

COLLECTIVE AGREEMENT

BETWEEN

REUTERS CANADA LIMITED



AND

THE CANADIAN MEDIA GUILD



04051 (07)

MAY 9, 2001 - DECEMBER 31, 2004

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ARTICLE 1

COVERAGE

1.01 Reuters Information Services (Canada) Limited recognizes the Guild as the sole and exclusive bargaining agent for all its employees in its Reuters Canada Division (hereinafter referred to as "Reuters") save and except for the President; Vice-Presidents; News Editor; Deputy News Editor(s); Sales Support Manager; Account Support Representative Supervisor; Sales Administration Supervisor; Account Team Manager; Account Manager; Senior Account Manager; Director of Sales & Service; Account Executives; Senior Sales Executives; Business Managers; Director of Business Development; Account Support Representative; Project Managers; Product Sales Specialists; Technical Sales Consultants; Product Managers; Marketing Managers; Product Development Programmer/Analysts; Director Business Technical Operations; District Technical Business Manager; Technical Managers; Data Centre Manager; AES Technical Solution Manager; AES Business Solutions Manager; Controller; Finance Managers; Director, Finance and Administration; Finance **Analysts**; Client Administration Support Coordinator; Consultants; Coordinator, Materials Management; Director of Human Resources; Human Resources Generalist; Human Resources Specialists; Human Resources Manager and Secretaries to the President, the Director of Finance and Administration and the Director of Human Resources.

ARTICLE 2
GUILD MEMBERSHIP

2.01 Employees, at any time, have the right to become members of the Guild.

2.02 There shall be no interference or attempt to interfere with the operation of the Guild.

ARTICLE 3

UNION SECURITY AND DUES DEDUCTION

3.01 Reuters shall deduct weekly or bi-weekly from the earnings of each employee whose position is covered by this agreement all Guild membership dues as defined by the Canada Labour Code. Such dues shall be deducted from the employee's earnings in accordance with the Guild's schedule furnished to Reuters by the Guild and shall be paid to the Guild not later than the 10th day of the following month. Such schedule may be amended by the Guild at any time.

3.02 Reuters shall forward to the Guild along with such membership dues, a monthly statement showing the names of all those in respect of whom deductions have been made and the amounts deducted.

3.03 Reuters shall include on the employee's T-4 Slip each year the total amount of dues deducted and remitted to the Guild pursuant to this Article.

ARTICLE 4

MANAGEMENT RIGHTS

4.01 The Guild acknowledges that, subject to the terms of this Agreement, it is the exclusive right of Reuters to manage its enterprise, and without restricting the generality of the foregoing, to plan, direct and control its operations, facilities, systems and procedures, introduce new processes and equipment and to maintain order and efficiency, and to hire, retire, transfer, classify, appoint, promote, lay off and recall employees and to suspend, demote, discharge or otherwise discipline employees for just and sufficient cause.

ARTICLE 5

HIRING

5.01 Reuters shall continue its policy to hire employees without regard to age, sex, race, creed, colour, national origin or marital status.

5.02 (a) Subject to clauses (b) and (c) below, there will be a six-month probationary period for all new permanent and full-time employees. Reuters will notify all probationary employees in writing of their successful completion, or otherwise of their probationary period. Reuters shall make reasonable efforts to make its determination with respect to whether or not a probationary employee will be retained after four months. Reuters shall have the right to discharge any probationary employee for any reason related to performance, conduct, suitability and availability of work as determined by Reuters.

(b) If a part-time or temporary employee is taken on as a full-time employee in the same position as the employee worked as a part-time or temporary employee, the period of time worked as a part-time or temporary employee shall be deducted from the probationary period.

(c) If a part-time or temporary employee is taken on by Reuters as a full-time employee in a position different than the position worked in as a part-time or temporary employee, the period of time worked as a part-time or temporary employee

shall be deducted ~~from~~ the probationary period up to the maximum of three (3) months.

5.03 Reuters agrees not to have or enter into any Agreement with any other employer, binding such other employer not to offer or give employment to the employees of Reuters.

5.04 Reuters shall give full consideration to the hiring of any candidate supplied by the Guild.

ARTICLE 6
INFORMATION

6.01 On the signing of this Agreement and once every six **(6)** months thereafter, Reuters will supply the Guild with a list containing the following information for all employees covered by this Agreement:

- (a) Name, address and date of birth;
- (b) Date of employment;
- (c) Classification and status in the bargaining unit; and
- (d) Salary under Articles **8.01** or **8.02**.

6.02 Reuters will notify the Guild in writing of the information in Article 6.01 on all employees covered by this Agreement, within two **(2)** weeks of initial employment.

6.03 Reuters will notify the Guild in writing of resignations, retirements, deaths and changes in status, within ninety **(90)** days of their occurrence of employees covered by this Agreement.

6.04 Reuters will notify the Guild in writing of any employee covered by this Agreement promoted to a position outside the bargaining unit.

ARTICLE 7

PART-TIME AND TEMPORARY EMPLOYEES

7.01 For the purpose of this Agreement, a part-time employee shall mean one who works regularly less than twenty-six (26) hours a week. A part-time employee shall be paid on an hourly basis at least equivalent to the hourly rate for the minimum weekly salary provided for the employee's classification and experience. Articles 9, (except 9.02) 12, 13, 14, 15.13, 16, 17 and 19 of this Agreement shall not apply to part-time employees. However, a part-time employee who regularly works in excess of twenty hours per week and has served a three (3) month waiting period shall be entitled to: health insurance under Article 12.02 (except LTD coverage), and life insurance under Article 12.03.

7.02 (a) A "temporary employee" shall mean one who is employed on a full-time basis as provided for in clauses (b), (c) and (d) below. Articles 12, 13, 14.01, 14.04, 14.08, 15.13, 16 and 17 of this Agreement shall not apply to temporary employees. A temporary employee shall be paid not less than the minimum weekly wage provided for in this Agreement.

(b) Reuters shall have the right to employ temporary employees for a period of time not to exceed six (6) consecutive months.

(c) Notwithstanding clause (b) above, Reuters shall have the right to employ temporary employees for longer than six (6)

months when a temporary employee is replacing a full-time employee who is absent on maternity, parental or sick leave or who has been assigned **to** a special project.

(d) Notwithstanding clause (b) above, but subject to prior consultation with and agreement by the Guild which will not be unreasonably withheld, Reuters shall have the right to hire a temporary employee for up to twelve (12) months who is to work on a special project that is expected to last longer than six (6) months or **to** replace a regular employee who is being assigned to such a special project. Where there is such a special project, Reuters shall make reasonable efforts to identify a regular full-time employee qualified to carry out such a special project.

7.03 Part-time and temporary employees shall not be hired for the purpose of eliminating employees. Part-time and temporary employees shall have full recourse to the grievance procedure.

7.04 Reuters shall have the right to discharge any temporary or part-time employee for any reason, provided that such reason is non-discriminatory and legal. If an employee is discharged, Article 7.05 shall apply.

7.05 At the time of hiring, each temporary employee shall be given notice of duration of employment, including an expected termination date; this shall constitute proper notice, unless the termination date is advanced, in which case, the following shall **apply:**

- a) at least one (1) working day notice or pay in lieu of notice shall be given to temporary employees engaged for one (1) consecutive month or less before they are released by Reuters;
- b) at least three (3) working days' notice or pay in lieu of notice shall be given to temporary employees engaged for two (**2**) consecutive weeks or more but for less than three (3) consecutive months before they are released by Reuters;
- c) at least ten (10) working days' notice or pay in lieu of notice shall be given to temporary employees engaged for more than three (3) consecutive months before they **are** released by Reuters.

7.06 (a) It is recognized that Reuters occasionally uses employment agency personnel. On each occasion that an agency employee is used by Reuters, Reuters shall:

- (i) notify the Guild of the name of the agency employee being hired;

- (ii) name the bargaining unit employee that the agency employee is replacing, if applicable; and
- (iii) give the reason why the agency employee is being engaged within five (5) working days of the agency employee being engaged.

(b) Reuters shall ensure that the agency employee shall be paid the appropriate rate, including experience credit, for the appropriate classification as set out in the Collective Bargaining Agreement between the parties. The Guild shall be notified of the actual salary paid to every agency employee used; and

(c) Reuters shall remit the appropriate amount of union dues that would have otherwise been paid by such agency employee, had they been part of the bargaining unit, to the Guild.

ARTICLE 8

GENERAL WAGE PROVISIONS

8.01 The following weekly salaries shall be in effect during the term of this Agreement:

	0.02% Effective 01-Apr- 00	3.20% Effective 01-Jan- 01	2.50% Effective 01Jan- 02	2.50% Effective 01-Jan-03	2.50% Effective 01-Jan- 04
Group 1 – Junior Clerk					
Flat	510.09	526.41	539.57	553.06	556.89
Group 4 – News Assistant					
Start	602.83	622.12	637.67	653.61	669.95
After 1 Year	642.57	663.13	679.71	696.70	714.12
After 2 Years	702.19	724.66	742.78	761.35	780.38
Group 5 – Senior Clerk					
Start	569.70	587.93	602.63	617.70	633.14
After 1 Year	609.45	628.95	644.67	660.79	677.31
After 2 Years	655.83	676.82	693.74	711.08	728.86
After 3 Years	702.19	724.66	742.78	761.35	780.38
Group 7 – Secretary					
Start	649.21	669.98	686.73	703.90	721.50
After 1 Year	682.32	704.15	721.75	739.79	758.28
After 2 Years	715.44	738.33	756.79	775.71	795.10
After 3 Years	755.19	779.36	798.84	818.81	839.28
Group 8 – Senior Secretary					
Flat	814.82	840.89	861.91	883.46	905.55

Group 11 -- Accounting/Administrative Clerk -- Installation

Coordinator

Start	675.70	697.32	714.75	732.62	750.94
After 1	702.19	724.66	742.78	761.35	780.38
Year					
After 2	735.33	758.86	777.83	797.28	817.21
Years					
After 3	768.44	793.03	812.86	833.18	854.01
Years					

Group 11A -- Client Support Clerk/ Communications Coordinator

Start	735.33	758.86	777.83	797.28	817.21
After 1	768.44	793.03	812.86	833.18	854.01
Year					
After 2	801.56	827.21	847.89	869.09	890.82
Years					
After 3	841.32	868.24	889.95	912.20	935.01
Years					

Group 12 -- Senior Accounting/Administrative Clerk -- Senior Coordinator

Flat	841.32	868.24	889.95	912.20	935.01
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Group 12A -- Senior Client Support Clerk -- Senior Communications Coordinator

Flat	894.33	922.95	946.02	969.67	993.91
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Group 13 -- Shipper/Receiver

Start	549.85	567.45	581.64	596.18	611.08
After 1	616.08	635.79	651.68	667.97	684.67
Year					
After 2	688.95	711.00	728.78	747.00	765.68
Years					
After 3	755.21	779.38	798.86	818.83	839.30
Years					

Group 14 -- Inventory Control Clerk

Start	801.51	827.16	847.84	869.04	890.77
After 1	897.67	926.40	949.56	973.30	997.63
Year					
After 2	1,004.41	1,036.55	1,062.46	1,089.02	1,116.25
Years					
After 3	1,043.03	1,076.41	1,103.32	1,130.90	1,159.17

Years

Group 15 – Accountant

Start	922.94	952.47	976.28	,000.69	,025.71
After 1 Year	989.57	1,021.24	1,046.77	,072.94	,099.76
After 2 Years	1,055.89	1,089.68	1,116.92	,144.84	,173.46
After 3 Years	1,087.58	1,122.38	1,150.44	,179.20	,208.68

Group 16 - Technician

Start	708.83	731.51	749.80	768.55	787.76
After 1 Year	794.94	820.38	840.89	861.91	883.46
After 2 Years	894.33	922.95	946.02	969.67	993.91
After 3 Years	1,000.29	1,032.30	1,058.11	1,084.56	1,111.67
After 4 Years	1,073.18	1,107.52	1,135.21	1,163.59	1,192.68
After 5 Years	1,152.66	1,189.55	1,219.29	1,249.77	1,281.01

Group 17 – Senior Technician

Flat	1,211.26	1,250.02	1,281.27	1,313.30	1,346.13
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Group 18 – Lead Technician

Flat	1,256.97	1,297.19	1,329.62	1,362.86	1,396.93
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Group 19 – Reporter/Deskperson/Photographer

Start	804.82	830.57	851.33	872.61	894.43
After 1 Year	891.26	919.78	942.77	966.34	990.50
After 2 Years	1,007.45	1,039.69	,065.68	,092.32	,119.63
After 3 Years	1,120.69	1,156.55	,185.46	,215.10	,245.48
After 4 Years	1,197.08	1,235.39	,266.27	,297.93	,330.38
After 5 Years	1,306.49	1,348.30	1,382.01	1,416.56	1,451.97

Group 20 – Senior Reporter/Deskperson/Photographer

Flat	1,393.32	1,437.91	1,473.86	1,510.71	1,548.48
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8.02 (a) Experience Definition - In the application of the schedule of minimums in Article 8.01 experience rating shall include all employment in comparable work. Reuters maintains the right to pay above such minimum rates.

(b) Unless the Guild notifies Reuters of a disagreement with the hiring within thirty (30) days following the completion of the probationary period, the hiring rate set by Reuters need not be altered.

(c) A meeting between the parties shall be held within ten (10) working days of the receipt of the notice of disagreement.

(d) If as a result of such meeting, the parties are not able to agree on a rate, the matter shall then be referred to the President of Reuters who shall make a determination within five (5) working days.

(e) If all the above procedures fail to result in a mutually agreeable rate, then the matter may be referred by the Guild to final and binding arbitration. The arbitrator may alter the amounts of the full or partial experience credit, if any, given by Reuters for comparable work.

8.03 Salaries Above Minimum - Reuters will continue its present policy of granting discretionary increases or advancing experience levels based on individual merit and performance.

Such merit increases are in addition to the minimum weekly salaries in Article 8.01 of this Article. Merit increases and differentials above the minimum weekly salaries will not be permitted to be carried over into another job or classification without the written approval of Reuters.

8.04 There will be no reduction in weekly salaries of employees without the mutual consent of Reuters and the Guild, except as expressly provided for in this Agreement.

8.05 An employee temporarily assigned to perform work in a higher classification shall receive a flat amount of \$15.00 per shift in addition to regular salary.

8.06 Any employee scheduled to perform work between the hours of 7:00 p.m. and 7:00 a.m., except in the province of British Columbia where the hours shall be 6:00 p.m. to 6:00 a.m., shall be compensated at the rate of ten percent (10%) of a day's basic salary in addition to regular salary, except in cases where the employee is paid the overtime premium pursuant to Article 9.02 for such time worked.

ARTICLE 9

HOURS AND OVERTIME

9.01 The normal work week for each employee will be thirty-five (35) hours during a period of seven (7) days commencing Monday at 12:01 a.m., and the normal work day will be seven consecutive hours exclusive of a meal period not to exceed one (1) hour.

9.02 The overtime premium will be one and one-half (1 1/2) times an employee's basic salary or compensating time of one and one-half (1 1/2) off at basic salary, at the option of the employee, for time worked by him in excess of thirty five (35) hours in a work week, or seven (7) hours in a work day. Any such time off will be taken at a time mutually agreeable between the employee and Reuters and shall be limited to ten (10) days in any calendar year. An employee may take up to an additional five (5) days off in lieu of overtime (per calendar year) upon approval from his Supervisor. Notwithstanding the above, all overtime worked in excess of eleven (11) hours on a work day shall be compensated at one-half (1/2) times the basic rate in addition to regular salary and premiums.

9.03 Reuters shall post work schedules two (2) weeks in advance of the week for which they apply. Reuters may, from time to time, change such schedules as a result of unforeseen circumstances which includes unforeseen illness of an employee,

an unexpected development requiring extraordinary news coverage, and similar unforeseen circumstances.

9.04 Reuters will use its best endeavours to schedule consecutive days off while taking into consideration the requirements of efficiency of operations and the wishes of the employees concerned.

9.05 Notwithstanding the foregoing, the hours of work per week and per day for staff on out-of-town assignment will average thirty-five (35) hours per week and shall be set by their immediate supervisor in consultation with them, however it is expected that, wherever possible, whenever a shift is started it shall be continued for the full shift. In arranging such hours of work, the supervisor shall take into consideration the nature of the work required and it is recognized that this may cause the hours of work for such employees to vary on both a daily and weekly basis. Authorized hours worked by any such employee outside the arrangement between him and his immediate supervisor shall be compensated at the overtime premium.

9.06 An employee who is required to work on a scheduled day off shall be paid a minimum of four (4) hours at one and one half (1 1/2) times his basic shift salary for that day and if an employee is required to work a second scheduled day off in a week, he shall be paid a minimum of four (4) hours at two (2) times his basic shift salary for that day, except in cases where the employee is on an out-of-town assignment or where alternative

arrangements have been made between him and his immediate supervisor.

9.07 An employee who is required to report for work prior to his scheduled work day shall receive a minimum of two (2) hours pay at the appropriate premium rate. An employee who is required to return to work after his scheduled work day shall receive a minimum of three (3) hours' pay at the appropriate premium rate. All payments under this section are in addition to an employee's regular **salary**.

9.08 All overtime worked must be approved by Reuters. There shall be no duplication or pyramiding of overtime premiums or any other premiums under this Agreement.

9.09 No employee shall be scheduled to start a shift less than twelve (12) hours after the end of his preceding shift.

9.10 Reuters shall keep a record of all overtime and premium pay for a period of one (1) year. Upon request, the Guild shall be furnished a copy of such overtime and premium pay records.

ARTICLE 10

PAID HOLIDAYS

10.01 The following eleven (11) paid holidays shall be granted to all employees with full pay, except as hereinafter provided:

New Year's Day, Labour Day, Good Friday,
Thanksgiving Day, Victoria Day, Remembrance Day,
Civic Holiday, Christmas Day, Canada Day, Boxing
Day.

An employee regularly employed in the Province of Quebec shall receive St. Jean Baptiste Day in place of Civic Holiday as a paid holiday. An employee will be entitled to a paid holiday for his birthday which shall be taken within the week of the birthday on a day agreed upon by the employee and Reuters.

10.02 An employee who is normally scheduled to work on a paid holiday, but is not required to work, will receive his regular weekly salary, including payments for the holiday at straight time, except for the following conditions:

(a) he has been absent from work on either his last scheduled work day before or his first scheduled day after such holiday unless a sufficient reason for such absence is offered and deemed acceptable by Reuters;

(b) he is on leave of absence without pay on the date of the holiday; or

(c) an employee who has not worked in the thirty (30) day period immediately preceding a paid holiday will not be entitled to holiday pay.

(d) For greater clarity, an employee is entitled to holiday pay for a holiday occurring during the first thirty (30) days of his employment or during the first thirty (30) days of a return to work following an authorized absence provided the employee does not fall within the exceptions set out in clauses 10.02(a) or (b).

10.03 If a paid holiday occurs during an employee's vacation, he shall receive an extra day of vacation at his basic salary, an extra day's pay or an extra day off at a mutually convenient time.

10.04 If a paid holiday occurs on an employee's day ~~off~~ and he qualifies for holiday pay, he shall receive his basic salary for that day.

10.05 An employee required to work on a paid holiday shall be paid at the rate of double time (2x), with a minimum of seven (7) hours pay at the double time rate, in addition to regular salary.

10.06 The work week in which any of the holidays occur shall be reduced by one-fifth (1/5) of thirty-five (35) hours for such

holiday for those employees not required to work on the holiday, and all work performed in excess of the work week thus reduced shall be paid at the overtime rate, with a minimum of seven (7) hours pay at the rate of time and one-half for each extra shift worked by an employee as a result of a regularly scheduled day off coinciding with a holiday, in addition to the weekly salary.

10.07 In addition to the eleven (11) paid holidays in this Article, Reuters will grant one (1) additional personal day off each year, to be taken at a mutually convenient time. The employee will notify Reuters at least three (3) weeks in advance in writing of the personal day he wishes to take. Personal days cannot be banked or carried forward into the next year.

10.08 An employee who leaves the service of Reuters for any reason prior to the paid holiday will not be paid for the holiday or for the personal day off not taken.

10.09 The provisions in this Article apply to full-time and temporary employees only. Part time employees shall be entitled to holiday pay in accordance with the provisions of the Canada Labour Code.

10.10 In addition to the twelve (12) paid holidays in this Article, Reuters shall grant any holiday duly proclaimed by the Federal Government.

ARTICLE 11

VACATIONS

11.01 For the purpose of this Article, the vacation year shall be deemed to commence on January 1, in any year and end on December 31, in the same year. One week of vacation shall mean five (5) consecutive working days. Employees who will have completed specified periods of service by December 31 of each year, shall receive an annual vacation with pay on the following basis:

(a) An employee with less than one (1) year of service shall be granted one and one-quarter (1 1/4) days for each completed month of service. An employee must work a minimum of ten (10) working days in a calendar month in order to be entitled to full credits for that month.

(b) After one (1) year of service - three (3) weeks annually.

(c) After five (5) years of service - four (4) weeks annually.

(d) After eleven (11) years of service - five (5) weeks annually.

11.02 Vacations shall be arranged according to seniority with vacations to be taken, operational requirements permitting, at any time chosen by the employee subject to the approval by Reuters. The vacation period, so far as possible, shall be between May 15 and September 30. It is the policy of Reuters for employees to

take their full vacation entitlement in the year in which it is accrued, however, employees may carry over their vacation into a subsequent year with the advance approval in writing by Reuters.

11.03 Employees leaving the service of Reuters shall receive annual vacation due them on a pro rata basis, from the preceding January 1 to the date of termination, as well as any portion of authorized accrued vacation not taken from another year.

11.04 Should Reuters grant an employee his vacation entitlement in advance of having fulfilled the service requirement, and should the employee leave the service of Reuters, that portion taken and not earned will be deducted from the employee's final separation payments.

11.05 Upon termination of employment, or death, any portion of an employee's vacation entitlement not taken during the year in which such termination or death occurs, as well as any vacation accrued from another year, shall be paid.

ARTICLE 12

STAFF BENEFITS

12.01 Sick Leave - Reuters shall continue its present policy on sick leave. In case of illness of an employee, a responsible authorized representative of the employee shall **notify** his/her supervisor at the time the employee is unable to report for work.

12.02 Reuters shall provide and pay the full cost of the required premiums for employees eligible for coverage under provincial government hospital and medical insurance plans existing in the province in which the employee is working and for Company benefits coverage. Reuters shall maintain all benefits **and** benefit plans presently in place (Life Insurance, AD&D, LTD, Pay Direct Drug, Medi-Pack Benefit, Dental Benefits, EAP, Health Club Membership) during the term of the Agreement subject to Reuters' right to change carriers provided there is **no loss** in coverage.

12.03 Reuters shall continue to provide and pay the full cost of Group Life Insurance Plan, as established, for each full-time employee covered by the Agreement, at a coverage amount of triple an employee's total regular annual salary paid by Reuters.

12.04 In the event an employee is injured or killed while on an assignment to a war, insurrection, hostility, riot or civil commotion, the employee shall receive payment under Reuters Limited's United Kingdom personal accident insurance policy.

Such payment will be subject to any applicable taxes and will be offset by benefits payable to the employee under the Group Life Insurance Plan noted in Article 12.03 above.

12.05 Air travel insurance provided by Reuters for authorized journeys made on Reuter business will continue during the period of this Agreement.

ARTICLE 13

RETIREMENT

13.01 **An** employee who reaches the normal retirement age of 65 may be retired at the discretion of Reuters.

13.02 **An** employee who joins Reuters Limited Canadian Employees' Pension Plan (the "Plan") shall receive a statement on or about September 1 of each year for the preceding calendar year of his holdings in the Plan.

13.03 **An** employee who opts not to join the Plan will sign a statement **to** that effect but may opt to join the Plan at a future date. However, on joining the Plan, an employee must remain a member of the Plan for the duration of his employment with Reuters.

ARTICLE 14

LEAVES OF ABSENCE

14.01 Upon request, Reuters shall grant employees leaves of absence without pay for good and sufficient cause provided it does not unreasonably interfere with the operation of Reuters.

14.02 If an employee is elected or appointed to any position in The Newspaper Guild, or any organization with which The Newspaper Guild is affiliated, such employee, upon request, shall be given a leave of absence without pay for a period mutually agreed to by both parties. Such agreement will not be unreasonably withheld. The period of leave may be extended at Reuters' discretion. Such employees granted leave under this section shall be reinstated in the same position or one comparable upon expiration of such leave. No more than one employee at any one time may be on leave under this section.

14.03 Leaves of absence without pay, upon request, shall be granted to employees elected or appointed delegates to conventions of the Newspaper Guild, CLC, AFL - CIO or any organization with which The Newspaper Guild is affiliated and to delegates to special meetings called by The Newspaper Guild, or any meeting called by the governing body of the Guild or branch thereof. No more than one employee will be granted such leave at any given time. The total amount of leave granted under this section may not exceed **forty (40)** days in any calendar year. Notwithstanding the above, the number of employees and the

total number of days leave may be extended by mutual agreement between the parties.

14.04 Maternity, Paternity, Childcare Leave

(a) Maternity Leave:

An employee eligible for a maternity leave under the Canada Labour Code will be entitled to a maximum of seventeen (17) weeks of maternity leave of which eight (8) weeks is paid by Reuters Canada Limited and seven (7) weeks is paid by Employment Insurance.

(b) Parental Leave:

Employees eligible for parental leave under the Canada Labour Code will be entitled to a maximum of thirty-seven (37) weeks of parental leave of absence of which thirty-five (35) weeks are paid by EI. Such leave will be granted to natural or adoptive parents of either sex who are or will be caring for a child.

(c) Leave for Employees Eligible for both Maternity and Parental Leave:

Employees eligible for both a maternity leave and a parental leave will be entitled to a combined maximum of fifty-two (52) weeks of leave of absence.

(d) Reuters Maternity Benefit:

An employee eligible for maternity leave under the Canada Labour Code shall receive payment as follows:

- (i) full pay for the first eight (8) weeks of the leave from Reuters Canada Limited;
- (ii) after serving a two-week unpaid waiting period, seven (7) weeks of Employment Insurance (EI).

(e) Reuters Paternity Benefit:

An employee eligible for a parental leave under Article 14.04(ii), but not entitled to a maternity benefit will be granted five (5) days leave, three (3) of which shall be at full pay.

(f) It is understood that the provisions of Article 7.02(c) are extended to fifty-two (52) weeks for the purpose of this Article 14.04.

14.05 Compassionate Leave - of five (5) days with pay shall be granted to employees in the event of death in the immediate family. The definition of immediate family is generally defined as spouse, parents, children, siblings, mother-in-law, father-in-law, grandchildren, grandparents, or legal dependents residing in the employee's household.

14.06 Leaves provided for in this Article shall not constitute breaks in continuity of service in the computation of severance pay, vacations and any other benefits under this Agreement, except that leaves under Articles 14.01 and 14.02 of this article may be deducted in computing severance pay.

14.07 Jury Duty - should an employee be required during working hours to report for jury duty, or is subpoenaed to testify before a court of law, coroner's inquest, parliamentary inquiry or royal commission, and produces evidence satisfactory to Reuters that he did so report or testify, he will be paid the difference between regular pay he would have otherwise received for the day and the jury duty or witness pay received for that day.

14.08 (a) Military Leave - Reuters will comply with the Canada Labour Code, in respect to military leave.

(b) **An** employee promoted to take the place of one entering such service may, upon the resumption of employment by such employee, be returned to his previous position and salary but at not less than the current minimum for that position. An employee so promoted, and while such promotion is temporary, shall continue to accumulate experience credit in the classification from which he was promoted.

(c) An employee hired **as** a replacement for one entering such service shall be covered by all the provisions of this Agreement, except by this military clause and except that such employee, **on** entering such service, shall be construed to be a dismissed employee and shall be given accumulated severance pay and pro rated vacation pay.

14.09 Any leave of absence granted must be in writing by Reuters.

14.10 Reuters shall release from duty, with pay, providing operations permit, up to two (2) employees for the purpose of negotiating renewal of this Agreement on company time.

ARTICLE 15

GRIEVANCE AND ARBITRATION

15.01 It is agreed by the parties hereto that the grievances of employees should be adjusted as quickly as possible. If an employee has a grievance he and/or his designated representative shall discuss it with his supervisor within thirty (30) days after the alleged grievance has arisen so that his supervisor may have the opportunity of adjusting the grievance on a department level. The supervisor's written response to the grievance will be given within ten (10) days after such discussion has taken place. For the purpose of this Article the supervisor shall mean the manager of a department or other person designated by Reuters.

STEP ONE

15.02 Failing settlement, the grievance may be taken up on the following sequence provided it is presented within fifteen (15) days of the supervisor's reply thereto. The grievance may be presented in writing to the manager authorized by Reuters to deal with such grievance, and setting forth, the nature of the grievance, the article number of the Agreement alleged to have been violated, the surrounding circumstances and the remedy sought. The authorized representative of Reuters shall arrange a meeting with the Guild and a committee of not more than two (2) employees of Reuters within ten (10) days of the receipt of the grievance at which the grievor may attend if requested by either party in the company of the Guild representative and provided they can be spared operationally by Reuters for the purpose of

assistance at the meeting as he considers necessary and will give the grievor his decision in writing within ten (10) days following the meeting, with a copy to the Guild representative.

STEPTWO

15.03 In the event that any difference arising from the interpretation, application or alleged contravention of this Agreement has not been satisfactorily settled under the foregoing Grievance Procedure, the matter shall then, by notice in writing given to Reuters within thirty (30) days of the date of the decision from the Manager for Canada or his designate, be referred to arbitration as hereinafter provided.

All such matters referred to arbitration, including any question as to whether the matter is arbitrable, shall be heard by an arbitrator appointed by the Guild and Reuters. If the Guild and Reuters fail to agree upon an arbitrator within thirty (30) days of the date of receipt of the notice of intention to arbitrate, the appointment shall be made by the Minister of Labour upon the request of either party. The arbitrator shall hear and determine the dispute and shall issue a decision and the decision shall be final and binding upon both parties.

15.04 The arbitrator shall not be authorized to alter, modify or amend any part of the terms of this Agreement not to make any decision inconsistent therewith.

15.05 Reuters and the Guild shall each pay one-half (1/2) the remuneration and expenses of the arbitrator. Neither party shall

be obligated to pay any part of the cost of any stenographic transcript of an arbitration hearing without its express consent.

15.06 It is agreed that the time limits set out with respect to grievances and arbitrations in this Article shall serve as a guideline for the parties. Failure to comply with these guidelines shall not constitute a time-bar. The arbitration shall, however, fashion any monetary or other relief giving due consideration to any prejudice resulting from unreasonable delay by either party. The time limits imposed upon either party at any step in the grievance procedure may be extended by mutual agreement. A request for extension of the time limit made prior to the expiry of such time limit shall not be unreasonably denied.

15.07 Where no reply is given to a grievance within the time limits specified, the grievor, the Guild or Reuters, as the case may be, shall be entitled to submit the grievance to the next step in the grievance procedure.

15.08 Where the arbitrator determines that a disciplinary penalty or discharge is excessive, the arbitrator may substitute such other penalty for the discipline or discharge as the arbitrator considers just and reasonable in all circumstances.

15.09 Reuters Grievance - Reuters shall have the right to file a grievance with respect to the interpretation, application, administration or alleged contravention of the Agreement. Such grievance shall be presented in writing signed by the Manager for

Canada or his designate, to the Guild within ten (10) days following the occurrence or origination of the circumstances giving rise to the grievance. Failing settlement at a meeting held with the Guild Grievance Committee within thirty (30) days of the presentation of the grievance, the Guild shall give Reuters its written reply to the grievance in ten (10) days following the meeting. Failing settlement, such grievance may be referred to arbitration within ten (10) days of the date Reuters received the Guild's reply.

15.10 Guild Grievance • The Guild shall have the right to file a grievance on a difference directly with Reuters arising out of the Agreement concerning the interpretation, application, administration or alleged contravention of the Agreement. Such grievance shall be submitted in writing to the Manager for Canada or his designate within ten (10) days following the occurrence of the circumstances giving rise to the grievance. Failing settlement at a meeting held with the Guild Grievance Committee within thirty (30) days of the presentation of the grievance, Reuters shall give the Guild its written reply to the grievance in ten (10) days following the meeting. Failing settlement, such grievance may be referred to arbitration within ten (10) days of the date the Guild received Reuters' reply.

15.11 Group Grievance • If two (2) or more employees have the same individual grievance arising out of the same circumstances and based on the same incident, such grievances may be combined and treated as a group grievance. The Guild shall have

the right to file a group grievance on behalf of the affected individual employees and the regular grievance procedure shall be followed.

15.12 For the purpose of this Agreement, "day" means a calendar day and "grievance" means a complaint arising from the interpretation, application, administration or alleged violation of this Agreement.

15.13 Discipline and Discharge -

(a) **An** employee summoned by the Company to a meeting whose purpose is to impose discipline will be advised in advance of the purpose of the meeting and of the right to have a Guild steward or other Reuter-employed Guild representative present at the meeting. Failure to notify an employee of his rights, while not rendering the discipline invalid, shall constitute a violation of the collective agreement. Under such circumstances, the Guild may request a review of the discipline with the appropriate Manager(s) and the Director of Human Resources prior to proceeding with a grievance.

(b) The Company shall not rely upon prior written warnings or records of discipline in any employee's file to support further discipline or discharge where the employee has not been disciplined during a period of twenty-four (24) consecutive months following the last written warning or disciplinary action. Further such warnings or records of discipline will be removed from the employee's file.

(c) The Guild and the employee affected shall be notified in writing of the facts leading to the discharge of such employee. Any discharged employee who alleges that his discharge was without just cause shall file a grievance following the procedure outlined in this Article provided that such grievance is filed within fifteen (15) days of discharge and not otherwise.

ARTICLE 16

DISMISSAL AND SEVERANCE PAY

16.01 Upon termination of employment, except voluntary resignation, permanent disability or death, retirement or dismissal for gross insubordination, gross neglect of duty, wilful misconduct or technological change, an employee, whose probationary period has been completed, shall receive severance pay in a lump sum equal to one (1) week's salary for each six (6) months of continuous service or major fraction thereof with Reuters, with a minimum of four (4) weeks up to a maximum of fifty-two (52) weeks. Notwithstanding the above, an employee with fifteen (15) or more years shall receive an additional five (5) weeks' salary as severance pay. Such severance pay shall be paid on a lump sum basis and in the event the individual is recalled to work before the expiry of the number of weeks paid for, the unearned severance pay shall be refunded to Reuters. Reasonable terms shall be arranged if required by the employee.

16.02 An individual who is rehired after having received some or all of the severance pay he was entitled to, shall, if he becomes entitled to severance pay again, have deducted from his continuous service six (6) months for each week of severance pay previously paid to him less any amounts refunded. This adjustment in continuous service shall be made only for the purpose of calculating his entitlement to severance pay.

16.03 For the purposes of this Agreement "continuous service" shall mean the length of unbroken service with Reuters since the last date of hire, less the following:

(a) any leave of absence in excess of one (1) month except in the case of sick leave of absence or maternity leave of absence granted under this Agreement; and (b) any period of lay-off.

16.04 There shall be no duplication or pyramiding of severance pay, dismissal pay or termination pay under the provisions of the Canada Labour Code. If termination pay is required to be paid under the Canada Labour Code, the amount of severance pay or dismissal pay payable under this article shall be reduced by the amount of such termination pay.

ARTICLE 17
REDUCTION OF STAFF

17.01 (a) Economic lay-offs shall be made at the discretion of Reuters, when efficient operation of Reuters would otherwise be impaired. In such circumstances, Reuters will notify the Guild at least three (3) months before such lay-offs take effect specifying the job classifications, number of employees and reason for the lay-offs.

(b) Seniority shall be the prime consideration in determining which employees will be dismissed to reduce staff. In making the determination that an employee will be laid off out of seniority ranking, it will not be on the basis of salary. Reduction of staff under this Article will be in the inverse order of their seniority ranking with Reuters except in cases where Reuters determines that the qualifications, knowledge, training, skill and ability of the individuals to fill the requirements of the job available require otherwise.

(c) Reuters will transfer an employee who has received notice of lay-offs under this Article, at the request of such employee, to replace an employee in a lower classification in which he has worked and for which he is qualified. This shall apply when the employee to be replaced, who shall be the one with the least seniority in that classification, has less seniority than the employee to be transferred.

(d) An employee displaced in accordance with the foregoing, may be similarly transferred under the provisions of (c) above.

(e) An employee transferred to a lower classification shall be paid the top minimum for that classification.

(f) Employees laid-off under this Article shall receive severance pay as provided by Article 16.01. Employees laid-off under this Article shall be offered first opportunity for employment in their former classifications or other classifications in the reverse order of dismissal whenever a vacancy arises within a two (2) year period from the date of laid-off, except in cases where Reuters determines that the knowledge, training, skill and ability of the individuals to fill the qualifications of the job available require otherwise. Employees who are offered such opportunity will be notified by phone and/or registered mail to their last known address or listed phone number. The employee will have ten (10) working days from the receipt of a phone call or mailing of a registered letter to return to work unless otherwise agreed by the Company. An employee who fails to return to work within the agreed time will have no further re-employment rights with the Company.

(g) An employee who is recalled to work under this Article after having received the severance pay to which he was entitled, shall, if he becomes entitled to severance pay again, have deducted from his continuous service six (6) months for each week of severance pay previously paid to him. The adjustment

in continuous service shall be made only for the purpose of calculating his entitlement to severance pay.

17.02 Before implementing a reduction of staff, Reuters will, subject to the requirements of efficiency and economy of operations, first consider the use of attrition to reduce the number of employees it requires.

TECHNOLOGICAL CHANGE

17.03 (a) Reuters will provide three (3) months' notice to the Guild prior to the introduction of new processes and equipment, when such introduction would result in reduction of staff (other than employees who have not completed their probationary period at the time the notice is given). Reuters agrees to effect, by attrition wherever possible, any reduction of staff (other than probationary employees) resulting from the introduction of new processes or equipment. Reuters will use its best endeavours to re-train employees for redeployment. Such re-training will be at the time and expense of Reuters. There will be no reduction in salary for employees redeployed due to the introduction of new processes or equipment. Reuters will notify the Guild of any new job classifications that are created as a result of the introduction of new processes or equipment.

(b) A full-time employee who has been laid off as a result of the introduction of such change shall be entitled to severance

pay, in lieu of severance pay under Article 16 of this Agreement and the Canada Labour Code, as follows:

- (i) less than five (5) years continuous service - a lump sum payment equal to five (5) weeks' salary plus two (2) weeks' salary per year of continuous service;
- (ii) five (5) to nine (9) years of continuous service - a lump sum payment equal to ten (10) weeks' salary plus three (3) weeks' salary per year of continuous service; or;
- (iii) ten (10) or more years of continuous service - a lump sum payment equal to fifteen (15) weeks' salary plus three (3) weeks' salary per year of continuous service to a maximum of twenty (20) years of continuous service.

(c) A full-time employee with more than five (5) years of seniority may, in the event of the introduction of such change, elect to be laid off in the place of an employee who has less seniority than he. In that case, the maximum amount of severance pay payable under (b) above will be thirty-six (36) weeks.

(d) No severance pay shall be payable under this Article if abolition of a position can be accomplished through resignation

(except under (c) above), retirement, permanent disability or death of a regular member of the staff.

ARTICLE 18

EXPENSES AND EQUIPMENT

18.01 Necessary working equipment shall be provided to employees and paid for by Reuters, and Reuters shall ensure that its premises are in conformity with applicable health and safety laws and regulations.

18.02 Reuters shall pay all authorized expenses incurred by the employee in the service of Reuters, if supported by vouchers or receipted bills, when normally obtained.

18.03 When an employee, with the knowledge and consent of Reuters, uses an automobile in the service of Reuters, the employee shall be compensated at the rate of thirty-six cents (\$.36) per kilometre. The employee must submit proof of all mileage claimed, and Reuters reserves the right to satisfy itself that such mileage figures are accurate.

ARTICLE 19

TRANSFERS AND PROMOTIONS

19.01 Reuters shall not permanently transfer an employee to another office in the same city, or to another city or to another country against the employee's wishes without good and sufficient reasons. No employee shall be transferred without payment of all authorized expenses for the employee's transfer and removal including family and effects. There shall be **no** reduction in salary or impairment of other benefits as a result of such transfer. An employee who is subject to a transfer has the right of appeal under the grievance procedure, should the employee feel the transfer is capricious or not **for** good reasons.

(a) It is jointly agreed **by** both parties that foreign-based employees assigned to Canada will be exempt from the provision of this Article.

(b) In cases where an employee is transferred for personal or compassionate reasons. Reuters may consider, but is not bound to pay all of the expenses incurred in connection therewith.

19.02 No employee shall be transferred by Reuters to another position or job classification without the employee's consent. There shall be no reduction in salary or impairment of benefits as a result of such transfer, **not** shall any employee be penalized for refusing to accept such a transfer.

19.03 Present employees will be given first consideration to ~~try~~ out for vacancies in higher classifications. When filling such vacancies, Reuters will take into account the qualifications and suitability of the employee. Notice of all vacancies shall be posted in all bureaus. Such notice shall provide a reasonable outline of the requirements of the job.

19.04 Employees promoted under this Article shall be given a trial period of up to three (3) months, which period may be extended for another period of up to one (1) month on consultation with the Guild. During such trial period, the employee may be returned to the classification from which he advanced, without loss of the experience rating he would have been entitled to had he never been advanced. Any replacement displaced **as** a result thereof, may be placed in a comparable position by Reuters, or receive severance pay under Article 16.01 subject **to** agreement.

19.05 Nothing in this Agreement shall preclude the transfer of an employee excluded from the bargaining unit to a position included in the bargaining unit or the transfer of an employee in the bargaining unit to a position excluded from the bargaining unit, if he has consented to such a transfer. In all cases, there shall be deemed to have been no break in the continual length of service by reason of such transfer. **An** employee shall not be penalized for refusing such transfer.

19.06 Reuters will consider payment of educational courses approved in advance by Reuters which will improve the skills of the employee in his present job or train him for promotion to a higher position. Approval of requests for such payment will be based on individual merit.

19.07 Reuters recognizes its responsibility to offer training and guidance to an employee promoted under this Article. Reuters will wherever possible, offer opportunities for training and guidance to employees who wish to become qualified for other positions.

ARTICLE 20

MISCELLANEOUS

20.01 Where the masculine gender is used, it shall be deemed to include the feminine.

20.02 Sub-Contracting: Reuters shall have the right to subcontract for services as it deems appropriate provided that such subcontracting does not directly result in the layoff of any employee in the bargaining unit who had completed his probationary period by January 1, 1996.

20.03 Freelancers: Reuters also shall have the right to continue its practice of using freelance journalists and photographers. A freelance journalist is an individual who is paid by the article or news report accepted by Reuters. A freelance photographer is an individual who is paid a fixed fee for a photograph or a series of photographs accepted by Reuters or to provide photo coverage of a sporting, political or other news event.

20.04 Legal Counsel: An employee who, as a result of performing authorized work in the normal course of his duties, is sued, subpoenaed as a witness, or charged under any federal or provincial statute or municipal by-law, or by any legislative body, agency or commission, will, upon his request, be provided with legal counsel mutually agreeable to Reuters and paid for by Reuters. An employee so represented by counsel or another representative agreed upon by the parties shall not suffer any loss

of pay or other benefits and shall further be made whole to the extent permitted by law against any fines or damages levied by any final judgment or decision in the action except to the extent that such employee has taken a course of action contrary to the advice of his Counsel.

20.05 Outside Activity: It is agreed by Reuters and the Guild that employees shall not: (1) disclose or use in market trading or gambling any information gained in working for Reuters which would give them any advantage over the general public; (2) allow any investment they may hold to influence their work in the service of Reuters; (3) carry out any outside work in direct competition with Reuters; or (4) use the name of Reuters or their positions with Reuters or any material of Reuters for personal gain without written permission from Reuters.

20.06 No Strike - No Lockout: Reuters agrees that, during the term of this Agreement, there will be no lockout as defined by the Canada Labour Code. The Guild agrees that, during the term of this Agreement, there will be no strike as defined by the Canada Labour Code.

20.07 Ethics: The Guild agrees that Reuters has the right to establish policy with respect to offers to employees of free travel, accommodation, or gratuities from any person or organization in connection with the performance of an employee's duties.

20.08 Continuous Service/Seniority: Where continuous service/seniority is used, it shall be deemed to include continuous service with Reuters Information Services (Canada) Limited since the date of last hiring within or without Canada except in the case of economic dismissals when it shall be deemed to only mean continuous service since the last date of hiring in Canada.

20.09 Non-Discrimination: The Company and the Guild agree that there will be no discrimination or harassment in employment on the grounds of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability to the extent that it does not render an employee unable to carry out the duties of employment, conviction for which a pardon has been granted, or lawful union activity. For greater clarity, this article shall be interpreted in accordance with the provisions of the *Canadian Human Rights Act*. Nothing herein shall:

- (a) prohibit:
 - (i) any remedial program required or permitted under applicable human rights, pay equity or employment equity legislation;
 - (ii) retirement at age 65 in accordance with Article 13.01 of this Agreement; or
- (b) require any modification to any benefit or pension plan or program.

20.10 Joint Relationship Committee: The parties will establish a joint relationship committee consisting of three (3)

employees appointed by the Guild and three (3) persons appointed by Reuters. There will be two (2) co-chairs: one appointed by the Guild and one appointed by Reuters. The joint relationship committee will be mandated by the parties to discuss matters of mutual concern such as occupational health and safety or training programs and, to promote dialogue, communication and problem solving between the parties. The functioning of the joint relationship committee shall not displace the grievance and arbitration procedure. The joint relationship committee shall meet quarterly or at other intervals as agreed by the parties.

ARTICLE 21

HEALTH, SAFETY AND ENVIRONMENT

21.01 The Joint Relationship Committee shall be deemed to be the Health and Safety Committee for the purposes of this Agreement.

21.02 Reuters' policy is to maintain safe and healthy conditions for all employees at work, and will furnish staff with any special protective equipment, as required by law.

21.03 Employees who regularly work on VDTs, or similar equipment, shall be eligible to participate on a voluntary basis in an annual ophthalmological examination program at no cost to the employees. Such eye examinations shall be conducted by a medical doctor who is an expert in the field and will include testing procedures generally recommended for persons using VDTs or similar equipment. Reuters will select the doctor in consultation with the Guild. Corrective lenses needed specifically for VDT uses as recommended by the selected doctor shall be paid for by Reuters.

21.04 Experience in the use of VDTs has shown that there are natural breaks in the work pattern that take employees away from the machines. It is presumed that pattern will continue. During such breaks, which shall be of reasonable frequency and duration, the employee shall perform non-VDT work.

ARTICLE 22

DURATION AND RENEWAL

22.01 This Agreement shall become effective on May 9, 2001 and shall remain in effect until December 31, 2004.

22.02 Either party may, during ninety (90) days prior to the expiry date of this Agreement, give notice in writing to the other party of its desire to commence negotiating with a view to renewing this Agreement,

IN WITNESS WHEREOF the parties have executed this Agreement at Toronto, Ontario on the date and year first above stated.

REUTERS INFORMATION SERVICES (CANADA)
LIMITED

LETTER OF AGREEMENT #1

Reuters Canada Division

April 1, 1995

Canadian Media Guild
Attention: Kathy Viner
144 Front Street West, Suite 300
Toronto, Ontario
M5J 2L7

Reuters Information Services (Canada) Limited
121 King St. West
Suite 2000
Toronto Canada M5H 3T9
Tel (416)941-8000

Dear Kathy:

Re: Technicians On Call

The parties agree that, effective the date of this letter and during the term of the Collective Agreement (May 9, 2001 to December 31, 2004), the following shall apply regarding the carrying of pagers or cellular telephones and employees "on call".

1. Employees in the Technician classification (Groups 16, 17 and 18) are expected to carry a pager or cellular telephone (as designated by the Company). For the purpose of clarity, employees not scheduled to be "on call" who carry pagers or cellular telephones shall not receive any additional remuneration for carrying a pager or cellular telephone.
2. In the absence of sufficient volunteers for an "on call" rotation as required by the Company, the Company shall have the right to establish "on call" assignments or rotation for Technicians for weekends and other periods outside the employee's regular scheduled hours of work:

(a) "On Call" means that an employee shall carry a pager or cellular telephone (as designated by the Company) and shall remain in a state of work readiness within a range of eighty-five (85) kilometers or one (1) hour's commuting distance from his/her normal place of work except where alternative arrangements are agreed to prior to the initiation of an "on call" period by the employee's supervisor.

(b) Employees "on call" shall respond to all "pages" and shall perform any work required as a consequence of the page.

(c) Technicians designated by the Company as "on call" shall be paid one (1) hour's salary at the base rate for each full (8) hours of on-call duty.

(d) If an employee "on call" is required to perform work which requires more than fifteen (15) minutes of the employee's time, such an employee shall be compensated as follows:

(i) For "on call" work performed off hours on a regularly scheduled day: the greater of the time actually worked or three (3) hours pay, in both cases such pay shall be at the rate of one and one half (1 1/2) times the base rate.

(ii) For "on call" work performed on a regularly scheduled day off, the greater of the time actually worked or four (4) hours pay, in both cases such pay shall be at the rate of one and one half (1 1/2) times the base rate for work performed on the first day off or at the rate of two (2) times the base rate for work performed on the second day off provided such an employee performed compensable work on the first day off.

The "on call" work performed payments are in addition to the payments described in "(c)" above. "On call" work performed includes actual travel time to and from the worksite where required.

3. The requirement under Article 9.03 to post work schedules **two** (2) weeks in advance of the week for which they apply shall be extended **to** include the scheduling of “on call” duties.

Yours truly,

For Reuters

ACCEPTED AND AGREED BY:

For The Guild

LETTER OF AGREEMENT #2

Reuters Canada Division

April 1, 1995

Canadian Media Guild
Attention: Kathy Viner
144 Front Street West, Suite 300
Toronto, Ontario
M5J 2L7

Reuters Information Services (Canada) Limited
121 King St West
Suite 2000
Toronto Canada M5H 3T9
Tel (416)941-8000

Dear Kathy:

Re: Journalists On Call

The parties agree that, effective the date of this letter and during the term of the Collective Agreement (May 9, 2001 to December 31, 2004), the following shall apply regarding the carrying of pagers or cellular telephones and employees "on call".

1. Employees in the Journalist classifications (Groups 19 and 20) are expected to carry a pager or cellular telephone (as designated by the Company. For the purpose of clarity, employees not scheduled to be "on call" who carry pagers or cellular telephones shall not receive any additional remuneration for carrying a pager or cellular telephone.
2. In the absence of sufficient volunteers for an "on call" rotation as required by the Company, the Company shall have the right to establish "on call" assignments or rotation for Technicians for weekends and other periods outside the employee's regular scheduled hours of work:

(a) "On Call" means that an employee shall carry a pager or cellular telephone (as designated by the Company) and shall remain in a state of work readiness within a range of eighty-five (85) kilometers or one (1) hour's commuting distance from his/her normal place of work except where alternative arrangements are agreed to prior to the initiation of an "on call" period by the employee's supervisor.

(b) Employees "on call" shall respond to all "pages" and shall perform any work required as a consequence of the page.

(c) Employees designated by the Company as "on call" shall be paid two (2) hour's salary at the base rate for each full (8) hours of on-call duty.

(d) If an employee "on call" is required to perform work which requires more than fifteen (15) minutes of the employee's time, such an employee shall be compensated as follows:

(i) For "on call" work performed off hours on a regularly scheduled day: the greater of the time actually worked or three (3) hours pay, in both cases such pay shall be at the rate of one and one half (1 ½) times the base rate.

(ii) For "on call" work performed on a regularly scheduled day off, the greater of the time actually worked or four (4) hours pay, in both cases such pay shall be at the rate of one and one half (1 ½) times the base rate for work performed on the first day off or at the rate of two (2) times the base rate for work performed on the second day off provided such an employee performed compensable work on the first day off.

The "on call" work performed payments are in addition to the payments described in "(c)" above. "On call" work performed includes actual travel time to and from the worksite where required.

3. The requirement under Article 9.03 to post work schedules two (2) weeks in advance of the week for which they apply shall be extended to include the scheduling of "on call" duties.

Yours truly,

For Reuters

ACCEPTED AND AGREED BY:

For The Guild

LETTER OF AGREEMENT #3

Reuters Canada Division

April 1, 1995

Canadian Media Guild
Attention: Kathy Viner
144 Front Street West, Suite 300
Toronto, Ontario
M5J 2L7

Reuters Information Services (Canada) Limited
121 King St West
Suite 2000
Toronto Canada M5H 3T9
Tel (416)941-8000

Dear Kathy:

During the term of the Collective Agreement made between Reuters Canada Division and the Canadian Media Guild, it is understood that subcontracting activity outside the core areas of business in Toronto and Montreal shall be deemed to not have directly resulted in the lay-off of any employee in the core areas of business in Toronto and Montreal for the purposes of Article 20.02 of the Collective Agreement. The core areas of business in Toronto and Montreal are defined as follows:

1. The core area of business in Toronto shall be the geographic area within St. Clair Avenue (North), Don Valley Parkways (East), **Hwy 427** (West), and Lake Ontario (South).
2. The core area of business in Montreal shall be the geographic area within Sherbrooke Street (North), St. Laurent Blvd. (East), Fort Street (West), and the St. Lawrence River (South).

Yours truly,

For Reuters

ACCEPTED AND AGREED BY:

For The Guild

LETTER OF AGREEMENT #4

Reuters Canada Division

16 May 1996

Canadian Media Guild
Attention: Kathy Viner
144 Front Street West, Suite 300
Toronto, Ontario
M5J 2L7

Reuters Information Services (Canada) Limited
121 King St West
Suite 2000
Toronto Canada M5H 3T9
Tel (416)941-8000

Dear Kathy:

Re: RCD POLICY REGARDING SPECIAL LEAVE

During the ~~term~~ of the collective agreement made between Reuters Canada Division and the Canadian Media Guild, the parties agree that the following policy forms part of the policy referred to in article **12.01**:

Principle:

The Company and the Guild recognize and understand the responsibility for employees to be at work for all scheduled hours of work and that, due to special circumstances (such as doctor's appointments and family emergencies), it is not always possible for employees to meet that responsibility. Therefore, employees and their supervisors must work together to accommodate such special circumstances while meeting their respective work-related responsibilities.

Practice:

1. Where practical and reasonable, employees are expected to exhaust available time off entitlements such as TOIL, personal day, vacation days to deal with special circumstances. **The** Company and the Guild recognize that

there may be situations where this is not possible (examples: pre-booked vacations and **no** other available time **off**; doctor's appointments which do not require a full day off work) or where employees have exhausted all time off entitlements. In such cases, employees may request paid special leave. All such requests will be made **to** the employee's supervisor and will be administered on a case by case basis.

2. Where special leave is granted, employee(s) and their supervisor(s) must agree on a plan to have such time-off made up during the employee's non-scheduled work hours without additional remuneration when there is a reasonable business requirement to make up the time-off work. Employee(s) and supervisor(s) will work together to consistently meet the Principle of this policy.
3. All requests granted for special leave are without prejudice or precedent.
4. In the event an employee fails to meet his/her responsibility under this policy, this will be factored into the supervisor's decision making process for any future requests made by such **an** employee.

Sincerely,

For Reuters

ACCEPTED AND AGREED BY:

For The Guild

LETTER OF AGREEMENT #5

MEMORANDUM OF UNDERSTANDING

BETWEEN:

REUTERS INFORMATION SERVICES (CANADA) LIMITED

("Reuters Canada")

- and -

THE CANADIAN MEDIA GUILD

(the "Guild")

Reuters Canada and the Guild agree as follows:

- 2/16.
3/1/75
1. This Memorandum of Understanding applies during the term of the collective agreement presently in force which was made effective for the period April 1, 1991 to March 31, 1992 and during the term of the collective agreement that is presently being negotiated.

The term "collective agreement" used herein refers collectively to the current collective agreement and the agreement to be negotiated.

2. Television work falls within the scope of the bargaining unit represented by the Guild under the collective agreement.

3. Accordingly, if and when Reuters Canada becomes involved in the production of Reuters Television or Reuters Financial Television ("RFTV") within Canada, the

The parties further agree to meet and bargain over any amendments to the collective agreement required to integrate these employees into the bargaining unit.

7. With respect to the temporary contractors, they shall be covered by the following terms of the collective agreement: Article 1, 2, 3, 4, 5.01, 15 except clause 15.13, Article 21 except for clause 21.03, and Article 22. These articles are contained in the current collective agreement. They also shall be deemed to refer to the successor provisions in the collective agreement that is presently being negotiated.

8. With respect to the temporary contractors' access to article 15 of the collective agreement, it will only be with respect to the enforcement of their rights under the terms of the collective agreement. A temporary contractor will not be able to enforce his or her rights under his or her individual contract under article 15.

9. During the period August 1, 1995 to July 31, 1996, Reuters Canada agrees not to use the segments produced under the CBC contract as part of its on line computer service, RFTV, without the prior consent of the CUIM, which consent will not be unreasonably withheld.

~~With respect to the researcher to be engaged under the terms of the CBC contract, if Reuters Canada determines that it is feasible to use such a researcher for more~~

AS
KY

than the work required under the CBC contract such that it will regularly involve 35 hours of work per week. It will post such position, and employees within the bargaining unit may apply for such position. The successful applicant will be fully covered by the terms of the collective agreement in accordance with its terms provided that in the event that the CBC contract is not renewed, the successful applicant, if he or she did not have seniority rights at the time of being offered the position, may be laid off with two weeks' notice or compensation in lieu thereof and no severance pay or, alternatively, transferred to part-time employment status under the collective agreement.

ASB
E.O.
DART

KR

There will be no grievances relating to the production of the Reuters Business Report prior to the date of this Memorandum of Understanding.

E.O.
DART

KR

DATED at Toronto, this 22 day of September, 1955.

[Signature]
Edel G.
Reuters Information Services
(Canada) Limited

[Signature] Scamra
[Signature] Umir
The Canadian Media Guild

LETTER OF AGREEMENT #6

Reuters Canada Division

April 1, 1995

Canadian Media Guild
Attention: Kathy Viner
144 Front Street West, Suite 300
Toronto, Ontario
M5J 2L7

Reuters Information Services (Canada) Limited
121 King St West
Suite 2000
Toronto Canada M5H 3T9
Tel (416)941-8000

Dear Kathy:

The parties agree that during the term of the Collective Agreement (May 9, 2001 to December 31, 2004), that, notwithstanding any Article of the Collective Agreement to the contrary, Reuters shall have the right to locate its Canadian customer service trouble report desk to the Customer Response Centre located in Chicago.

It is understood that this agreement shall not result in the laying off of, or involuntary reclassification of, the technicians on the help desk.

Yours truly,

For Reuters

ACCEPTED AND AGREED BY:

For The Guild

LETTER OF AGREEMENT #7

Reuters Canada Division

April 1, 1995

Canadian Media Guild
Attention: Kathy Viner
144 Front Street West, Suite 300
Toronto, Ontario
M5J 2L7

Reuters Information Services (Canada) Limited
121 King St West
Suite 2000
Toronto Canada M5H 3T9
Tel (416)941-8000

Dear Kathy:

In connection with the Collective Agreement (May 9, 2001 --
December 31, 2004) made between Reuters Canada Division and
the Canadian Media Guild, the parties agree that all provisions of
the Pension Plan which are not modified through mutual
agreement shall remain in effect unchanged.

Yours truly,

For Reuters

ACCEPTED AND AGREED BY:

For The Guild

LETTER OF AGREEMENT #8

Reuters Canada Division

April 1, 1995

Canadian Media Guild
Attention: Kathy Viner
144 Front Street West, Suite 300
Toronto, Ontario
M5J 2L7

Reuters Information Services (Canada) Limited
121 King St West
Suite 2000
Toronto Canada M5H 3T9
Tel (416)941-8000

Dear Kathy:

During the term of the Collective Agreement (May 9, 2001 to December 31, 2004) made between Reuters Canada Division and the Canadian Media Guild, the parties further agree that the classification of Inventory Control Clerk applies to the present incumbent only. Should the present incumbent leave the employ of the Company or move into another position with the Company (whether Guild-represented or excluded from Guild-representation) the classification of Inventory Control Clerk need not be continued.

Yours truly,

For Reuters

ACCEPTED AND AGREED BY:

For The Guild

LETTER OF AGREEMENT #9

RE: Letter of Understanding Concerning Plan 2000 & Reuters Code of Conduct

This letter sets out the understanding and agreement that the Guild and Reuters Canada have reached with respect to Reuters Code of Conduct.

It is recognized that Reuters has the right to manage its operations and to establish policies as set out in Article 4 of the CMG/Reuters Collective Agreement and that the establishment of the Code of Conduct does not violate the Collective Agreement. Since, however, the Code of Conduct is currently inconsistent with the Collective Agreement on two points, we have agreed to resolve our differences with respect to the Code of Conduct by addressing these two points as follows:

1. The Guild agrees that manipulating images beyond the requirements of normal image enhancement is in contravention of the Code of Conduct and under the Code of Conduct is punishable by dismissal.
2. Reuters agrees that the “outside activity” provision contained in Article 20.05 of the Collective Agreement will supersede the requirement contained in the Code of Conduct under “working outside Reuters” requiring permission in advance.

Nothing in this letter of understanding is intended to preclude the use of the grievance and arbitration procedure contained in Article 15 of the Collective Agreement.

Upon both parties’ acceptance of this letter of understanding, the Guild agrees to withdraw its complaint with the Canada Labour Relations Board (Board file no. 18982-C), and Reuters will offer the initial Plan 2000 invitation to Guild represented employees.

GROUP BENEFIT PLAN

REUTERS 

Benefit Summary

This summary must be read together with the benefits described in this booklet.

Employee Basic Life Insurance 300% of annual earnings to a maximum of \$1,000,000, reducing by 50% at age 65

Any amount of Employee Basic Life Insurance over \$530,000 is subject to approval of evidence of insurability

Optional Life Insurance

Employee and Spouse Available in \$10,000 units to a maximum of \$300,000, for you or your spouse, subject to approval of evidence of insurability

Child Available in \$5,000 units to a maximum of \$15,000, subject to approval of evidence of insurability

Healthcare

Deductibles

In-Canada Prescription Drugs	\$2 per prescription
All Other Expenses	Nil

Reimbursement Level	100%
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Basic Expense Maximums

Hospital	Private room
Nursing	\$10,000 per calendar year per individual to a lifetime maximum of \$25,000
Medical Travel in Canada	\$2,000 lifetime
In-Canada Prescription Drugs	Included
Smoking Cessation Products	\$500 lifetime
Fertility Drugs	6 cycles lifetime
Hearing Aids	\$500 every 4 consecutive years
Custom-fitted Orthopedic Shoes/ Custom-made Foot Orthotics	1 pair each calendar year to a maximum of \$300
Myoelectric Arms	\$10,000 per prosthesis
External Breast Prosthesis	1 every 12 months
Surgical Brassieres	2 every 12 months
Mechanical or Hydraulic Patient Lifters (excluding electric stairlifts)	\$2,000 per lifter once every 5 years
Outdoor Wheelchair Ramps	\$2,000 lifetime
Blood-glucose Monitoring Machines	1 every 4 years
Transcutaneous Nerve Stimulators	\$700 lifetime
Extremity Pumps for Lymphedema	\$1,500 lifetime
Custom-made Compression Hose	2 pairs each calendar year
Wigs/hairpieces for Cancer Patients	\$100 lifetime
Wigs/hairpieces required for total hair loss due to Alopecia Totalis	\$250 lifetime

Paramedical Expense Maximums

Chiropractors	\$500 each calendar year
Physiotherapists	\$500 each calendar year
Podiatrists	\$500 each calendar year
Naturopaths	\$500 each calendar year
Osteopaths	\$500 each calendar year
Psychologists/Social Workers	\$1,000 each calendar year
Speech Therapists	\$1,000 each calendar year
Massage Therapists	\$500 each calendar year
Acupuncturists	\$500 each calendar year

Visioncare Expense Maximums

Eye Examinations	1 every 12 months
Glasses and Contact Lenses	\$200 every 24 months

Lifetime Healthcare Maximum Unlimited

Dentalcare

Payment Basis The dental fee guide in effect
on the date treatment is
rendered for the province in
which treatment is rendered

Deductible Nil

Reimbursement Levels

Basic Coverage	100%
Major Coverage	50%
Orthodontic Coverage	50%
Accidental Dental Injury Coverage	100%

Plan Maximums

Basic Treatment	Unlimited
Major Treatment	\$2,500 each calendar year
Orthodontic Treatment	\$1,500 lifetime
Accidental Dental Injury Treatment	Unlimited

Benefit Details

This booklet describes the principal features of the group benefit plan sponsored by your employer, but Group Policy Nos. 152619 and 152625 issued by **Great-West** Life are the governing documents. If there are variations between the information in the booklet and the provisions of the policies, the policies will prevail. Contact your employer if you require any additional information.

Notice Regarding Personal Information

When you apply for coverage under the group benefit plan, Great-West Life sets up a file with personal information relevant to your insurance coverage under the plan.

The purpose of this file is to permit Great-West Life to administer all financial services provided to you and to keep information specific to Great-West Life's business relationship with you. This includes the following:

- underwriting and financial reporting
- claims adjudication and management
- internal and external audits
- preparation of regulatory and statutory reports
- assisting you in planning your financial security

The file is kept in the offices of Great-West Life. Great-West Life employees have access to the file when required for insurance purposes.

You have certain rights of access and correction with respect to the information in your file. A request for access or correction must be in writing and may be sent to any of Great-West Life's offices.

In Quebec, this notice is being provided under Sections 4 and 8 of Quebec Bill 68 - An Act respecting the protection of personal information in the private sector.

Notice to Quebec Residents Regarding Prescription Drug Coverage

The prescription drug plan described in this booklet complies with the minimum requirements of Quebec Bill 33 - An Act respecting prescription drug coverage.

COMMENCEMENT AND TERMINATION OF COVERAGE

You are eligible to participate in the plan on the date your employment begins.

- **You** and your dependents will be covered as soon as you become eligible.

You may waive health and/or dental coverage if you are covered under your spouse's plan. If your coverage under your spouse's plan terminates, you must apply for coverage under this plan no later than 31 days after termination. After 31 days, you must provide evidence of insurability for you and your dependents before you can participate. Dentalcare may be limited to some restrictions.

- You must be actively at work when coverage takes effect, otherwise the coverage will not be effective until you return to work.

Increases in your benefits while you are covered by this plan will not become effective unless you are actively at work.

- Temporary and seasonal employees, and part-time employees who work less than 20 hours per week may not join the plan.

Your coverage terminates when your employment ends, you are no longer eligible, you **stop** paying the required premiums, or the policy terminates, whichever is earliest.

- Your dependents' coverage terminates when your insurance terminates or your dependent no longer qualifies, whichever is earlier.
- When your coverage terminates, you may be entitled to an extension of benefits under the plan. Your employer will provide you with details.

DEPENDENT COVERAGE

Dependent means:

- Your spouse, legal or common-law.

A common-law spouse is a person who has been living with you in a conjugal relationship for at least 12 months.

- Your unmarried children under age 22, or under age 25 if they are full-time students.

Note: If you are a Quebec resident, full-time students are covered for prescription drug benefits until age 26.

Children under age 22 are not covered if they are working more than 30 hours a week, unless they are full-time students.

Children who are incapable of supporting themselves because of physical or mental disorder are covered without age limit if the disorder begins before they turn 22, or while they are students under 25, and the disorder has been continuous since that time.

EMPLOYEE BASIC LIFE INSURANCE

You may name a beneficiary for your life insurance and change that beneficiary at any time by completing a form available from your employer. On your death, your employer will explain the claim requirements to your beneficiary. Great-West Life will pay your life insurance benefits to your beneficiary.

- Your life insurance terminates when you reach age 70 or when you retire, whichever is earlier.

- If you are under age 65 and have been disabled for 6 months or more, you may be entitled to have your life insurance continued without premium payment until you reach age 65. You are considered disabled if injury or disease prevents you from being gainfully employed in any job. Great-West Life will determine your qualification for waiver of premium benefits. If you believe you may be eligible, contact your employer for claim forms. You must apply for waiver of premium benefits within 12 months of becoming eligible.
- If any or all of your insurance terminates, you may be eligible to apply for an individual conversion policy without providing proof of your insurability. You must apply and pay the first premium no later than 31 days after your group insurance terminates. See your employer for details.

OPTIONAL LIFE INSURANCE

Optional Life Insurance allows you to choose additional coverage for yourself, your spouse and your children. Check the **Benefit** Summary for the amount of Optional Life insurance available. When you apply for Optional Life Insurance, you must provide proof of your insurability, and your application must be approved by Great-West Life. To cover your children you must apply for coverage within 31 days of becoming eligible for coverage. If you apply after 31 days your children will be required to submit medical evidence satisfactory to Great-West Life before coverage takes effect. If you or your spouse die within two years after applying for Optional Life Insurance, Great-West Life has the right to verify any medical information you or your spouse provided. If any inconsistencies are discovered, the claim will be denied and any premiums paid will be refunded.

You may name a beneficiary for your optional life insurance and change that beneficiary at any time by completing a form available from your employer. On your death, Great-West Life will pay your life insurance to your beneficiary. If your spouse or child dies you will be paid the amount for which he or she was insured. Your employer will explain the claim requirements.

- If you are approved for waiver of premium on your basic life insurance, any optional life insurance for yourself, your spouse or your children will also continue without premium payment as long as your basic life insurance continues but not beyond the date your optional insurance would otherwise terminate.
- If your, your spouse's or your children's optional life insurance terminates, you, your spouse or your children may be eligible to apply for an individual conversion policy without providing proof of insurability. You must apply and pay the first premium no later than 31 days after your group insurance terminates. See your employer for details.
- You and your children's optional life insurance terminates when you reach age 70 or retire, whichever is earlier. Your spouse's coverage terminates at the same time, or when he or she reaches age 70 or is no longer your spouse, whichever comes first.

Limitation

No benefit is paid for a suicide within the first two years of initial or increased optional life coverage. In such a situation, Great-West Life refunds the premiums that have been received.

HEALTHCARE

A deductible may be applied before you are reimbursed. **All** expenses will be reimbursed at the level shown in the **Benefit Summary**. Benefits may be subject to plan maximums and frequency limits. Check the **Benefit Summary** for this information.

The plan covers the following services and supplies if they are not covered under your provincial government plan and provincial law permits the plan to cover them. **All** covered services and supplies must represent reasonable treatment. Treatment is considered reasonable if it is accepted by the Canadian medical profession, it is proven to be effective and it is of a form, intensity, frequency and duration essential to diagnosis or management of the disease or injury.

Covered Expenses

- Ambulance transportation to the nearest centre where adequate treatment is available
- Private room and board in a hospital in Canada

For out-of-province accommodation, any difference between the hospital's standard ward rate and the government authorized allowance in your home province is covered.

Great-West Life also covers the hospital facility fee related to dental surgery and any out-of-province hospital out-patient charges not covered by the government health plan in your home province.

- Convalescent care for a condition that will significantly improve as a result of the care and follows a 3-day confinement for acute care
- The government authorized co-payment for accommodation in a nursing home. Residences established primarily for senior citizens or which provide personal rather than medical care are not covered.
- Services of a registered nurse, licensed practical nurse or registered nursing assistant who is not a member of your family, but only if the patient requires the specific skills of a trained nurse

You should apply for a pre-care assessment before home nursing begins

- Drugs and drug supplies described below when provided in Canada. Benefits for drug expenses outside Canada are payable only as provided under the out-of-country emergency care provision.
 - Drugs which require the written prescription of a physician or dentist, including oral contraceptives
 - Injectable drugs including vitamins, insulins and allergy extracts. Syringes for self-administered injections are also covered

- Disposable needles for use with non-disposable insulin injection devices, lancets and test strips
- Extemporaneous preparations or compounds if one of the ingredients is a covered drug
- Certain other drugs that do not require a prescription by law may be covered when prescribed by your physician or dentist. If you have any questions, contact your plan administrator before incurring the expense.

Unless your doctor has prescribed a drug by **its** brand name and has specified in writing that the product is not to be interchanged, the plan will cover only the cost of the lowest priced equivalent generic drug.

For drugs eligible under a provincial drug plan, coverage is limited to the deductible amount and coinsurance you are required to pay under that plan.

- Rental or, at Great-West Life's discretion, purchase of certain medical supplies, appliances and prosthetic devices prescribed by a doctor
- Custom-made foot orthotics and custom fitted orthopedic shoes, including modifications to orthopedic footwear
- Hearing aids including batteries, tubing and ear molds provided at the time of purchase
- Diabetic supplies: Novolin-pens or similar insulin injection devices using a needle, blood-letting devices including platforms but not lancets. Lancets are covered under prescription drugs
- Blood-glucose monitoring machines
- Diagnostic x-rays and lab tests

- Out-of-hospital treatment of muscle and bone disorders, including diagnostic x-rays, by a licensed chiropractor
- Out-of-hospital treatment of movement disorders by a licensed physiotherapist
- Out-of-hospital treatment of foot disorders, including diagnostic x-rays, by a licensed podiatrist
- Out-of-hospital treatment by a registered psychologist or qualified social worker
- Out-of-hospital treatment of speech impairments by a qualified speech therapist
- Out-of-hospital services of a qualified massage therapist
- Out-of-hospital services of a qualified acupuncturist
- Out-of-hospital services of a licensed osteopath, including diagnostic x-rays
- Out-of-hospital services of a qualified naturopath

Visioncare

- Eye examinations, including refractions, when they are performed by a licensed ophthalmologist or optometrist
- Glasses and contact lenses required to correct vision when provided by a licensed ophthalmologist, optometrist or optician

Medical Travel In Canada

The plan will pay for the following expenses if you are referred away from home by your physician for treatment by another physician within your own province or elsewhere in Canada and the round trip distance is 1,000 kilometres or more.

- Travelling expenses for the person requiring the treatment and one companion if recommended by the attending physician. Benefits are limited to either round trip economy class travel or automobile fuel expenses. Taxicab, car rental charges and automobile repair charges are not covered.
- Lodging expenses for the person requiring the treatment and one companion. Benefits are limited to moderate quality accommodation for the area in which the expense is incurred. Telephone and meal expenses are not covered.

Transportation and lodging expenses associated with *in-Canada* medical travel are limited to a lifetime maximum of \$2,000.

Global Medical Assistance Program

This program provides medical assistance through a worldwide communications network which operates 24 hours a day. The network locates medical services and obtains Great-West Life's approval of covered services, when required as a result of a medical emergency arising while you or your dependent is travelling for vacation, business or education. Coverage for travel within Canada is limited to emergencies arising more than 500 kilometres from home. You must be covered by the government health plan in your home province to be eligible for global medical assistance benefits. The following services are covered, subject to Great-West Life's prior approval:

- On-site hospital payment when required for admission, to a maximum of \$1,000

- If suitable local care is not available, medical evacuation to the nearest suitable hospital while travelling in Canada. If travel is outside Canada, transportation will be provided to a hospital in Canada or to the nearest hospital outside Canada equipped to provide treatment
- Transportation and lodging for one family member joining a patient hospitalized for more than 7 days while travelling alone. Benefits will be paid for moderate quality lodgings up to \$1,500 and for a round trip economy class ticket
- If you or a dependent is hospitalized while travelling with a companion, extra costs for moderate quality lodgings for the companion when the return trip is delayed due to your or your dependent's medical condition, to a maximum of \$1,500
- The cost of comparable return transportation home for you or a dependent and one travelling companion if prearranged, prepaid return transportation is missed because you or your dependent is hospitalized. Coverage is provided only when the return fare is not refundable. A rental vehicle is not considered prearranged, prepaid return transportation
- In case of death, preparation and transportation of the deceased home
- Return transportation home for minor children travelling with you or a dependent who are left unaccompanied because of your or your dependent's hospitalization or death. Return or round trip transportation for an escort for the children is also covered when considered necessary

- Costs of returning your or your dependent's vehicle home or to the nearest rental agency when illness or injury prevents you or your dependent from driving, to a maximum of \$1,000. Benefits will not be paid for vehicle return if transportation reimbursement benefits are paid for the cost of comparable return transportation home

Benefits payable for moderate quality accommodation include telephone expenses as well as taxicab and car rental charges. Meal expenses are not covered.

Out-Of-Country Emergency Care

The plan covers medical expenses incurred as a result of a medical emergency arising while you or your dependent is outside Canada for vacation, business or education purposes. To qualify for benefits, you must be covered by the government health plan in your home province.

- The following services and supplies are covered when related to the initial medical treatment:
 - treatment by a physician
 - diagnostic x-ray and laboratory services
 - hospital accommodation in a standard or semi-private ward or intensive care unit, if the confinement begins while you or your dependent is covered
 - medical supplies provided during a covered hospital confinement
 - paramedical services provided during a covered hospital confinement
 - hospital out-patient services and supplies
 - medical supplies provided out-of-hospital if they would have been covered in Canada
 - drugs
 - out-of-hospital services of a professional nurse
 - ambulance services by a licensed ambulance company to the nearest centre where essential treatment is available

If your medical condition permits **you** to return to Canada, benefits will be limited to the amount payable under this plan for continued treatment outside Canada or the amount payable under this plan for comparable treatment in Canada, plus return transportation, whichever is less.

Limitations

No benefits are paid for:

- Expenses private insurers are not permitted to cover by law
- Services or supplies you are entitled to without charge by law or for which a charge is made only because you have insurance coverage
- The portion of the expense for services or supplies that is payable by the government health plan in your home province, whether or not you are actually covered under the government health plan
- Services or supplies that do not represent reasonable treatment
- Services or supplies associated with:
 - treatment performed only for cosmetic purposes
 - recreation or sports rather than with other daily living activities
 - the diagnosis or treatment of infertility, other than drugs
 - contraception, other than oral contraceptives
- Services or supplies not listed as covered expenses
- Extra medical supplies that are spares or alternates
- Services or supplies received outside Canada except as listed under Out-of-Country Emergency Care and Global Medical Assistance

- Services or supplies received out-of-province in Canada unless you are covered by the government health plan in your home province and Great-West Life would have paid benefits for the same services or supplies if they had been received in your home province

This limitation does not apply to Global Medical Assistance

- Expenses arising from war, insurrection, or voluntary participation in a riot
- Chronic care
- Chiropractic or podiatric treatments for which a portion of the cost is payable under the Ontario Health Insurance Plan (OHIP). Benefits for these services are payable only after the maximum annual OHIP benefit has been paid
- Visioncare services and supplies required by an employer as a condition of employment

In addition under the prescription drug coverage, no benefits are paid for:

- Atomizers, appliances, prosthetic devices, colostomy supplies, first aid supplies, diagnostic supplies or testing equipment
- **Non-disposable** insulin delivery devices or spring loaded devices used to hold blood letting devices
- Delivery or extension devices for inhaled medications
- Oral vitamins, minerals, dietary supplements, homeopathic preparations, infant formulas or injectable total parenteral nutrition solutions
- Diaphragms] condoms, contraceptive jellies, foams, sponges, suppositories, contraceptive implants or appliances

- Any drug that does not have a drug identification number as defined by the Food and Drugs Act, Canada
- Proprietary or patent medicines registered under the Food and Drugs Act, Canada
- e Any single purchase of drugs which would not reasonably be used within 34 days. In the case of certain maintenance drugs, a 100-day supply will be covered
- e Drugs dispensed by a physician, surgeon, dentist or clinic or by a non-accredited hospital pharmacy
- e Drugs dispensed during treatment as an in-patient or an out-patient in a hospital
- e Preventative immunization vaccines and toxoids
- e Non-injectable allergy extracts
- e Drugs that are considered cosmetic, such as topical minoxidil or sunscreens
- Drugs used to treat erectile dysfunction
- Drugs or drug supplies not listed in the *Liste de médicaments* published by the **Regie de l'assurance-maladie du Quebec** in effect on the date of purchase, when prescribed for a student over age 24 who is your dependent child and you are a resident in Quebec

Healthcare terminates when you reach age 70 or when you retire, whichever is earlier.

How to Make a Claim

- **Out-of-country claims** (other than those for Global Medical Assistance expenses) should be submitted to Great-West Life as soon as possible after the expense is incurred. It is very important that you send your claims to the **Great-West Life Benefit Payment Office** immediately as your Provincial Medical Plan has very strict time limitations.

Obtain form **M5432 (Out-of-Country Statement of Claim)** from your employer and, if applicable, the Government Assignment form (all provinces except Manitoba) and the Special Government Claim Form (British Columbia, Quebec and Newfoundland). Complete these forms, making sure all required information **is** included. Attach all original receipts and forward the claim to your local Great-West Life Benefit Payment Office. Be sure to keep a copy for your own records.

Great-West Life will pay all eligible claims including your Provincial Medical Plan portion. Your Provincial Medical Plan will then reimburse Great-West Life for the government's share of the expenses.

Out-of-country claims must be submitted within a certain time period that varies by province. For the claims submission period applicable in your province or for any other questions or for assistance in completing any of the forms, please contact Great-West Life's **Out-of-Country Claims** unit at 1-800-957-9777.

- For fertility drugs and all other Healthcare claims, obtain form **M635D** from your employer. Complete this form making sure it shows all required information.

Attach your receipts to the claim form and return it to the Benefit Payment Office as soon as possible, but no later than **15 months** after you incur the expense.

- **For drug claims (excluding fertility drugs),** your employer will provide you with a prescription drug identification card. Present your card when purchasing drugs at any of the **participating pharmacies.**

Before your prescription is filled, a Health Assure check will be done. Health Assure is a series of seven checks that are electronically done on your drug claim history for increased safety and compliance monitoring. This has been designed to improve the health and quality of life for you and your dependents. Checks done include drug interaction, therapeutic duplication and duration of therapy, allowing the pharmacist to react prior to the drug being dispensed. Depending on the outcome of the checks, the pharmacist may refuse to dispense the prescribed drug.

When purchasing drugs at a **non-participating pharmacy,** you will be required to pay the full price of the prescription and the Health Assure check will not be available. For reimbursement, ask your employer for a prescription drug claim form. Attach your drug receipts to the completed claim form and mail it to the address on the claim form.

When your coverage ends, return your direct pay drug identification card to your employer.

PREFERRED VISION SERVICES (PVS)

Preferred Vision Services (PVS) is a service provided by Great-West Life to its customers through Preferred Vision Services.

Preferred Vision Services (PVS) entitles you to a discount on a wide selection of quality eyewear and vision care services when you purchase these items from a PVS network optician or optometrist. You are eligible to receive the PVS discount through the network whether or not you are enrolled for the healthcare coverage described in this booklet. You can use the PVS network as often as you wish to purchase services and eyewear for yourself and your dependents at a reduced cost.

Shopping for eyewear through PVS:

- Call the **PVS Information Hotline** at **1-800-668-6444** or visit the **PVS Web site** at **www.pvs.ca** for information about PVS locations and the program
- Arrange for a fitting or eye examination, if needed
- Present your group benefit plan identification card to identify your preferred status as a PVS member through Great-West Life at the time of purchase
- Select your eyewear and pay the reduced PVS price. If you have vision care coverage, obtain a receipt and submit it with a claim form to your insurance carrier in the usual manner.

DENTALCARE

A deductible may be applied before you are reimbursed. **All** expenses will be reimbursed at the level shown in the **Benefit Summary**. Benefits may be subject to plan maximums and frequency limits. Check the **Benefit Summary** for this information.

The plan covers reasonable and customary charges to the extent they do not exceed the dental fee guide level shown in the **Benefit Summary**.

Treatment Plan

- Before incurring any large dental expenses, or beginning any orthodontic treatment, ask your dentist to complete a treatment plan and submit it to Great-West Life. Great-West Life will calculate the benefits payable for the proposed treatment, so you will know in advance the approximate portion of the cost you will have to pay.

Basic Coverage

The following expenses will be covered:

- Diagnostic services including:
 - one complete oral examination every 36 months
 - limited oral examinations twice each calendar year, except that only one limited oral examination is covered in any one calendar year period that a complete oral examination is also performed
 - limited periodontal examinations twice each calendar year
 - complete series of x-rays every 24 months
 - intra-oral x-rays to a maximum of 15 films every 24 months and a panoramic x-ray every 24 months. Services provided in the same 12 months as a complete series are not covered
- Preventive services including:
 - polishing and topical application of fluoride each twice each calendar year
 - scaling
 - oral hygiene instruction once every 6 months
 - pit and fissure sealants on bicuspid and permanent molars every 60 months
 - space maintainers including appliances for the control of harmful habits
 - finishing restorations
 - interproximal diskling
 - recontouring of teeth

- Minor restorative services including:
 - caries, trauma, and pain control
 - amalgam and tooth-coloured fillings. Replacement fillings are covered only if the existing filling is at least 2 years old or the existing filling was not covered under this plan
 - retentive pins and prefabricated posts for fillings
 - prefabricated crowns for primary teeth
- Endodontics. **Root** canal therapy for permanent teeth will be limited to one course of treatment per tooth. Repeat treatment is covered only if the original treatment fails after the first 18 months
- Periodontal services including:
 - root planing
 - occlusal adjustment and equilibration, limited to a combined maximum of 4 time units every 12 months

A time unit is considered to be a 15-minute interval or any portion of a 15-minute interval
- Denture maintenance, after the 3-month post-insertion care period, including:
 - denture relines for dentures at least 6 months old, once every 36 months
 - denture rebases for dentures at least 2 years old, once every 36 months
 - resilient liner in relined or rebased dentures, once every 36 months

- Oral surgery
- Adjunctive services

Major Coverage

- Crowns. Coverage for crowns on molars is limited to the cost of metal crowns. Coverage for complicated crowns is limited to the cost of standard crowns
- Onlays. Coverage for tooth-coloured onlays on molars is limited to the cost of metal onlays

Replacement crowns and onlays are covered when the existing restoration is at least 5 years old and cannot be made serviceable

- Standard complete dentures, standard cast or acrylic partial dentures or complete overdentures or bridgework when required to replace one or more teeth extracted while the person is covered. Overdentures and bridgework are covered only when standard complete or partial dentures are not viable treatment options. Coverage for tooth-coloured retainers and pontics on molars is limited to the cost of metal retainers and pontics. Replacement appliances are covered only when:

- the existing appliance is a covered temporary appliance
- the existing appliance is at least 5 years old and cannot be made serviceable. If the existing appliance is less than 5 years old, a replacement will still be covered if the existing appliance becomes unserviceable while the person is covered and as a result of the placement of an initial opposing appliance or the extraction of additional teeth.

If additional teeth are extracted but the existing appliance can be made serviceable, coverage is limited to the replacement of the additional teeth

- Denture-related surgical services for remodelling and recontouring oral tissues
- Denture and bridgework maintenance following the 3-month post-insertion period including:
 - denture remakes, once every 36 months
 - denture adjustments, once every 12 months
 - denture repairs and additions, tissue conditioning and resetting of denture teeth
 - repairs to covered bridgework
 - removal **and** recementation of bridgework

Orthodontic Coverage

- Orthodontics are covered for children who are between 6 and 20 when treatment starts

Accidental Dental Injury Coverage

- Treatment of injury to sound natural teeth. Treatment must start within 60 days after the accident unless delayed by a medical condition

A sound tooth is any tooth that did not require restorative treatment immediately before the accident. A natural tooth is any tooth that has not been artificially replaced

Limitations

If you do not apply for dentalcare coverage within one month after you become eligible, benefits will be subject to the following restrictions, unless the expenses are incurred solely as a result of an accident occurring after the coverage takes effect:

- Basic Coverage expenses are limited to \$100 during the first 12 months of your coverage
- No benefits will be paid for Major Coverage expenses during the first 12 months of your coverage
- No benefits will be paid for Orthodontic Coverage expenses during the first 24 months of your coverage

No benefits are paid for:

- Duplicate x-rays, custom fluoride appliances, audio-visual oral hygiene instruction and nutritional counselling
- The following endodontic services - root canal therapy for primary teeth, isolation of teeth, enlargement of pulp chambers and endosseous intra coronal implants
- The following periodontal services - desensitization, topical application of antimicrobial agents, subgingival periodontal irrigation, charges for post surgical treatment and periodontal re-evaluations
- The following oral surgery services - implantology, surgical movement of teeth, services performed to remodel or recontour oral tissues (other than minor alveoplasty, gingivoplasty and stomatoplasty) and alveoplasty or gingivoplasty performed in conjunction with extractions. Services for remodelling and recontouring oral tissues will be covered under Major Coverage
- Hypnosis or acupuncture
- Veneers, recontouring existing crowns, and staining porcelain

- Crowns or onlays if the tooth could have been restored using other procedures. If crowns, onlays or inlays are provided, benefits will be based on coverage for fillings
- Overdentures or initial bridgework if provided when standard complete or partial dentures would have been a viable treatment option.

If overdentures are provided, coverage will be limited to standard complete dentures.

If initial bridgework is provided, coverage will be limited to a standard cast partial denture and restoration of abutment teeth when required for purposes other than bridgework

If additional bridgework is performed in the same arch within 60 months, coverage will be limited to the addition of teeth to a denture and restoration of abutment teeth when required for purposes other than bridgework

Benefits will be limited to standard dentures or bridgework when equilibrated and gnathological dentures, dentures with stress breaker, precision and semi-precision attachments, dentures with swing lock connectors, partial overdentures and dentures and bridgework related to implants are provided

- Expenses covered under another group plan's extension of benefits provision
- Accidental dental injury expenses for treatment performed more than 12 months after the accident, denture repair or replacement, or any orthodontic services
- Expenses private plans are not permitted to cover by law
- Services and supplies the person is entitled to without charge by law or for which a charge is made only because the person has insurance coverage

- Services or supplies that **do** not represent reasonable treatment
- Treatment performed for cosmetic purposes only
- Congenital defects or developmental malformations in people 19 years of age or over
- Temporomandibular joint disorders, vertical dimension correction or myofacial pain
- Expenses arising from war, insurrection, or voluntary participation in a riot

Dental care terminates when you reach age 70 or when you retire, whichever is earlier.

How to Make a Claim

Obtain form M445D from your employer. Have your dentist complete the form and return it to the benefit payments office as **soon** as possible, but no later than 15 months after the dental treatment.

COORDINATION OF BENEFITS

- Benefits for you or a dependent will be directly reduced by any amount payable under a government plan. If you or a dependent are entitled to benefits for the same expenses under another group plan or as both an employee and dependent under this plan or as a dependent of both parents under this plan, benefits will be co-ordinated **so** that the total benefits from all plans will not exceed expenses.
- You and your spouse should first submit your own claims through your own group **plan**. Claims for dependent children should be submitted to the plan of the parent who has the earlier birth date in the calendar year (the year **of** birth is not considered). If you are separated or divorced, the plan which will pay benefits for your children will be determined in the following order:
 1. the plan of the parent with custody of the child;
 2. the plan of the spouse of the parent with custody of the child;
 3. the plan of the parent without custody of the child;
 4. the plan of the spouse of the parent without custody of the child

You may submit a claim **to** the plan of the other spouse for any amount which is not paid by the first plan.

*This booklet contains important
information and should be kept in
a safe place known to you
and your family.*

The Plan is underwritten by



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REUTERS CANADA DIVISION

EMPLOYEES' PENSION PLAN

EMPLOYEE BOOKLET

RECEIVED
NOV 13 2001

January 1, 1998

**Reuters Canada Division
Employees' Pension Plan**

Employee Booklet as at January 1, 1998

WHEN YOU CAN JOIN THE PLAN

As an employee represented by the Canadian Media Guild employed on a full-time basis by Reuters Information Services (Canada) Limited, Reuters Canada Division; you may join the Plan on the first of the month coincident with or next following your date of hire, provided that you are over age 20. If you are under age 20 when you are hired you will be eligible to join the plan once you attain age 20 or complete 24 months of service.

If you are employed on a part-time basis, you may join the plan on the first day of the month coincident with or next following completion of 24 months of consecutive service and you have earned at least 35% of the Year's Maximum Pensionable Earnings ("YMPE") in 2 consecutive calendar years.

To become a member **you** file an application form authorizing **us** to deduct the required member contributions from your pay. You will also be asked **to** file a form naming your spouse, or if you **do** not have a spouse, the person (your "Beneficiary") you want to receive a refund of your contributions and the lump sum death benefit that is payable should **you** die.

SERVICE

For Plan purposes there are **two** types of service, Continuous Service and Pensionable Service.

"Continuous Service" is based on your regular uninterrupted employment with Reuters and determines your eligibility for membership, qualification for benefits and vesting of your pension.

"Pensionable Service" is based on your service subsequent to January 1, 1978 during which you are a member **of** the Plan and contribute to the Plan. Your benefit calculation will be based on your Pensionable Service.

PENSION AT NORMAL RETIREMENT

Normal Retirement Date

Your Normal Retirement Date is the first day of the month after your 65th birthday. **The** first pension payment will be made on your Normal Retirement Date with a proportionate payment for the month of retirement and monthly payment thereafter will continue for as long as you live.

Calculation *of a* Normal Retirement *Pension*

Here is how we calculate a Normal Retirement Pension:

When Jack Brooks retires at age 65 he has:

- 30 years of Pensionable Service,
- Final Average Earnings of \$3,500.00,
- Monthly Government Benefit ~~of~~ **\$744.00.**

Here is how we calculate his pension:

2% x \$3,500.00 x 25	\$ 1,750.00	
LESS		
0.6% (0.006) x \$744.00 x 25	111.60	
PLUS		
1.1% (0.011) x \$3,500.00 x 5	192.50	
LESS		
1-1/4% (0.0125) x \$744.00 x 5	<u>46.50</u>	
Jack's Plan income is:	\$ 1,784.40	a month

in addition to his Plan income, Jack receives **his** full CPP benefit **of** \$744.00 a month and his Old Age Security Benefit of \$407.00 a month **if** he qualifies for the maximum benefits under these **two** plans.

PENSION AT EARLY RETIREMENT

Early Retirement Date

You may retire early anytime after **you** reach **age 52**.

Calculation of an Early Retirement Pension

Your Early Retirement Pension is calculated under the Plan formula based on your years **of** Pensionable Service and Final Average Earnings at that time.

The amount **of** the Early Retirement Pension is equal to the amount calculated' as a Normal Retirement Pension and then reduced by $\frac{1}{3}$ **of** 1% for each month that your retirement date after age 55 precedes your 62nd birthday.

If you elect to retire after age 52 and before age 55 your pension will **be** actuarially adjusted to reflect the earlier commencement **of** pension payments.

TERMINATION BENEFIT

Vested Retirement Date

If you leave for any reason after 2 years **of** Pensionable Service or after age **26** with **5** years **of** Continuous Service, you are entitled to a vested deferred pension,

Calculation **of Deferred Pension**

Termination after age 26 with at least 5 years of Continuous Service

Your pension **is** calculated under the Plan formula - based on your years **of** Pensionable Service, Final Average Earnings and Government Benefit level (assuming your earnings for the purpose **of** establishing the Government Benefit level remain unchanged through to retirement) at the time you leave.

If you are not yet age **45** or have less than 10 years **of** Continuous Service, you may elect to receive (i) your Accumulated Contributions made prior to January **1, 1987** as a lump sum cash payment plus (ii) your Excess Contributions as a transfer to a locked-in RRSP or to be used to provide a deferred pension and (iii) receive **a** deferred pension in respect of Pensionable Service after January **1, 1987**.

If you are age **45** and have 10 years **of** service your pension is calculated under the Plan formula - based on your years **of** Pensionable Service, Final Average Earnings and Government Benefit level (assuming your earnings for the purpose **of** establishing the Government Benefit level remain unchanged through to retirement) at the time you leave.

In lieu of the deferred pensions mentioned above, you may elect to transfer the present value **of** the deferred pensions to a locked-in registered retirement savings plan or to another registered pension plan, if that plan permits **it**.

Termination after completion **of 2 years **of** Pensionable Service but less than 5 years **of** Continuous Service and not age 26**

Your pension is calculated under the Plan formula - based on your years **of** Pensionable Service after January **1, 1987**, Final Average Earnings and Government Benefit level (assuming your earnings for the purpose **of** establishing the Government Benefit level remain unchanged through to retirement) at the time you leave. In addition, you will receive your Accumulated Contributions made prior **to** January **1, 1987** plus your Excess Contributions.

BENEFITS ON DEATH IN RETIREMENT

Normal Retirement Benefits

If you do not have a spouse at retirement, you will receive your pension for **5** years certain and **life** thereafter. This means that if you die within **5** years after retirement, your beneficiary will continue to receive your remaining payments until **60** monthly payments in all will have been made.

If you have an eligible spouse at retirement your spouse is entitled to receive **60%** of your pension which has been adjusted at retirement date. Both you and your spouse may elect to waive the reduced **60%** joint and survivor pension required by the Pension Benefits Standards Act in which event on your death, your spouse gets additional protection and after the later **of** your death and **60** monthly payments **she** will automatically receive **50%** of your pension for **life**. (An eligible spouse is your lawful spouse or in the event that you do not have a lawful spouse, a common-law spouse with whom you have been cohabiting for at least **1** year.)

Options

You may elect at least **90** days before retirement, to surrender part **of** your pension to provide additional pension for your spouse **or**, if you have no spouse at retirement, to provide a lifetime income with **no** guaranteed period or an increase in the **5**-year guarantee. The degree **of** variation will depend upon your age, the **age of your** spouse and the amount **of** pension that you are prepared to surrender. Quotations will be provided on request.

BENEFITS ON DEATH OF DEFERRED PENSIONERS

Early Retirement

If you retire early with a deferred pension but die before your pension becomes payable, it will be assumed that **your** pension had commenced on the day before your death and the standard form **of** pension will be payable unless you had previously elected a variation.

Termination

If you terminate with a vested deferred pension but die before your pension becomes payable, your beneficiary will receive a refund **of** your Accumulated Contributions for service up to December 31, 1986 plus any Excess Contributions plus the commuted value **of** your pension earned after December 31, 1986 payable **in** the form **of** a monthly pension. In lieu **of** the pension provided by the commuted value, your spouse may transfer the commuted value to a locked-in RRSP.

GENERAL

Reuters hopes to continue the Plan indefinitely, but necessarily must reserve the right to modify ~~or~~ discontinue the Plan **if** future conditions in the judgment **of** Reuters warrant such action.

The terms and conditions **of** this Plan as outlined in this announcement are subject to approval by government authorities and the benefits cannot exceed the **limits** prescribed thereby.

Whereas this announcement is intended to set out the details **of** the Plan, it should be recognized that the Plan documents **will** take precedence in the event **of** any difference in interpretation.

