



Operations Handbook 2021




TABLE OF CONTENTS

Contact Information	3
Pay Policy	4
Employee Benefit Plan	4
Benefits At-A-Glance	5
Standards of Service	6
Safety Protocols	7
Paperwork Requirements	11
Dropbox Location	12
Drug and Alcohol Policy	13
Accommodation Policy	15
Werkman Vendor Accounts	17
Regular Maintenance and Repairs	17
Confidentiality Policy	19
Non-Compete Policy	19
Accidents, Incidents and Damages	20
Driver Conduct and Discipline	22
Hiring Policy and Processes	23
Statement of Understanding	24

CONTACT INFORMATION

This handbook should clarify the basic operational policies for all drivers, contractors and owner-operators hauling with and/or for Werkman Transport. Every company driver, contractor and owner-operator are responsible for periodically reviewing and maintaining the knowledge of these policies and procedures.

Meet Our Office Team

	<p>Jason Werkman Owner</p> <p>Cell 780.674.7916 Email jwerkman@werkmantransport.ca</p>	<p>Jason handles dispatch, driver and delivery issues, maintenance, accidents and sales.</p>
	<p>Keren Crossland Company Administrator</p> <p>Cell 780.984.7350 Email kcrossland@werkmantransport.ca</p>	<p>Keren handles vendor accounts, payroll, benefits, wcb, safety, incident reports, banking and advances.</p>
	<p>Jessica Wiebe Administrative Assistant</p> <p>Cell 780.984.3373 Email jwiebe@werkmantransport.ca</p>	<p>Jessica picks up and processes all driver paperwork, handles customer invoicing and payments.</p>

Company Mailing Address *(Also used for Safety Fitness):*

Werkman Transport
Box 10054, Morinville RPO
Morinville, AB T8R 0A4

PAY POLICY

The following pay schedules represent the various departments within our organization. **All payments are made via direct deposit.** Please remember to submit a void cheque to the office at your earliest convenience.

Drivers Using Werkman Trucks/Tractors

Drivers in a Werkman Transport registered truck are paid monthly (net 15 days) on the 15th of the following month.

You will receive a spreadsheet via email noting your jobs completed and amount owing for the previous month usually within the first 7 days of the month (depending on cut off dates). Please ensure that you check this over carefully and request any changes or corrections immediately. To ensure that you receive your pay on time please check over your spreadsheet right away and let the office know immediately of any changes/errors or if it's good for printing. *Please note that you will only be paid for paperwork handed in and invoiced for the previous month. If you forget to hand in paperwork it will need to be invoiced and paid in the following month. No exceptions as we can not pay out for paperwork we haven't invoiced the customer for.*

Contractors and/or Owner Operators

Contractors and/or Lease Operators are paid monthly (net 30 days) on the 30th day of the following month.

You will receive a spreadsheet via email noting your jobs completed and amount owing for the previous month usually within the first 14 days of the month (depending on cut off dates). Please ensure that you check this over carefully and request any changes or corrections immediately. To ensure that you receive your pay on time please check over your spreadsheet right away and let the office know immediately of any changes/errors or if it's good for printing. *Please note that you will only be paid for paperwork handed in and invoiced for the previous month. If you forget to hand in paperwork it will need to be invoiced and paid in the following month. No exceptions as we can not pay out for paperwork we haven't invoiced the customer for.*

Pay Advances

Advances for pay are approved within reason based on the following guidelines.

- No person(s) shall receive more than 50% allowable of paid work completed.
- Only one advance can be outstanding at any given point in time.
- All pay advances must be paid back in full from next available pay.

EMPLOYEE BENEFIT PLAN

Werkman Transport has partnered with Alberta Blue Cross to offer our employees access to an Employee Health & Benefit Plan. Employees are eligible upon completion of their probationary period of three (3) months. The information stated here is a brief summary of our plan. For a more detailed booklet please contact the office directly.

BENEFITS AT-A-GLANCE

Benefit Year = Calendar Year

Life Insurance

Basic Life	\$50,000
Dependent Life	\$10,000 for spouse, \$5,000 for each child
Accidental Death and Dismemberment	Equal to amount of life insurance

Prescription Drugs

80% coverage, direct bill, generic pricing
Unlimited maximum per participant per benefit year
\$10 dispensing fee maximum per prescription

Extended Health - 80% coverage

Ambulance Services	Up to the maximum as outlined in the schedule of ambulance fees
Medical Equipment	See booklet for limitations and exclusions
Eye Examinations	One eye exam in a 24-month period between 19 and 64 years of age
Foot Orthotics	\$175 per benefit year
Hearing Aids	\$500 in a 5-year period
Home Nursing Care	\$10,000 per benefit year
Medical Aids	Refer to the benefits booklet for details
Orthopaedic Shoes	\$250 per benefit year

Audiologist	\$500 per benefit year
Chiropractor	\$500 per benefit year
Massage Therapist	\$500 per benefit year
Occupational Therapist	\$500 per benefit year
Osteopath	\$500 per benefit year
Physiotherapist	\$500 per benefit year
Podiatrist/Chiropodist	\$500 per benefit year
Psychologist/Master of Social Work	\$500 per benefit year
Speech Language Pathologist	\$500 per benefit year

Dental Benefits

Basic	80% coverage up to \$2,000 per participant per benefit year (combined with extensive)
Extensive	50% coverage up to \$2,000 per participant per benefit year (combined with basic)
Orthodontic	60% coverage up to \$1,500 lifetime maximum per participant

Additional Benefits

Vision	100% coverage up to a maximum of \$300 every 24 months
Second Opinion	Physician specialists second opinion coverage for qualifying conditions
Emergency Travel	100% coverage, 60-days maximum per trip. See booklet for limitations and exclusions

STANDARDS OF SERVICE

Werkman Transport has set a high standard of behaviour which it has a right to expect from its employees and contractors. We urge you to assume full responsibility for our reputation in the community. Be uncompromising in your honesty and integrity, and always make sure your personal conduct is the very best it can be. A moment of carelessness or discourtesy may break down good will we have been building for years. Remember, customers judge Werkman Transport by its drivers/contractor's conduct, hospitality, enthusiasm and pride.

You are expected to...

1. Obey all traffic laws, be courteous and polite while on the road and patient with other drivers. You WILL be cut off, you WILL get aggravated but how you respond to these situations is what people will remember.
2. Be courteous and helpful with customers and suppliers. Make certain everyone you encounter, over the telephone and in person, receives consideration and superior service.
3. Remain quiet and respectful if someone is giving you a hard time. Do not argue with a customer, supplier or anyone else while representing Werkman Transport. Report the situation to Jason immediately.
4. Proper paperwork is the key to you as well as us being paid. It needs to be completed in a neat, legible manner with all required information and handed in weekly at one of the dropbox locations. If you have any questions at all regarding paperwork call Keren immediately.

Professionalism

When representing Werkman Transport, drivers/contractors should dress and behave appropriately. Employees should choose to dress in a manner which presents a professional image to the public and is respectful of others. Excessive use of profanity is neither professional nor respectful and will not be tolerated.

Switching Products

Trailers must be cleaned out and swept each time you are switching between two different products. This will eliminate the occurrence of cross-contamination.

Additional charges

Occasionally you will run into some situations that will require additional charges. Always check with the office when you are encountering any of the following situations to see if the customer involved has been approved to charge:

1. Chaining up
2. Excessive waiting time
3. Damages during loading/unloading

Please note that not all customers have approved these additional charges so contact the office prior to adding them to your invoice.

Deliveries

When delivering any load for Werkman Transport, regardless of the contents, you are responsible for the load from the time the trailer gets loaded until the product is unloaded and the delivery receipt is signed.

SAFETY PROTOCOLS

Safety Laws

Drivers operating vehicles owned by 1301540 Alberta Ltd. will comply with all transportation safety laws as required. The *Commercial Vehicle Certificate and Insurance Regulation* (AR 314/2002) identifies that:

“**safety laws**” means, as the context requires,

- i) the Act (*Traffic Safety Act*) and regulations made under the Act;
- ii) the *Dangerous Goods Transportation and Handling Act* and the regulations made under that Act;
- iii) the laws of a jurisdiction outside Alberta, respecting the same, similar or equivalent subjects as those regulated or controlled by the laws referred to in sub clauses (i) and (ii).

Safe Vehicles

Vehicle Condition:

Drivers will not operate or permit another person to operate a commercial vehicle if the vehicle or any equipment related to the commercial vehicle is in a condition likely to cause danger to persons or property.

Speed Limits

Drivers must obey all posted speed limits and reduce speed according to road, weather, visibility conditions and vehicle type.

Seat Belt Use

All authorized drivers, while operating or travelling as a passenger in company vehicles, must wear seat belt(s) at all times.

Defensive Driving

Authorized drivers must operate company vehicles in a professional and courteous manner. Drivers must be prepared to avoid collision causing situations by practicing and by promoting the principles of defensive driving.

For example, drivers must be aware of their surroundings and look ahead. Drivers should leave a safe distance between vehicles, keep the vehicle under control at all times and be prepared for changes in road, weather and traffic conditions.

Distracted Driving

As part of practicing the principles of defensive driving, authorized drivers must remain focused and follow all distracted driving laws. The following activities conducted while driving are considered distracted driving:

- using hand-held cell phones;
- texting or emailing (even when stopped at red lights);

- using electronic devices like laptop computers, video games, cameras, video entertainment displays, and programming portable audio players (e.g. MP3 players);
- entering information on GPS units;
- reading printed materials in the vehicle;
- writing, printing or sketching; and
- personal grooming (brushing teeth, putting on makeup, clipping nails, shaving, etc.).

Please wait until you are in a safe environment prior to using your hand-held devices or doing anything that may be considered dangerous or distracted driving.

Cargo Securement

The carrier and driver must ensure that all any cargo transported is contained, immobilized or secured in according to National Safety Code Standard 10. The following are some general guidelines for ensuring cargo is secured in a safe manner. Generally, cargo transported on a commercial vehicle must not:

- leak, spill, blow off, fall from, fall through or otherwise dislodge from the commercial vehicle; or
- shift upon or within the commercial vehicle to such an extent that the commercial vehicle's stability or maneuverability is adversely affected.

Drivers must inspect the cargo and its securing devices within the first 80 kilometres after beginning a trip.

Drivers must re-inspect cargo when any one of the following occurs:

- change of duty status (e.g. from "driving" to "on-duty not driving");
- after driving for 3 hours; or
- after driving 240 kilometres.

An employee or driver will not use any vehicle to transport goods unless;

- the vehicle is constructed to carry the goods, and
- there is equipment on the vehicle or attached to the vehicle that is capable of securing the goods to ensure the vehicle can be operated safely when loaded without danger of turning over the vehicle or the load shifting, swaying, blowing off, falling off, leaking or otherwise escaping.

Drivers are not permitted to transport any cargo unless it is properly secured.

Fuelling

Before fuelling, the driver must:

- shut off engine;
- not smoke;
- check for fuel leaks;
- not overfill the tank;
- not leave nozzle unattended; and
- replace filler cap when finished fuelling.

Safety/PPE

Safety is the number one priority at Werkman Transport. All drivers whether company or owner operators are required to follow all Hours of Service rules and regulations and perform all functions with safety as their number one consideration. Unsafe driving practices will not be tolerated.

All contractors must maintain a WCB account in good standing and supply a copy of your Safety Fitness Certificate to continue driving for Werkman Transport. You are also required to ensure that each piece of Werkman Transport equipment has up-to-date Vehicle Registration, Vehicle Insurance and current CVIP Certificate on board. If you are missing any items, please contact the office immediately. **You will be responsible for any fines and/or tickets incurred for failing to ensure this information is on board the equipment.**

On many of our customer and supplier sites you are expected to wear the appropriate Personal Protective Equipment (PPE). Please ensure you keep the following CSA Approved gear in your truck at all times:

1. Hard hat
2. Steel Toed Boots
3. Safety Vest
4. Safety Goggles
5. Gloves

Weight Limits

Be sure to watch the gross weight of all loads when you are loading the trailer. If you have any questions or problems concerning the weight of your load, please call Jason at 780.674.7916. If you haul any load, and do not weigh, and get a citation, YOU are responsible for any incurred fines.

Use of Warning Devices

During the night time a commercial vehicle will not be stationary on a highway outside the limits of an urban area unless;

- the hazard lights are alight if functional; and
- advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 30 metres behind and in front of the commercial vehicle.

When there is insufficient light or conditions where objects are not clearly discernable at 150 metres, commercial vehicles will not be stationary outside of the limits of an urban area unless;

- the hazard lights are alight if functional, and
- advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 75 metres behind and in front of the commercial vehicle.

During the day time a person will not permit a commercial vehicle to be stationary on a highway outside the limits of an urban area unless;

- the hazard lights are alight if functional, and
- advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 75 metres behind and in front of the commercial vehicle.

Warning triangles and hazard lights are used to make other traffic aware of parked commercial vehicles.

Use of Fire Extinguishers

If the need to use a fire extinguisher arises:

Remember the word PASS

- **Pull** - Pull the safety pin by breaking the seal;
- **Aim** – Aim the nozzle, horn or hose at the base of the fire;
- **Squeeze** - Squeeze the handle;
- **Sweep** – Sweep from side to side moving carefully toward the fire keep the extinguisher aimed at the base of the flame and sweep back and forth until the flames appear to be out.

Safety instructions:

Remove the fire extinguisher from its bracket and approach the fire from upwind if possible. Hold the extinguisher in an upright position and continue to use until the fire is out and the fire extinguisher is empty. Replace the safety pin and return it to your compartment. Have extinguisher recharged immediately or replaced before your next run and report use of fire extinguisher to supervisor.

Driver Fatigue

Hauling freight is a heavy responsibility. Highly-skilled truck drivers outperform their counterparts by a significant margin but drivers of all skill levels deal also with driver fatigue. Signs of driver fatigue include yawning, irregular speed, not keeping to your lane, difficulty keeping your eyes open, lowered concentration, increase in number of mistakes made, impaired hand-eye coordination, head nodding, slowed response time and blurred vision.

5 Tips to Manage Driver Fatigue

1. Sleep well before long hauls - It is well-known fatigue affects response times, performance and critical thinking abilities. But when it's time to move freight, many drivers face high expectations and great pressure. Make a point to get as much quality sleep as possible before long trips. On days off drivers should sleep at the same time to help their body get better rest. When on the road, if it becomes necessary, pull over to take a "power nap" for a quick refresh.

2. Follow Hours of Service regulations - For some truck drivers, it can be tempting to manipulate the numbers. With deadlines to meet, clients to please and money to earn, drivers may stay on the road longer than HoS allows. Drivers should take regular breaks and log all necessary time.

3. Keep moving when the truck isn't in motion - When you're not on the road, maintaining a consistent exercise plan can help. Exercise helps keep the mind sharp and, of course, gives more physical endurance. On longer trips, you should take advantage of breaks to get in a little exercise and some sleep.

4. Snack smarter - It's often easy to grab a sugary snack or caffeinated beverage for a quick fill up. You should eat well-balanced meals at consistent intervals. This isn't always feasible, but if it happens more often than not, it helps. When it's time for a snack, truck stops now have a decent selection of healthier options. Sugar and caffeine give the initial rush of energy but cause a significant slump later. Remember to drink plenty of water to remain hydrated.

5. Maintain medications - Everyone has to take medications at some time. Whether it's an over-the-counter medication or a prescription, take it wisely. Truck drivers have to be aware of the side effects and interactions of any medication they take.

PAPERWORK REQUIREMENTS

Your paperwork is the key to us *as well as you getting paid*. For this reason it must be kept neat and tidy and handed in on time.

We invoice customers on a weekly basis so **please ensure that all paperwork is dropped off weekly prior to Monday at 8am.** Disciplinary actions will result if paperwork is not handed in weekly as required.

Ensuring that your Bill of Lading has all the necessary information required for invoicing is imperative. Every Bill of Lading should have: Customer Name, Ship From and Ship To addresses, Type of Product, Date, Driver Name, Receiver Signature and weights if required.

If you have any questions at all regarding the paperwork please contact the office immediately.

Daily Log Completion

Unless exempted by law, all authorized drivers must complete daily logs for every calendar day they are employed by the company. The following information provides a brief summary for what must be included in a daily log:

- a graph grid in the form set out in the schedule in regulation;
- the date;
- the odometer reading at the commencement of driving;
- the total number of kilometres driven by the driver during the work day;
- in the case where a vehicle is being operated by co drivers, the total number of hours that the vehicle has travelled during a work day;
- the vehicle's unit or licence plate number;
- the name of the carrier for whom the driver worked during the work day;
- the name and signature of the driver;
- the name of any co driver;
- the time of commencement of the work shift and the location at which the driver commenced the work shift;
- the address of the principal place of business and of the home terminal of each carrier for whom the driver is employed or otherwise engaged during the work day;
- record at each change of duty status enter the name of city, town or village or highway location and name of province;
- record the name of city, town or village or highway location when fuelling in Alberta and number of litres of fuel;
- record the total number of hours of each duty status and aggregate of these hours;
- the driver signs the daily log at the end of the driver's work shift.

Electronic Daily Logs

Electronic daily logs generated by Electronic Logging Devices (ELDs) may be submitted as long as they contain the same information in the same format that is required by regulation for a handwritten daily log. Failing to produce an electronic daily log will be treated the same as failing to produce a daily log in handwritten format.

This includes if the electronic daily log data is:

- illegible;
- inoperable due to driver error;
- inoperable due to device malfunction, or
- unavailable for any other reason.

Retention and Distribution of Log Books

Drivers must submit the original copy of their daily log and supporting documents along with their weekly paperwork. Drivers must keep copies of the daily log in their truck for the previous 14 days and then copies at their residence for 6 months after the day on which the log was completed.

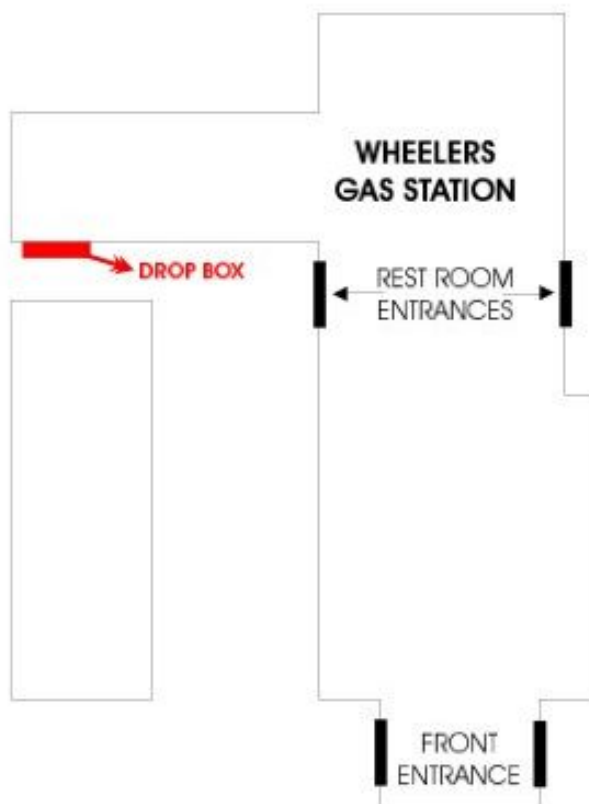
The company must retain all daily logs, supporting documents and hours of service records at the principal place of business for 6 months after the day on which the daily log was completed.

DROPBOX

There are three 24-hour dropboxes available for your convenience. They are located at the Wheeler's Gas Station at the junction of Highway 651 and Highway 2, the Peterbilt storage yard in Edmonton (116 Avenue & 180 Street) and there is one at Barrhead Custom Meat Packers.

Most routes will take you near a dropbox but on the odd occasion that you can not make it on time please contact Jessica at 780-984-3373 or by email at jwiebe@werkmantransport.ca to make alternate arrangements.

Due to the everchanging weather in Alberta we ask that you place the paperwork in Ziploc bags prior to dropping in the box to safeguard it from getting wet or destroyed. If required, some can be supplied to you.



DRUG AND ALCOHOL POLICY

Company Statement of Commitment

Werkman Transport is committed to providing the best possible freight services to all of our customers in a safe, reliable and timely manner. We value the role that our employees and contractors play in delivering this superior service and strive to ensure a healthy workforce. We recognize the negative effects and outcomes that the use of drugs and alcohol can have on our employees, contractors and customers. We have developed this drug and alcohol policy that we expect all employees and contractors to follow at all times on the job. The misuse of any drugs (prescription and non-prescription drugs) and alcohol will not be tolerated at Werkman Transport.

This Drug and Alcohol Policy applies to ALL Werkman Transport employees, inclusive of Owner-Operators. As per this policy, the following scenarios will not be tolerated and are subject to disciplinary action:

- Drug or alcohol impairment while on the job – employees will be subjected to testing should impairment be suspected
- Possession of drugs or alcohol while on the job – including all company facilities and vehicles
- Sharing and/or selling of drugs or alcohol while on the job – including all company facilities and vehicles
- Refusal to submit to drug or alcohol testing (as outlined in this policy) or tampering with drug or alcohol samples.

Policy Procedures

Employees who are under the influence of/impaired by illegal drugs and/or alcohol must not report to work. If an employee is suspected of impairment, he/she will be required to submit to drug and/or alcohol testing.

Employees in safety-sensitive positions who are taking a prescribed medication (including medical marijuana) which may impair their reaction time, judgement, perception or coordination, must notify their immediate supervisor prior to starting work. As there are no available non-safety sensitive positions within the Werkman Transport organization a leave of absence will be required until such a time as the employee/contractor no longer poses a threat to themselves, their coworkers or the general public. Safety-sensitive positions include: all drivers (employees, contractors and/or lease-operators) and dispatchers.

If the employee is deemed unfit for duty, the supervisor will arrange for transportation of the employee to his/her residence to ensure safety.

Drug and Alcohol Testing

To ensure a safe workplace for all employees, Werkman Transport has instituted drug and alcohol testing procedures. The following testing procedures are required:

- Pre-employment testing: Upon an offer of employment for a safety-sensitive position, applicants will be required to submit to tests for drugs and/or alcohol. Tests must be performed by the SureHire facility as designated by Werkman Transport.
- A positive test result for illegal drugs or alcohol may result in the refusal of employment
- Impairment testing: If an employee is suspected of being under the influence of drugs or alcohol while on the job (e.g. exhibiting unusual behaviour, emitting unusual odor, lack of coordination, slurred speech, etc.), Werkman Transport reserves the right to submit the employee for drug and alcohol testing as well as a field sobriety test.

- Following an incident or accident, Werkman Transport may require all employees involved to submit to drug and alcohol testing

Disciplinary Action

The maximum permitted blood alcohol level for employees is .03 milligrams of alcohol per 100 millimetres of blood. The maximum levels for various families of illegal drugs are based on industry norms supported and recommended by the testing facility.

If an employee tests positive for illegal drugs or alcohol, he/she will be informed of the test result and immediately suspended without pay until Werkman Transport determines the course of action. In the event that the employee is not terminated from Werkman Transport the following action must be taken following a positive test result:

- The employee must meet with his/her physician for assessment to determine addiction or dependency.
- Employee must submit to follow-up drug or alcohol testing prior to returning to work and will be required to submit to random drug or alcohol testing up to 24-months post incident/return to work.

If the employee tests positive for drugs or alcohol during this period will be subject to disciplinary action will include immediate suspension and potential termination.

Dependency Assistance

Employees who are experiencing drug or alcohol issues, such as dependency and addiction, are strongly urged to seek assistance as soon as possible. Employees are encouraged to speak with the HR Department if they are experiencing dependency or addiction to drugs (illegal or prescription) or alcohol. Werkman Transport will provide assistance for the employee to engage support services and medical professionals.

ACKNOWLEDGING YOU HAVE A PROBLEM BEFORE A PROBLEM OCCURS WILL NOT RESULT IN IMMEDIATE TERMINATION

Alberta Current Impaired Driving Minimum Concentration Limits

Type of Impairment	Blood Concentration Level
Alcohol	50 milligrams (mg) per 100 millilitres (ml) – BAC .05%
THC	2 nanograms (ng) per millilitre (ml)
Alcohol/THC Combination	50 mg/100ml or more alcohol combined with 2.5 ng/ml or more THC

ACCOMMODATION POLICY

Statement of Commitment

Werkman Transport is committed to providing an environment that is inclusive and that is free of barriers based on age, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex (including pregnancy) gender identity, gender expression, sexual orientation, record of offences, marital status, family status and disability. We commit to providing accommodation for needs related to the grounds of the provincial human rights code unless to do so would cause undue hardship for our company. All employee accommodations will be provided in accordance with the principles of dignity, individualization and inclusion. Werkman Transport will work cooperatively, and in a spirit of respect, with all partners in the accommodation process.

Policy Objectives

The objectives of the Accommodation Policy are to clearly define the processes and procedures for accommodation at Werkman Transport.

Accommodation Requests

Accommodation requests should be made in writing. Employees should discuss accommodation requests with their immediate supervisor. The details of the accommodation request will be kept confidential and shared only amongst those individuals who are directly involved in accommodation planning.

ALL ACCOMMODATION REQUESTS WILL BE TAKEN SERIOUSLY – NO EMPLOYEE WILL BE PENALIZED FOR REQUESTING OR NEEDING ACCOMMODATION

Accommodation Plans

Upon approval for accommodation, the employee, supervisor and Safety manager will develop a written Accommodation Plan outlining the details of the accommodation for the employee. This Accommodation Plan will include:

- A statement of the accommodation seeker's relevant limitations and needs, including any needed assessments and information from experts or specialists, bearing in mind the need to maintain the confidentiality of medical reports
- Arrangements for needed assessments by experts or professionals
- Identification of the most appropriate accommodation short of undue hardship
- A statement of annual goals, and specific steps to be taken to meet them
- Clear timelines for providing the accommodation
- Criteria for determining the success of the accommodation plan, together with a process for reviewing and re-assessing the accommodation plan as needed
- An accountability mechanism.

Potential Accommodations

While each accommodation request will be managed on an individual basis, Werkman Transport has identified the following potential, reasonable accommodations that can be provided without causing undue hardship for the company. Additional accommodations not cited will be reviewed on a case-by-case-basis. All accommodations are subject to discussion and approval between the employee, appropriate medical experts, supervisor and Safety manager:

- Leaves of absence
- Adjustments to vehicle (driving)
- Rehabilitation support
- Counselling or referral services

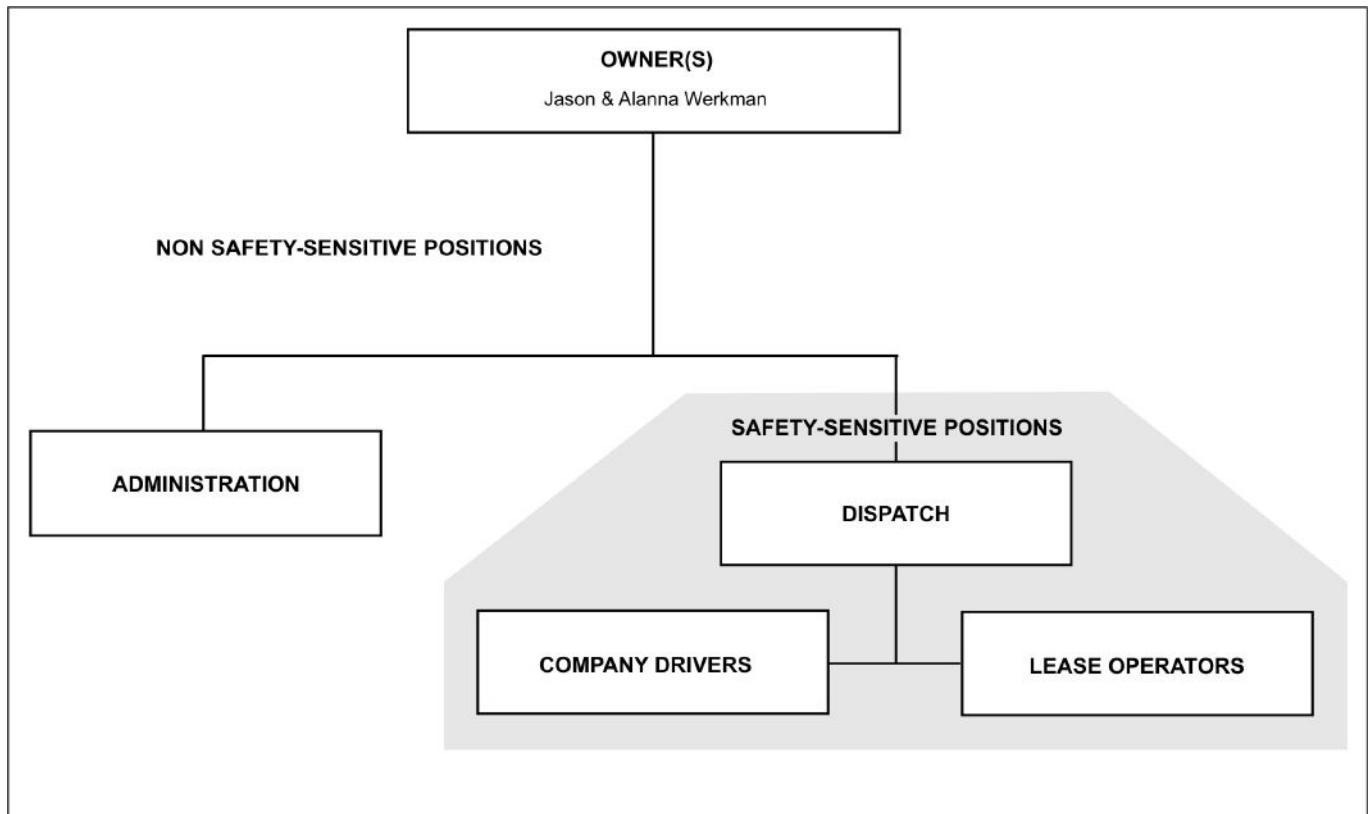
Monitoring Accommodation

The employee receiving the accommodation and his/her supervisor will monitor and review the effectiveness of the accommodations on a timely basis and address any concerns or deficiencies in the Accommodation Plan to ensure that the employee’s needs are being met.

Undue Hardship

Werkman Transport is required to provide accommodation to their employees to the point of undue hardship. Undue hardship is assessed against three factors – cost, outside sources of funding and health and safety. If an accommodation is deemed unreasonable on the grounds of undue hardship, the employee may be terminated or placed on permanent leave of absence.

Company Organizational Chart



WERKMAN VENDOR ACCOUNTS

During your employment with Werkman Transport you will have access to some of our vendor accounts for fuel, repairs and maintenance. As with all Werkman Transport vendor accounts, **these are for Werkman Transport vehicles and equipment only**. Please do not use any Werkman Transport Accounts for non-company vehicles or equipment repairs/maintenance without prior authorization from management.

Fuel Cards

Fuel cards are available for all drivers using Werkman Transport trucks as well as for Contractors that haul solely for Werkman Transport for as long as you are with the company. This card is for Werkman Transport load use only and should not be used for outside work or personal vehicles outside of Werkman Transport. Any cards being used for personal or outside use will be cancelled immediately. It also does not authorize you to place in-store items on our account. Please pay for all supplies you may require and submit your receipt for reimbursement as long as it is work related.

Work Related Expenses

Please supply all original receipts for any Werkman Transport related supplies, trailer washes, permits, etc. and they will be approved and paid out monthly along with your regular pay. Please note that the original till receipt and invoice (if applicable) must be supplied to be eligible for reimbursement.

REGULAR MAINTENANCE AND REPAIRS

Werkman Transport will pay for all repairs including tires on any Werkman owned equipment as long as regular maintenance is being done. Any repairs required that stem from the lack of proper inspections and greasing may be at the cost of the driver or contractor. Please advise Jason of any issues with your equipment immediately and we will work to resolve them right away.

You may be asked for a Purchase Order at various vendor locations. If this happens please use your initials followed by the unit number requiring the maintenance/repair. If you do not know which unit you are hauling please contact Keren right away.

All NSC commercial vehicles (commercial vehicle registered solely or in combination for more than 4,500 kilograms including but not limited to trucks, truck tractors, trailers, converter dollies, jeeps and boosters) registered to the company are required to comply with the company's maintenance and inspection program policies and procedures, including:

- lease operators that have their vehicles registered to the company; or
- if lease operators follow their own maintenance program, then they must provide a copy of the lessee's maintenance and inspection program that meets the minimum regulatory requirements;

Werkman Transport requires that you routinely inspect applicable vehicle components as listed in:

- Alberta's [Vehicle Inspection Regulation \(AR 211/2006\)](#),
- Schedule 2 of Alberta's [Commercial Vehicle Safety Regulation \(AR 121/2009\)](#), and
- Schedule 1 of [NSC Standard 13 Part 2](#) (daily trip inspection).

Any component identified as being in need of repair and/or maintenance will be serviced as required. The records documenting the maintenance will be retained on the appropriate vehicle file. The company will conduct regular and continuous maintenance inspections and repairs in accordance with the following intervals:

Inspection Type	Vehicle Type	Inspection Interval	Comments
Daily Trip Inspection	Tractors	Every 24 Hours	Complete written Daily Trip Inspection Form. Report all defects and document all repairs.
	Trailers		
Lubrication Interval (Oil changes and greasing)	Tractors	Oil Changes Monthly	
	Trailers	Greasing Bi-Weekly	
Scheduled Maintenance Inspection	Tractors	Semi-Monthly	
	Trailers		
CVIP Inspection	All Types (Tractors and Trailers)	Annually	Required every 12 months before CVIP expires – to be completed by a Certified Inspection Facility

Defects Observed During Operation of the Vehicle

If a driver observes any safety defects as specified in Schedules 1 or 2 of NSC Standard 13 while driving the vehicle, the driver will record the defects in the attached trip inspection report or in a written document and report those defects to the company as required.

Requirement to Repair, Correct and Report Defects

- Drivers will not drive a commercial vehicle with any uncorrected or unrepaired major defect (see Schedule 1 of NSC Standard 13 part 2 for a description of a major defect);
- Anyone conducting a daily trip inspection is required to document any defects on the written trip inspection report;
- 1301540 Alberta Ltd. will certify on the report that the defect has been repaired/corrected or certify on the report the repair/correction is unnecessary;
- If a driver or person authorized by the company believes or suspects there is a safety defect in the commercial vehicle, they shall report the safety defect to the carrier;
 - without delay if the defect is a major defect, or in a timely manner but not later than the next required daily trip inspection in all other cases.

CONFIDENTIALITY POLICY

During your employment and/or contracted position with Werkman Transport for the purpose of delivering client and/or customer goods you will receive confidential information as a result of this position. The following section will outline the expectations required while representing our company in the field.

Agreement of Confidentiality

All written and oral information and materials disclosed or provided by Werkman Transport constitute Confidential Information. This means all data and information relating to the business and management of the Company, including but not limited to, Customer information, Product information, Service information or Business Operations must be kept confidential at all times during your employment.

Confidential Information will not include the following information:

- a. Information that is generally known in the industry of the Company;
- b. Information that is now or subsequently becomes generally available to the public through no wrongful act of the Driver;

The confidential information will remain the exclusive property of Werkman Transport and will only be used by you for the permitted purpose. It can not be used for any purpose that might be directly or indirectly detrimental to Werkman Transport. Failure to adhere to the Agreement of Confidentiality is considered grounds for immediate termination with the possibility of legal action if warranted.

NON-COMPETE POLICY

Agreement of Non-Competition

It is understood and agreed that any business opportunity relating to our current or anticipated business opportunities coming to the attention of you during the scope of your duties with Werkman Transport is an opportunity belonging to the company. Accordingly, it is your duty to advise the company of the opportunity so that a bid or proposal can be made at that time. You will not divert or attempt to divert any business we have or will enjoy with our customers. To do so is grounds for immediate termination and possible legal action if required.



ACCIDENTS, INCIDENTS AND DAMAGES

Incident/Near Miss

Werkman Transport requires the *immediate* verbal reporting all incidents, workplace-related illness and near misses. The immediate supervisor is initially notified and then a member of the Administration team will follow up. Written notification shall follow verbal notification. Supervisors are required to complete the Werkman Transport Incident Report Form and the Incident Investigation Report Form and utilize the Werkman Transport Witness Statement Form for the workers and witnesses to the incident. Failure to report incidents, hazardous work conditions or near misses shall result in disciplinary action.

Accidents

DO:

- Stop - Failure to stop is a criminal offence
- Call for assistance by phone or radio. (follow their instructions)
- Give the exact location and details
- Give first aid to injured (if you are trained)
- Secure the scene (turn on hazard lights, put reflective triangles in place, direct traffic)
- Assess the Situation
 - ✓ Is there a fire?
 - ✓ Is there a spill or leak?
 - ✓ What is at risk, people, property or the environment?
 - ✓ What should be done? (Is an evacuation necessary?)
 - ✓ What resources (human and equipment) are required and which are readily available?
 - ✓ What can be done right away?
- Take pictures when able – for investigation: position of vehicles, landscape, etc.
- Hand out witness cards to witnesses (collect them when they are done filling them out)
- Contact Werkman Transport management immediately
- Complete an Accident/Incident Report immediately
- Record the following information:
 - a. Names, addresses and phone numbers of other parties involved.
 - b. License number and province of other vehicles involved.
 - c. As many witnesses as possible: Get names, addresses and phone numbers.
 - d. Investigating Officer's name and where he can be located.
 - e. Accident report number and where it can be obtained.

DO NOT:

Do not leave the scene (until directed to do so by your supervisor or the RCMP)

Do not move injured persons (unless further danger is imminent)

Do not discuss the incident (except with police officers or a company representative)

Do not leave your vehicle unguarded

Do not move any of the vehicles involved until the police arrive.

Anyone having a CHARGEABLE accident is subject, at the sole and absolute discretion of the company to termination. If a contractor is negligent in an accident, he/she, at the sole and absolute discretion of the company, may be required to pay the deductible owing for repair cost.

IT IS YOUR RESPONSIBILITY TO ENSURE THAT ALL ACCIDENTS, INCIDENTS OR NEAR-MISSES ARE REPORTED AND RECORDED

Tractor/Trailer Damages

In the event that a piece of Werkman Transport equipment gets damaged please follow the steps below to ensure prompt repairs and reimbursement:

1. Notify Werkman immediately of the incident and what damage was incurred.
2. Complete an incident report and take as many photos as possible with the camera on your phone and turn in to Werkman office within 24 hours if possible. We will need to know which site it happened on, the location of the damage, whether it was loading or unloading, and a brief description of what happened.
3. Prior to any work being started please contact Jason at 780-674-7916 to advise him of work required and a quote to complete the work. This must be done in order to ensure timely reimbursement of monies paid.
4. Submit receipt of payment along with any work orders and backup to the office immediately to facilitate processing of payment.

DRIVER CONDUCT AND DISCIPLINE

Driver Conduct

Drivers must practice good conduct by keeping the following policies in mind:

- safely operate company vehicles on the highway with a professional attitude and obey posted speed limits;
- drive in a defensive manner, be aware of surroundings and look ahead. Leave a safe distance between vehicles and be a professional and courteous driver;
- keep the vehicle under control at all times and reduce speed due to changes in road, weather and traffic conditions;
- be prepared to avoid collision producing situations by practicing and promoting safe driving skills;
- report all significant events on road to the company safety officer, including violations, near misses, etc.
- all load paperwork and Driver Daily Logs must be handed in weekly to a dropbox location
- text Jessica at 780-984-3373 with location of which dropbox you dropped at

Disciplinary Procedures (STEPS)

All disciplinary steps taken by Werkman Transport will be progressive in nature. All actions taken, including verbal warnings, will be documented. Disciplinary action may be taken with employees for any:

- regulatory violations (identified on the Carrier Profile, driver's abstract or through internal evaluations/audits).
- significant company policy violations (identified through internal audits, direct observation, reports from other staff, and reports from the public/customers).

As appropriate, disciplinary action may include:

- written warnings;
- suspension; or
- termination.

The disciplinary process may also require corrective measures, such as re-training. For severe violations that pose a significant risk to public safety, the company may take disciplinary action at any stage based on the severity of the violation.

Where any form of disciplinary action is taken against a driver, this action will be documented and recorded in the driver's file.

HIRING POLICY AND PROCESSES

Minimum Standards for Hiring

- Completed Driver Profile Summary
- Copy of current (within 30 days) 3 year commercial drivers abstract (no more than 6 demerits on license)
- Must be neat and clean
- Must be able to read and write well enough to perform job duties and comprehend written material
- Must have access to cellphone/smartphone and email
- Must complete and pass a pre-employment Drug and Alcohol Test
- Must be willing and able to obtain all required safety certification training

Driver Qualifications

The following criteria is only a guide. Each applicant is judged on an individual basis, as there can be extenuating circumstances. For example, an applicant may be short on experience, but may have excellent references or the applicant may have taken training in a driving school, or a person may have 3 or maybe even 6 points on his or her license, but they might be the only points they have ever had.

A “Qualified driver” is one who has the required class of operating license for the specific vehicle being driven.

Preferred Hiring Criteria

- Class 1 operator’s license with air endorsement
- Commercial Class 1 license for 5 years
- 3 years experience on units over 4500kgs with off road experience preferred but not mandatory
- Must hold a valid Alberta license
- No current license suspension
- No current license restriction of “Occupational Driving Only”
- No criminal code convictions relating to occupation or employment
- No suspension due to impaired driving in last 3 years
- No more than 2 moving convictions in the last three years
- No more than 1 accident in the last three years

Lease Operators

Must include all points as mentioned above plus be willing to submit a Certificate of Insurance naming 1301540 Alberta Ltd. o/a Werkman Transport as Additional Insured with 30 days cancellation notice. Insurance requirements are listed below:

- Commercial General Liability (minimum of \$2,000,000)
- Cargo Coverage (minimum of \$2,000)
- SEF 27 - Legal Liability for Damage to Non-Owned Trailers (minimum \$100,000)

NOTES
