

IMPORTANT POINTS

As much as it's important for time cards to be handed in on time, it's as important that they are properly filled-in and signed by your supervisor at work. You have in your employment kit a copy of a time card as it should be filled-in. Please refer to this example. If you need further information, please do not hesitate to ask either Dispatch or Natalie Ferguson.

Some of you are handing in timecards late and some extreme cases almost a month old. This is causing problems for our payroll / accounting department. Our clients also expect to have their invoices in a timely fashion and in order for this to occur, you must hand in your timecards regularly. Furthermore, handing in your timecards on weekly basis means you will receive your pay every week.

All incidents or accidents that happen while at work and because of the work that you are doing have to be reported to LaborTek Immediately **WITHOUT EXCEPTIONS**

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COVID-19 LABOR TEK HEALTH AND SAFETY COMMITMENTS

With growing global concerns around COVID-19 (“coronavirus”), I wanted to provide you with an update on our response to date and our commitment to you moving forward. The health, safety and well-being of our employees and guests is Labor Tek's top priority and we are following the lead of Canadian public health authorities at this important time. We are committed to providing comfortable and safe environment.

I want to assure everyone that we are taking all appropriate measures to ensure our venues are safe

and that we have existing plans and training protocols in place to ensure they stay that way. While the Public Health Agency of Canada has assessed the current public health risk associated with coronavirus as low, we continue to monitor for developments very closely. We have implemented additional measures to ensure your safety as well as the safety of our team, including:

- Introducing enhanced cleaning protocols in all of our locations, with particular focus on high traffic and high contact areas. Coronaviruses are easily eliminated by routine surface cleaning and the cleaning products we

use are industrial safe. To protect yourself and others, we ask that anyone who is feeling unwell refrain from visiting us so that together we can ensure a safe and comfortable experience for everyone.

Again, we continue to monitor this situation closely and will provide ongoing updates as needed.

Thank you and we look forward to welcoming you soon,