

HUMAN RESSOURCES



Policies & Procedures

Revision date: April 19th, 2022

PPFTE-0016

Work Equipment Allowance Policy

Creation date: March 29th, 2022

Goal:

The purpose of the Work Equipment Allowance Policy is to ensure fairness for all employees who require specific work equipment based on their position. The employer will make available to employees in need of equipment an allowance for the purchase of work clothing.

Process manager:

This process is established and managed by the Human Resources department

Responsibility :

The application of this process, overseen by human resources, is the responsibility of:

- The General Management of Drilling FTE Drilling
- The Human Resources Department

Application:

This process applies to all of the following stakeholders:

- Any employee required to visit a mine site

Process:

The allowance for the purchase of work equipment is a tool to enable employees in the mining sector to equip themselves appropriately for activities related to their employment. A specific amount for each type of work equipment is allocated once a year. Details of these allowances, as well as the items accepted are listed bellow. **Note that reimbursement will be made on proof of receipt and invoice and must be completed in the Expense tab of the timecard.**

Only equipment authorised on mining sites is eligible for reimbursement

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Authorized work equipment for allocation:

Winter Clothing:

Each year, starting January 1st, the amount of \$315, on the price before taxes, is allocated for the equipment listed below.

Here are the accepted items:

- High visibility orange coat
- High visibility orange overalls
- High visibility orange lined coveralls

3 Season Apparel:

Each year, starting January 1st, the amount of \$175, from the pre-tax price, is allocated for the following equipment.

The items accepted are:

- High visibility orange windbreaker
- High visibility orange waterproof jacket
- High visibility orange waterproof pants
- High visibility orange polar jacket

Boots:

Each year, starting January 1st, the amount of \$200, on the pre-tax price, is allocated for the following equipment.


The items accepted are:

- Steel-capped work boots with metatarsal protection
- Winter Boot Cover (Neos)

Coveralls:

Each year, starting January 1st, 3 unlined coveralls will be given to all employees of the Operations and Manufacturing Departments.

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Thus, each employee has access to the allowance for each type of equipment listed above. Beyond these amounts, the employee will have to disburse the excess amount.

*Photos of accepted work equipment can be found in Appendix I

*Photos of NOT accepted work equipment can be found in Appendix II

The purchase of the following personal protective equipment (PPE): Goggles, helmets, gloves, etc. is the responsibility of the supervisors to ensure that they have sufficient quantities on site. We will therefore not reimburse any such equipment on employee's expense accounts. Supervisors must be in regular contact with the purchasing department to obtain supplies.

During the probationary period, the first three (3) months of employment, 50% of the cost of the work equipment listed in this policy will be reimbursed.

After the employee's probationary period, it is up to the employee to complete his or her expenses report and include decent quality pictures of the receipts. The other 50% of the initial amount paid will be reimbursed if the employment contract has not been ended.

Unless there is a major equipment failure (tear), which no longer permits use, the employee cannot apply for new equipment if they have already received an allowance during the year.

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Appendix I : Accepted work equipment

Winter Clothing:



ACCEPTED

Orange

Class 3 reflective strips

Removable hood

3 season clothing:

ACCEPTED


Orange

Class 3 reflective strips

Removable hood



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Boots :

ACCEPTED

Steel-toed boots

Metatarsal protection

CSA



8" height on ankle



Coveralls:

ACCEPTED

Full length

Orange with reflective bands Type 3



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Appendix II: Work Equipment NOT Accepted

Winter clothing:

NOT ACCEPTED

With black stripe

Yellow, blue or other colour than orange



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3 season clothing :

NOT ACCEPTED


Other colour than orange

With black stripes

With non-removable hood



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Boots :

NOT ACCEPTED

Less than 8"

No metatarsals guard

Not CSA

No protective tip



Coveralls:

NOT ACCEPTED

Other colour than orange

With a black stripe



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By signing this document, I certify that I have read and accept the conditions listed in the Work Equipment Purchase Policy.

Signature

Date