written agreement will be concluded between the two parties.

## Article X

### Working hours

**10.01**

For the sole purpose of calculating your salary, the work week begins 0:00 Sunday and ends the following Saturday at 23:59.

**10.02**

The work schedule is based on the opening hours of the business and operational needs of each department. Your supervisor will communicate the guidelines for your work schedule and will be listed on your individual contract.

**10.03**

- The meal period without pay, is scheduled from 12 am to 13 pm for administrative employees and from 12:30 to 13h for hourly employees.

**10.04**

- Time sheets must be approved by your supervisor and sent to the payroll services department no later than 9:00 am on the Monday following the week worked.
- The calculation of working time can be counted in 15 minutes intervals (1/4 hour).



**10.05**

The time allowed to pick up tools is 5 minutes before the end of the day.

**Article XI****Arrangement of working hours**

The arrangement of work time is a tool to offer employees the greatest possible flexibility in the hours they work in order to create a work environment that is conducive to work-family balance while ensuring the smooth operation of the company. Some accommodations will be applicable and others will not, due to the demands of certain positions. Policies are subject to authorization and must be approved by management. For all requests, please refer to the Human Resources Department to obtain the detailed policy for each case.

**11.01 Deferred Salary Leave**

The purpose of the deferred salary leave plan is to allow an employee to have his or her salary deferred over a predetermined period of time, so that he or she can be paid while on leave.

**Available options**

Duration of leave	% of salary to be received during the accumulation period and the leave	
	Duration of the accumulation period	
	2 years	4 years
6 month	80%	
12 month		80%

**11.02 Unpaid Leave**

Unpaid leave is a leave of absence during which the employee is not paid. The employee may take unpaid leave for personal or professional reasons; sports activities, travel, family, return to school, training.

**11.03 Summer Schedule**

The summer schedule begins the week of Quebec's National Holiday (June 24) and ends the week before Labour Day (the first Monday in September).

Reduced work time of 30 minutes per day without penalty on pay for management employees paid by the week. For hourly paid employees, the rates have been adjusted accordingly and the employee must indicate the actual hours worked.

**11.04 Flextime**

Flextime is an arrangement of working hours whereby the employee chooses the beginning and end of the day, but has a predetermined period of mandatory attendance.

Flextime includes fixed time slots, where the employee is required to be present at work. The fixed time slot is 8:30am to 11:30am and 2:00pm to 4:00pm.

The flex time is 7:00 a.m. to 8:30 a.m., 11:30 a.m. to 2:00 p.m. and 4:00 p.m. to 6:00 p.m.

### **11.05 Semi-retirement**

Phased retirement allows for a reduction in work hours over a period of time to ease the transition to retirement.

#### **Type of semi-retirement**

Option 1: A team of two employees in semi-retirement form 1 position and upon departure, the hiring of an employee to replace the vacant position is required.

Option 2: Reduction of hours mainly for single positions with distribution of remaining tasks to existing employees or by automation.

## **Article XII**

### **Recognition of years of service**

With the objective of having an impact on the employee experience, the various recognition actions at work are recognized as being a powerful mobilization lever.

In order to do so, we will clearly define the recognition actions we wish to implement. We must not forget that this policy must be alive and evolve with market trends. The recognition of the number of years of service will be given annually at the Christmas party.

We have divided the years of service recognition into 5 years increments, starting with a 5 years recognition.

#### **12.01 Five (5) year Recognition**

For the five (5) years of service, a Petro-Canada gift card in the amount of \$100 will be given to the employee with a bronze company pin.

#### **12.02 Ten (10) year recognition**

For the 10 years of service, a Canadian Tire gift card valued at \$250, a silver company pin.

#### **12.03 Fifteen (15) year recognition**

For the fifteen (15) years of service, a Costco gift card in the amount of \$300 will be given to the employee with a gold company pin.

#### **12.04 Twenty (20) years recognition**

For the 20 years of service, the employee will be offered the choice of a gift of a range of products bearing the company's effigy with a value of \$500 as well as a pin bearing the company's effigy in full brushed gold color.

#### **12.05 Twenty-five (25) year recognition**

For the twenty-five (25) years of service, the employee will be offered the choice of a gift of a product line with the company's effigy, valued at \$750.

### **12.06 Thirty (30) year recognition**

For 30 years of service, the employee will be offered the choice of a gift of a product line with the company's effigy, valued at \$1,000.

## **Article XIII**

### **Compensation and overtime**

#### **13.01**

Forty (48) hours worked during the normal working hours of an hourly employee or administrative employees are paid at the regular rate.

#### **13.02**

Weekly earning is based on the actual hours worked.

#### **13.03**

The employee is paid overtime in the following cases:

**Time and a half:** After working regular hours at straight time in a week.

#### **13.04**

Despite the fact that many positions require doing a lot of overtime, the extra time is not guaranteed.

#### **13.05**

The extra time, if any, must be requested and approved by the supervisor. The document "overtime approval" must be completed and submitted to human resources.

#### **13.06**

Employees are paid at time and a half after hours of their normal work schedule.

If an employee is absent from their normal working hours, without medical justification, they will be paid at straight time for the equivalent hours of their absence.

#### **13.07 Education and training**

When an employee is required by the Company to enroll in training courses or practical training (supernumerary), the employee retains the hourly rate of their regular position and is paid at time and a half after 48 hours worked in a normal work week. However, the principle of non-wage loss is applicable in the prosecution of its regular schedule.

#### **13.08 Remuneration**

Base salary in your individual contract is based on the position held, experience, requirements of employment and the market. For discussion of your salary you should schedule an appointment with your supervisor, for consideration before, please read the section on the frequency of salary reviews.

#### **13.09**

Base salary pay is paid weekly by automatic payment on Thursday. To view your pay, a pay stub is sent by email and you can also access it at: *mapaie.net*.

## Article XIV

### Increase (Performance and Compensation Management Practice)

#### 14.01

The annual salary increase is paid from the first full week of April. This increase appears the week after since the schedule reflects the gains of the previous week when the employee received the increase.

#### 14.02

The performance management procedure (beginning the first full week of June to the end of the first full week of September), is as follows:

- i. **In mid-December**, Human Resources provides the evaluation form to all employees so they can make their self assessment.
- ii. **In mid-December**, Supervisors are provided with evaluation forms so they can make assessments on behavioral skills and goals for the year.
- iii. **Mid-December to end-January** Overall assessment and development objectives of the coming year are set by the evaluating supervisor for all employees under his supervision.
- iv. **Mid-January to mid-February**, one-on-one meetings are held between the employee and supervisor.
- v. **In mid-February to the end of February**, Assessment of evaluations by the Competencies Committee with the evaluator, his superior and a member of human resources. This committee acts as quality assurance for assessments, in addition to receiving proposals for adjustments and assessing employee potential.
- vi. **Mid-February to mid-March**, Final presentation of proposals for wage increases in the steering committee for approval.
- vii. **Mid-March to end-March** Supervisors are to communicate wage increases to employees under their responsibility.
- viii. **April** In the first full week of April, wages change for hours worked.

## Article XV

### Supplementary unemployment benefit (SUB)

The general principle of this process is to ensure an adequate income for FTE Drilling employees in the event of illness or injury not covered by workers' compensation agencies, for as long as the company can financially afford it. An employee who must be absent for medical reasons for a period of time long enough to be covered by Employment and Sickness Insurance (ESI) may apply for SUB. The SUB will cover 70% of the employee's gross weekly salary less Employment Insurance (unemployment) benefits to a maximum of \$800.00 per week, all taxable.

This benefit is applicable for a maximum period of 15 weeks per calendar year. Thereafter, the employee will have to apply for long term insurance through our group insurance.

#### Requirements to be eligible for the program:



- Be a permanent employee of FTE Drilling with more than 6 months of continuous service with the company;
- Have applied for and been accepted into the Canada Employment Insurance program;
- Be available for medical follow-up at the company's request;
- Demonstrate the period covered by the sick leave.

## Article XVI

### Travel

#### 15.01

At the request of the Company, if an employee travels to receive training, to visit a factory for specific needs, to take a refresher course, or any other activity related to his work, the principle of non-loss of pay applies if the employee was scheduled to work.

#### 15.02

If the employee has to travel with a vehicle not belonging to the company, an allowance is granted according to corporate rules.

#### 15.03

If an employee is required to work abroad for a long period, agreements will be made with the employee under the circumstances.

## ARTICLE XVII

### Posting

#### 16.01

Bulletin boards are available to employees and the Company. The display is permitted provided that the content does not come into conflict with the interests of the Company and its employees. To ensure an orderly display, all displayed documents must be pre-approved by human resources and will include a display end date.

## Article XVIII

### Duration of the Manual

#### 17.01

This agreement is applicable from January 1st 2024 and remains in effect until December 31, 2024.

## ANNEX I

### GENERAL ARRANGMENTS AND GUIDELINES

An employee shall not leave his or her workstation except for an acceptable reason and after making the necessary arrangements for replacement in consultation with the supervisor.

An employee may not use company vehicles without permission. He can not make long distance calls for personal purposes on behalf of the Company. However, there may be an exception, if it is an emergency, which urgently needs to be justified. The Company recommends its employees to minimize personal calls addressed to them on working hours. This is to decongest the Company's telephone network.

A first aid service is available to employees in case of discomfort or injury. This pharmacy has to serve the needs of the employee in the workplace.

The parking lots are available to employees, but the company does not assume responsibility for incidents, accidents, damages or theft that may occur in relation to an employee's vehicle.

As part of the employee's duties, the employee must be aware of the image he projects. Appropriate dress for your type of work, and especially to your specific function is required. This requirement is necessary, as we serve customers, visitors and suppliers on a continuous basis.

Particular attention is sought from all employees to collaborate to maintain good working order of all buildings, vehicles, and machinery with which they earn their living. When doing checks and having genuine concern, they improve their situation at the same time. By informing their supervisor of minor or major problems, they increase the chances of keeping the workplace in good condition, having productive machinery, being better served and building a stronger team that is efficient and satisfied. This is what the company hopes to see keep improving.

All of the Company's motorized vehicles must be inspected before each shift by those who use them.

## ANNEX II

***Clothing Benefits Table***

	Shop
Students and part-time	\$ 50
Contract workers with less than a year of service	\$ 50
Warehouse and administrative employees	\$ 150
Workshop and pump technicians, water treatment and geothermal	\$ 175
Assistant Drillers, drillers and labourers	\$ 175
Sellers, representatives and project managers	\$ 250

\*Delivery time may vary from one to two months in Sherbrooke and Varenne.

Upon hiring you will have access to only 50% of your clothing benefit, after 3 months you will have access to 100% of your clothing benefit.

The amounts of the online store credits are not cumulative and are renewed every calendar year.

## ANNEX III

## Important Dates Calendar

<p><b>January (Q1)</b></p> <ul style="list-style-type: none"> <li>• Renewal of benefits 6.01 and 6.02</li> <li>• Publication of statutory holidays</li> <li>• Global evaluation</li> </ul>	<p><b>February (Q1)</b></p> <ul style="list-style-type: none"> <li>• Individual assessment meeting</li> <li>• Evaluation of Competencies Committee</li> </ul>	<p><b>March (Q1)</b></p> <ul style="list-style-type: none"> <li>• Commencement of vacation planning</li> <li>• Communicate wage assessment</li> </ul>
<p><b>April (Q2)</b></p> <ul style="list-style-type: none"> <li>• Pay increase to take place the first Thursday following the first full week</li> </ul>	<p><b>Mai (Q2)</b></p> <ul style="list-style-type: none"> <li>• End of the vacation planning process</li> </ul>	<p><b>June (Q2)</b></p>
<p><b>July (Q3)</b></p>	<p><b>August (Q3)</b></p>	<p><b>September (Q3)</b></p> <ul style="list-style-type: none"> <li>• End of summer</li> </ul>
<p><b>October (Q4)</b></p> <ul style="list-style-type: none"> <li>• Physical inventory</li> </ul>	<p><b>November (Q4)</b></p>	<p><b>December (Q4)</b></p> <ul style="list-style-type: none"> <li>• Annual Meeting</li> <li>• Start performance review process</li> <li>• Christmas Dinner</li> <li>• Self evaluation</li> <li>• Evaluation by supervisor</li> </ul>