

STATEMENT of POLICY and PROCEDURE TOLKO INDUSTRIES LTD			
Manual:	Human Resources	SPP No.	
Section:	Employee-Related Policies	Issued:	April 1, 2012
Subject:	SPAREBOARD POLICY	Effective:	April 1, 2012
Issued To:	HEFFLEY CREEK DIVISION	Replaces:	
Owner:	Plant Manager	Version:	1.0

1 POLICY

- 1.01 This policy provides a process for outlining the responsibilities in regards to availability of a Spareboard Employee and the consequences for not being available.

2 PURPOSE

- 2.01 The purpose of this policy is to have a consistent approach when assigning work for our Spareboard Employees.

3 SCOPE

- 3.01 This policy applies to all Spareboard Employees working at the Heffley Creek Division.

4 PROCEDURES

- 4.01 A Spareboard Employee who has worked less than 40 hours in the work week (Monday to Sunday) will be expected to work, and be available to be contacted for work during call-in hours which are one hour before to one hour after shift start.
- 4.02 If a Spareboard Employee does not respond to the call for work, the attempt to contact the employee will count as work offered for the day and the employee will not be offered any additional work for that day.
- 4.03 If an attempt has been made to contact a Spareboard Employee during call-in hours, but the employee does not answer, he will be subject to progressive discipline. An employee who does not respond to three (3) work call-in attempts will be terminated for not being available for work.
- 4.04 If the Employee is contacted outside the call-in hours, he is expected to report for work as scheduled.
- 4.05 If an Employee is ill and will be unable to work, the onus is on the Employee to inform Tolko that he is not available, and to supply Tolko with a doctor's note confirming his illness. When the

Employee is able to return to work, he must inform Tolko. The Employee will not be called between these times, and will not be offered shifts to make up the time.

- 4.06 Requests for holidays and absences other than illness will be considered when made in advance through Supervisors. Tolko reserves the right to grant such leave based on individual merit.
- 4.07 Available Work is allocated to Spareboard Employees, by seniority and competency. The company makes every effort to give as much notice of work availability as possible.
- 4.08 The Employee must keep the company informed as to his availability and any changes to his contact information.