

Erie Flooring & Wood Products

COLLECTIVE AGREEMENT

- between -

Erie Flooring & Wood Products

West Lorne, Ontario

- and -

United Steelworkers Local I-500

Expiry Date July 5, 2017

10502(07)

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COLLECTIVE AGREEMENT

-between-

Erie Flooring & Wood Products

West Lorne, Ontario

(hereinafter called "the Company")

and

United Steelworkers

Local I-500

(hereinafter called "the Union")

ARTICLE 1 – PURPOSE OF AGREEMENT

1.01 Whereas the parties agree that it is mutually beneficial to have a harmonious relationship and desirable to arrange and maintain fair and equitable earnings, labour standards, wage rates and working conditions to attain efficient operations, to protect the safety and health of employees and to provide the machinery for the adjustment of disputes which may arise between the parties hereto. Therefore the Company and the Union agree as follows:

ARTICLE 2 – MANAGEMENT RIGHTS

2.01 The Union acknowledges that it is the exclusive right of the Company to:

- a)** Maintain order, discipline and efficiency
- b)** Hire, discharge, classify, demote, direct, transfer, assign, promote, lay-off and suspend, or otherwise discipline employees who have acquired seniority, for a just and reasonable cause, may be the subject of a grievance and dealt with hereinafter provided.

- c) The Company shall have the right to make, alter, publish and enforce rules and regulations to be observed by its employees. Such rules and regulations may be reviewed by the Company. Said rules and/or revisions will be discussed with the Union prior to the implementation so that the reasonableness and enforceability can be reviewed. The reproduction of the Company's rules and regulations in the back of this booklet is for convenience only and it shall not be construed or implied that they form part of this Collective Agreement.
- d) Manage the industrial enterprise at West Lorne, Ontario in which the Company is engaged and without limiting the generality of the foregoing, to determine the products to be manufactured, methods of manufacture, schedules of production, kinds and locations of machines and tools to be used, process of manufacturing and engineering and designing of its products, the control of material and parts to be incorporated in the products produced, the extension, limitation, curtailment of, cessation of operations and all other matters concerning the operation of the Company's business.
- e) It is agreed that none of the rights set forth in this Article will be exercised in a manner inconsistent with the terms of this Agreement.

ARTICLE 3 – UNION RECOGNITION

3.01 The Company recognizes the Union as the sole and exclusive bargaining agency for all its employees save and except Supervisors, persons above that rank, security guards, office and sales staff. It is understood and agreed that this Agreement shall

apply to and cover all operations of the Company at West Lorne, Ontario.

3.02 Persons whose regular jobs are not in the bargaining unit shall not work at any jobs which are included in the bargaining unit except for purposes of:

- a) Providing necessary instructions to employees; or
- b) Experimenting with new tools, designs or procedures prior to their adoption for use in regular operations; or
- c) Under extenuating circumstances when other bargaining unit employees are not readily available and with the knowledge of a Union Steward. It is expressly understood and agreed that the Company shall not be required to discharge any employee covered by this Agreement for any other reason than the non-payment of regular monthly union dues.

3.03 Up to two (2) employees who have been elected by the Union to attend union conventions, conferences or education seminars shall be granted a leave of absence without pay for this purpose and the Union will inform the Company of the names of the delegates as soon as possible.

ARTICLE 4 – UNION SECURITY

4.01 All present employees covered under the terms of this Collective Agreement on the effective date of this Agreement and every new employee upon completion of the probationary period shall join the Union and remain a member of the Union in good standing as a condition of continued employment with the Company.

4.02 The Company agrees that it shall deduct from all employees covered by this Agreement, including probationary employees, an amount equal to the regular weekly Union dues as prescribed by

Local I-500 By-laws. Said sums shall be remitted to the Union during the week following the month of deduction. The Company shall, when remitting such dues, name the employees from whose pay such deductions were made. The Union will provide the Company with written notification of any and all unpaid union dues.

The Company shall not deduct any additional dues, fees or assessments without the specific written direction and authorization of the Union and in no case will the Company be held responsible for any dues, fees or assessments improperly deducted when the procedure herein is followed. Employees will be given two (2) weeks notice by the Union in advance of any additional deductions to be made under this Article.

4.03 In order to protect the employee's good standing of membership in the Union as required by Article 4.01 and in the event any employee in the Bargaining Unit falls into arrears of dues by failing to work in the week that union dues are deducted because of lay-off, accident, sickness, leave of absence, vacation, parental leave or short term disability, the company, on behalf of the union, will only recoup dues for the month in which the employee returns to work if he/she has received five (5) days pay or more in that calendar month.

Should any employee anticipate or encounter personal difficulties with the application of Article 4.03, alternative methods may be arranged between the employee and the Union to assist in the recovery of such arrears with the least amount of inconvenience to the employee. The Union will advise the Company in writing of such cases outlining the agreement reached and the Company will make the deductions as arranged.

4.04 The Company will recognize a Union Negotiating Committee of three (3) employees who have acquired seniority under this Agreement and this Committee shall consist of three (3) members

elected by the employees in the Bargaining Unit, plus one (1) or two (2) Business Representatives from the Union, for the purpose of negotiating the renewal of this Agreement. The Company agrees to pay the regular wages for the employee members of the Committee for time spent in the negotiating meetings with the Company during the normal hours of work.

4.05 On a monthly basis the Company will remit to the Union Education Fund, five hundred dollars for the term of this contract.

ARTICLE 5 – SHOP STEWARDS

5.01 The Company recognizes the right of the Union to appoint or otherwise select Shop Stewards at a ratio of one (1) steward for every forty (40) employees or part thereof, one of which will be designated as the Chief Shop Steward and one as the Alternate Chief Shop Steward.

The Union will endeavor to recruit Shop Stewards from as many areas or departments including all shifts in an attempt to maintain a full complement of Stewards as permitted by this Article.

The Shop Stewards so selected and/or appointed will remain in effect for the term of this Collective Agreement, but only if they choose to remain and are performing their duties as required by the Union.

5.02 The names of the Stewards, from time to time selected, shall be given to the Company in writing and the Company shall not be required to recognize any such Steward until it has been so notified.

5.03 Stewards shall request permission from their Supervisor to leave their jobs for the purpose of investigating complaints and processing grievances and shall not suffer any loss of pay for doing so. The Steward shall report to the Supervisor upon the completion of his/her investigation and if he/she goes into the department of

another Supervisor, he/she must notify such Supervisor of his/her presence.

5.04 In the event of lay-offs and recalls, the Chief Shop Steward and one (1) other Shop Steward shall be the last to be laid-off and conversely, the first to be recalled by the Company irrespective of seniority standing, providing that the Shop Stewards are willing and able to perform the work available.

5.05 New Employee Orientation Program. The Union will appoint a representative to participate as a presenter in the "New Employee Orientation Program". Union Reps and Company Reps will co-present to inform new hires of policies, procedures, roles and responsibilities at Erie Flooring & Wood Products.

5.06 A minimum of two (2) Shop Stewards (or alternates) to a maximum of three (3) Shop Stewards plus two (2) members of management shall constitute a quorum at any meetings conducted for the purpose of dealing with any business between the parties.

5.07 Employees must use the Shop Steward in their department for representation or ask their Supervisor to have the Chief Steward.

5.08 When two (2) or more employees commence work with the Employer on the same day, their relative seniority shall be determined by month and day of birth.

ARTICLE 6 – WAGES AND CLASSIFICATIONS

6.01 The classification groups and wage schedules known as Schedule "A" and Schedule "B" as attached hereto shall form part of this Agreement.

6.02 It is agreed that no employee shall suffer any loss in take home pay as a result of the signing of this Collective Agreement.

6.03 Any agreement or understanding the parties intend to rely upon is set out in this Collective Agreement.

6.04 Any employee who is required by the Company to work on construction projects other than on the Company's premises shall be paid the prevailing construction wages while engaged in this work.

6.05 For any new job classifications that may arise during the lifetime of this Agreement and which are not listed in Schedule "A" of this Agreement, the Company may set temporary rates, of which, the Union will be notified immediately. Any such rates will be based on the comparison with the prevailing rate for similar and/or related occupations as listed in the job classifications of Schedule "A" of this Agreement, and any employee who claims that he/she is aggrieved under the new job classifications may make his/her grievance a subject of the Grievance Procedure.

ARTICLE 7 – HOURS OF WORK AND OVERTIME

7.01 The standard work week established for all employees in the Bargaining Unit except engineers and watchmen shall consist of five (5) eight (8) hour days Monday through Friday except as otherwise specified in this Agreement or as may otherwise be agreed between the Company and the Union.

The normal hours of work shall be as follows:

Day Shift:

7:00 am to 3:30 pm - Monday through Friday

Evening Shift:

3:30 pm to 2:00 am - Monday through Thursday

7.02 The paid break periods shall be ten (10) minutes duration away from work at or about the mid-point of each half shift including a ten (10) minute paid break period before the commencement of any overtime period in excess of one hour.

7.03 The unpaid lunch period shall be thirty (30) minutes in duration between the hours of:

DAY SHIFT	12:00 noon to 12:30 pm
EVENING SHIFT	9:30 pm to 10:00 pm

7.04 In the event that a third shift is necessary it will become a "weekend" shift consisting of three (3) twelve (12) hour shifts with the rate and hours to be mutually agreed upon by the Company and the Union before the implementation of such a shift.

7.05 The Company agrees to give notice of overtime as far in advance as is practical. Overtime shall be first offered to the employee regularly doing the job on the shift overtime is required. All overtime shall be on a voluntary basis and no employee shall be penalized for exercising the right. Maintenance and repairs to machinery shall be exempt from this provision. Employees who volunteer to work overtime and fail to fulfill their voluntary commitment may be subject to disciplinary action.

Employees who wish to volunteer for overtime work outside of their regular duties will sign a "Plant Wide Overtime Notice" which will be posted on the Main Plant Bulletin Board on a weekly basis.

The employees who sign the Overtime Notice will be given preference by the plant wide seniority only after the employee who regularly performs the job has refused. The employee must have the ability to perform the work available.

In the event that insufficient employees sign the Overtime Notice, the Company may seek volunteers to work the overtime without regard to seniority.

Failure to sign the "Overtime Notice" shall not disqualify or penalize any employee from the solicitation for an opportunity to perform any future overtime work.

Any employee who fails to work the normal work week as specified in this Article may be ineligible for any overtime scheduled or offered during that period and the next successive pay period.

7.06 Adopt excess hours agreement to be drawn up with union assistance:

- a) Subject to article 7.07 all time worked in excess of 40 hours per week shall be paid for at a rate of time and one-half (1 1/2) the employee's straight time hourly rate. Where a week contains a paid holiday it shall be included in calculating the 40 hours. There shall be no pyramiding.
- b) All time worked on Saturdays shall be paid for at the rate of time and one-half.
- c) All time worked on Sundays shall be paid for at the rate of double time. **The provisions of this clause shall not be applied to Engineers and Watchmen working on their regular scheduled shift.

7.07 All time worked in excess of the twelve (12) hours per day by Engineers and Watchmen during their regular scheduled shifts shall be paid for at the rate of time and one-half (1 1/2) the employee's regular hourly rate and all time worked on Statutory Holidays shall be paid for at double the employee's regular hourly rate in addition to any Statutory Holiday pay.

This does not apply where such an employee works more than one (1) shift during a twenty-four (24) hour period due to a shift change required by normal scheduling or when employees may have voluntarily exchanged shifts for their mutual convenience.

7.08 Shift work may be arranged mutually between the Company and the Union and the shift premium shall be forty (40) cents per hour.

7.09 Reporting Allowance

Employees who report for work at their regular starting time, and are unable to commence work or complete their normal shift for reasons beyond their control, shall receive no less than four (4) hours reporting pay.

To qualify for the above, the employee must remain on the job until told by the Supervisor that he/she may leave, and must accept alternate work if it is offered.

Where circumstances beyond the reasonable control of the Company prevent the commencement of operations in the plant or cause the suspension of operation in the plant, or when the employee has been notified by telephone two (2) hours or more prior to reporting for work, then the reporting allowance shall not be paid.

7.10 In the event it is necessary to call an employee back to work for production work in the case of emergency, he/she shall be given a minimum of four (4) hours pay at his/her regular rate or time and one-half (1 1/2) for the hours worked, whichever is the greater.

7.11 In the event of shift cancellation, or changes in the schedules of such shifts, the Company agrees to give the employees involved two (2) days notice in advance.

ARTICLE 8 – PAID HOLIDAYS

8:01 The following shall be paid holidays:

New Year's Day	Family Day
Good Friday	Victoria Day
Canada Day	Civic Holiday
Labour Day	Thanksgiving Day
1/2 day December 24	Christmas Day
Boxing Day	1/2 Day December 31

Last shift (if possible) December 23 for both shifts.
Shutdown December 24 to January 1, when possible. (Afternoon shift may finish at 3:00 am December 24)

8.02 (a) If any of the above holidays fall on a Saturday or Sunday, the employee's next regular shift shall be the holiday or alternate day(s) mutually agreed to by the Union and the Company.

(b) Canada Day will be observed per the following schedule:

Canada Day falls on:	Holiday observed on:
Monday	Monday
Tuesday	Monday of that week
Wednesday	Monday of that week
Thursday	Friday of that week
Friday	Friday

8.03 An employee required to work on any of the above named holidays shall be paid at the rate of double the straight time hourly rate in addition to the holiday pay.

8.04 Employees who have been granted a Leave of Absence during any of the paid holidays will not be paid for the holiday as they have not worked either the day before or the day following the holiday.

To be eligible for holiday pay, an employee must have worked a full day on his/her regular workday immediately preceding and following the holiday, provided that where an employee fails to work on either day due to illness certified to the satisfaction of the Company, pre approved specialists appointments, death in the immediate family, Jury duty, or lay-off not exceeding fourteen (14) calendar days prior to the holiday, he/she will not be deprived of holiday pay.

8.05 In the event of one or more of the paid holidays occurring during the employee's vacation, he/she shall be paid for the holiday(s).

8.06 Any employee who qualifies for a Paid Holiday shall receive his/her regular straight time hourly rate inclusive of premiums for all hours that would have been worked/or scheduled on his/her regular shift.

8.07 One (1) Personal Paid Leave day will be granted after July 6, 2005 and each subsequent year for the term of this contract, to be taken at the request of the employee provided there is sufficient personnel to run the department. Employee's request will be required a week in advance and will be granted on a first come first served basis. To qualify for a Personal Paid Leave day the employee must have attained one (1) year's seniority.

ARTICLE 9 – VACATIONS WITH PAY

9.01 Each employee shall be entitled to an annual vacation with accrued vacation pay in accordance with the employee's length of service as provided for in this Article.

The vacation year shall be from July 1st to June 30th. For the purpose of ascertaining vacation time off and for determining the accrual of vacation pay, the employee's individual anniversary date shall be the increase adjustment date. Vacation time off and vacation pay shall be awarded as per the following table of allowances:

- (a)** Less than twelve (12) months service - 4% of gross annual earnings and one (1) week vacation time off;
- (b)** More than one (1) year, but less than five (5) years service - 4% of gross annual earnings and two (2) weeks vacation time off;
- (c)** More than five (5) years, but less than seven (7) years - 5% of gross annual earnings and two (2) weeks vacation time off;

- (d) More than seven (7) years, but less than fifteen (15) years service - 6% of gross annual earnings and three (3) weeks vacation time off;
- (e) More than fifteen (15) years, but less than twenty (20) years service - 8% of gross annual earnings and four (4) weeks vacation time off;
- (f) More than twenty (20) years service - 10% of gross annual earnings and four (4) weeks vacation time off;
- (g) More than twenty-five (25) years service - 11% of gross annual earnings and four (4) weeks vacation time off;
- (h) Vacation Pay will be paid once per year on the pay date immediately preceding the commencement of the "Annual Vacation Period" and will be paid by direct deposit.
- (i) When taking alternate vacation, employees are allowed to ask for their vacation pay twice per year before the scheduled shutdown, provided it is in weekly amounts and provided they qualify for more than two (2) weeks vacation pay.

For the clarification of intent and application of provisions of this Article, vacation pay entitlement will be calculated from and adjusted as of each employee's individual anniversary date.

FOR EXAMPLE:

An employee with five (5) years service on September 17th, 1991 would accumulate vacation pay at 5% on September 17th, 1991. At June 30th, 1992 the employee would be entitled to receive 4% of his gross earnings from July 1st, 1991 to September 16th, 1991 and at the rate of 5% from September 17th, 1991 to June 30th, 1992.

9.02 Employees eligible for three (3) weeks of vacation may request three (3) weeks together and the Company may accommodate such requests on a first come first served basis.

9.03 The following dates are to be observed as the annual vacation period for the Bargaining Unit

Actual Dates Inclusive:

2014 July 21 to August 4

2015 July 20 to August 3

2016 July 18 to August 1

2017 July 24 to August 7

It is understood that the Civic Holiday is included in the above dates.

9.04 The Company shall provide employees with a report on vacation pay use and emergency leave use, twice annually.

ARTICLE 10 – PAYMENT OF WAGES

10.01 All employees will be paid on a weekly basis with their pay cheque being deposited directly into their personal bank accounts through the electronic banking system. Such amounts will be deposited on Friday by 12 noon. In addition, each employee shall receive a weekly statement of earnings, hours, rate of pay, deductions and a year to date total earnings. These pay stubs shall be folded and taped once for privacy of the individual and shall be distributed individually by the shift Supervisor and/or payroll personnel.

ARTICLE 11 – SENIORITY

11.01 The parties recognize that job opportunity and security should increase in proportion to length of service. It is therefore agreed that in all cases of vacancy, promotion, transfer, lay-off,

termination or recall from lay-off, senior employees shall be entitled to preference.

11.02 In recognition however, of the responsibility of the Company for the efficient operation of the plant, it is understood and agreed that in all such cases, the Company shall have the right to pass over any employee if it establishes that he/she does not have the ability or physical fitness to perform the work.

11.03 Seniority shall be on a plant wide basis.

11.04 A new employee will be considered probationary for the first 480 hours worked or sixty days worked and will have no rights under this Collective Agreement during this time. After 480 hours or sixty days worked, whichever is the earlier, the employee shall have seniority standing and his/her seniority shall date back to the date on which his/her employment began. Seniority shall be maintained and accumulated during:

- a) Absence due to lay-off
- b) Sickness or accident
- c) Authorized leave of absence
- d) Pregnancy leave

11.05 An employee shall lose his/her seniority standing and his/her name shall be removed from all seniority lists for any of the following reasons:

- a) If the employee voluntarily quits;
- b) If the employee is discharged for proper cause and is not reinstated in accordance with the provisions of this Agreement;
- c) If the employee is laid-off and fails to return to work within five (5) days after he/she has been notified by the Company by registered mail to his last known address;

- d) Is on lay-off for lack of work for a period of twelve (12) consecutive months.

11.06 The Company shall maintain a seniority list for the plant, a copy of which shall be posted for employee inspection and a copy shall be provided to the Union. This list shall be revised every three (3) months.

11.07 Job Postings – Will only apply for positions as identified in Schedule A, Group 4 and Special Groups. Employees who hold positions as outlined in Schedule A, Group 3 will maintain these positions until such time as they post out of said position or the position has been eliminated. All vacancies for positions of more than one (1) month's duration and newly created positions shall within six (6) days of their creation, be posted for five (5) working days on the bulletin boards supplied for union purposes. Any employee in the Bargaining Unit desiring the position must make application in writing within the five (5) day posting period. The senior employee applying shall be given preference for the appointment subject to the following provisions:

- a) If the employee proves unsuitable, he/she shall return to their former job;
- b) If the job vacancy is in a lower wage classification, the employee must accept the lower wage rate;
- c) The Company may fill a vacancy on a temporary basis for two (2) weeks until the job posting procedure is completed;
- d) An applicant may be ruled ineligible if he/she has bid for and filled another position in the previous six (6) months;
- e) The employee can meet the requirement of the job as prescribed by the Company and the employee has the ability and physical fitness to perform the required work.

Vacancies created by sickness, accident, vacation or leave of absence shall not be posted.

Job vacancy application forms will be obtainable from the Company office and must be filled out in triplicate. The original will go to the Company; the second copy will go to the Union (not later than the first working day following the closure of the job posting period) and the third copy to the applicant. All applications must be signed before being given to management.

Nothing herein shall prevent the Company from hiring persons from outside the Bargaining Unit to fill a posted vacancy and extending exemptions to the newly hired person in the event of a lay-off when no eligible employee in the plant has applied for the posted vacancy.

- f) A trial and training period consisting of twenty (20) working days will be provided to any employee in the Bargaining Unit who successfully applies for and receives a posted vacancy as per the Collective Agreement.

The applicant will be paid the rate for the job after the completion of the trial and training period. The Company may advance the payment of wages if the applicant proves to be suitable prior to the completion of the trial and training period.

11.08 Transfers

- a) If an employee is transferred to any department on any job during the absence of another employee, he shall receive the rate for the job or his regular rate, whichever is the greater.

- b) Employees may be transferred between shifts in order to accommodate medical restrictions as certain light duty jobs may not be available on the shift the employee occupies. A Shop Steward will be present with human resource personnel to advise the employee of the transfer.

11.09 Lay-Off Notice

In the event of a lay-off due to lack of work, the employees affected shall be given three (3) days notice in advance. The Union Stewards shall be given adequate notice of pending lay-offs.

11.10 Any employee currently employed by the Company as an Engineer, or who is undergoing training as an Engineer, or possesses a qualified Engineer's papers, shall be exempt from the normal lay-off provisions contained in Article 11.09.

11.11 In the event of a layoff the Company has the option to protect up to two (2) Team Leaders per shift out of seniority.

11.12 Voluntary Layoff

- a) Employees wishing to take a voluntary layoff will notify the Company in writing within twenty-four (24) hours of the notice of layoff.
- b) The Company in making its decision will be governed by skills and abilities.
- c) A voluntary layoff will not exceed the duration of a temporary layoff as defined in the Employment Standards Act.
- d) Employees on voluntary layoff will be given first opportunity to return to work upon recall.
- e) Return to work will be mandatory for employees on voluntary layoff when all employees laid off within seniority have been recalled.

11.13 Hiring of Seasonal Employees

- a)** Seasonal employees, separate and distinct from the current full-time permanent employees, may be hired for a specific seasonal fixed work term not to exceed four and one-half (4 1/2) months. Such term may be extended by mutual agreement between the Company and the Union.
- b)** Seasonal employees are not included in the scope of the Collective Agreement.
- c)** There shall be a maximum of TEN (10) seasonal employees or 5% of the existing union workforce, whichever is greater.
- d)** Seasonal employees shall not be able to exercise seniority rights with respect to this Agreement. Seasonal employees shall not be employed by the Company so as to displace regular employees nor shall a seasonal employee be hired or employed while a regular employee is on layoff.
- e)** A seasonal employee who is hired into a full-time position shall be considered a probationary employee and ALL days worked as a seasonal employee will count towards probation.

ARTICLE 12 – HEALTH AND SAFETY

- 12.01 a)** Both parties hereto will co-operate to the fullest extent reasonably possible in the prevention of accidents and the promotion of the health and safety of the employees of the Company. It is agreed that all employees will use the protective devices supplied by the Company.

- b) In the interest of health and safety for all employees and to help reduce/eliminate RSI (repetitive strain injuries) job rotation consisting of a minimum of three (3) jobs within the department will be implemented for all departments together with the assistance and co-operation of the Union Stewards. All employees on modified duties will work within their restrictions. Gaugers, trades, Team Leaders and licensed employees will be excluded from this article.

12.02 Any employee involved in any accident related to his/her employment with the Company shall report such accident to his/her Supervisor and First Aid Attendant immediately following the accident or injury. Lost time accidents shall be investigated by the Safety Committee without undue delay.

12.03 The Company shall provide the required Personal Protective Equipment (PPE) such as safety tools, devices, equipment and protective clothing including safety eye glasses both prescription and non-prescription to protect employees from industrial injury and illness.

Prescription safety glasses will be paid to a maximum of \$200.00 per each twenty-four (24) month period.

12.04 The Company and the Union agree to maintain a Health and Safety Committee comprised of Union and Company representatives in accordance with the legislated requirements under the OHSA. The Committee shall meet on a monthly basis and its primary function will be to promote health and safety and industrial hygiene. The committee will make monthly inspections of the premises and equipment and shall post minutes of monthly meetings on the plant bulletin boards.

12.05 The Union shall train a designated Steward to represent all employees for the purpose of WSIB. This designated Steward shall

receive a copy of all Form 7's.

12.06 Pay For Day of Injury

- a) An employee hurt in an industrial accident shall be paid for the time lost on the day he/she was injured at his regular daily earnings including any overtime premiums and applicable shift differential. However, if the claim is later denied by WSIB, payment for the day of the injury will be recovered through payroll deductions on the employee's weekly earnings.
- b) The Company shall provide transportation and pay for the time spent by employees during their regular shift hours for any medical treatment required as a result of an industrial accident or disease.
- c) It is not the intent of the above provisions to make the Company responsible for the payment of such time and transportation which is compensated by the WSIB.

12.07 EMPLOYEES WITH SPECIAL NEEDS

In the event of employees sustaining injuries at work, or becoming affected by occupational diseases during the course of their employment with the Company and becoming physically impaired as a result thereof, every effort will be made to give these employees with special needs such employment as is available. The seniority provision of this Collective Agreement will not apply in the job placement of such employees with special needs.

12.08 The Company agrees to pay up to \$130.00 towards the cost of CSA approved safety footwear per contract year with proof of purchase. This will be paid by direct deposit. This applies for all employees who have six (6) months service with the Company as of July 6. Any employee found to be wearing unsafe footwear will be sent home.

12.09 Where the Company requires a doctor's note or report either from the employee's doctor or from a doctor the employee is referred to by the Company, the Company shall pay any reasonable amount charged by the doctor for such note/report.

ARTICLE 13 – GENERAL

13.01 Employee Rights

- a) No employee shall be discriminated against or jeopardized in seniority standing because of exercising any right contained in this Agreement, or for union activities and/or non-union activities as long as such activities are not carried on during working hours as specially permitted in this Agreement. Any reference in this Agreement to "he" or "she" shall be considered to refer to any employee of either sex.
- b) Every employee has the right to equal treatment with respect to their rights and privileges under this Collective Agreement and all the pertinent Federal and Provincial statutes. Without limiting the generality of the foregoing, the Company and the Union agree that Bargaining Unit members and supervisory staff will not engage in any willful acts of intimidation, unwanted profanity, threats or harassment in the performance of their duties with the Company.
- c) The Company's obligations and the employee's right with respect to overtime, lay-off, call-in, job offers, etc. shall be conditional upon the employee maintaining a residential address and telephone. Evidence that the Company has not been able to contact any employee at such telephone number shall be conclusive as to the employee's failure to perform this condition.

13.02 Jury Duty & Subpoenaed Witness

The Company shall pay a SENIORITY employee who is required to attend at Court for jury duty for each day of service 75% of the employee's gross earnings.

The Company shall pay a SENIORITY employee who is required to attend at Court for the purpose of a subpoenaed witness for each day of service 60% of gross earnings. The employee will present proof of service from the courts.

13.03 The Company shall notify the Union Office and the Union Committee in writing of any physical changes made to or with respect to Management personnel associated with the direct supervision of Bargaining Unit employees.

13.04 All employees who are required to travel for the Company, while away from the Company's premises, shall be reimbursed for meals and expenses incurred for hotel lodging and transportation.

13.05 When ten (10) or more employees are required to work overtime in any one department, one Shop Steward shall be included in the complement of employees required for such overtime.

13.06 Pension Plan

The Company agrees to pay each employee who has attained: Ten (10) continuous years of service with the Company on July 5th of any year an amount of one hundred dollars (\$100.00) annually on July 6th of each year.

- a) The Company contribution to the Defined Contribution Pension Plan is as follows:
 - \$.80 per hour effective July 6, 2014
 - \$.85 per hour effective July 6, 2015
 - \$.90 per hour effective July 6, 2016

The Company will be responsible for the cost of the plan administration

- b) The Company contribution to the plan will be for employees on the active payroll of the Company only and employees on Weekly Indemnity, Leave of Absence or Workplace Safety and Insurance Board benefits will be excluded.
- c) The employee contribution to the Plan will be by payroll deduction at a minimum of \$.65 per hour for the term of this contract. Employee contributions may exceed the minimum to the limit allowed under federal legislation.
- d) The Plan will provide:
 - i. Immediate vesting of Company contributions
 - ii. A spousal plan option for employee contributions
 - iii. While in the service of the Employer, an employee is not permitted to withdraw any funds which originate from required contributions.
 - iv. An annual statement of accounts and annual receipt for Income Tax purposes. The Company shall have the right to choose a carrier of its choice in respect of this Plan provided that in the event that any carrier is changed, an equivalent level of benefits will be maintained.

ARTICLE 14 – WEARING APPAREL

14.01 The Company will supply the following PPE - gloves, aprons, non-prescription protective eyewear, hearing protection, hard hats, and respiratory equipment in all departments where necessary. (See Article 12.03)

14.02 The Company will supply insulated coveralls to Yard and Stacker employees one (1) pair every two (2) years.

The Company will supply insulated coveralls to Maintenance and Shipper Receivers one (1) pair every three (3) years.

ARTICLE 15 – BULLETIN BOARDS

15.01 The Union is to have the use of a Bulletin Board which shall be used for Union Business only. Such Board shall be located and designated by the Company.

ARTICLE 16 – INSURANCE AND WELFARE

16.01 The Company agrees to administer the employee benefit plan and will be responsible for all costs associated with said plan. Benefit coverage will be defined as per attached "Schedule C".

Premiums and coverage for all Health Care Benefits will commence for the first full month following completion of the probationary period provided for in Article 11.04.

16.02 In order to qualify for STD benefits the same criteria will apply as provided by Empire Life.

16.03 Long Term Disability - Union will present membership with option to purchase premiums for LTD - when paid by employees benefits are Tax Free. If accepted Company will research competitive premiums for most reasonable cost, Union may assist in research. Terms of LTD - 55% of average monthly earnings for five (5) years (2 years own occupation and 3 years any occupation).

16.04 Premium Payments for Employees on Disability

It has been agreed by the Company and the Union that a policy be established to address premiums (paid by the Company) for employees' sickness and accident insurance benefits, for

extended health coverage. The Company will continue to pay premiums for employees who are off work pursuant to the following schedule.

Employees:

With less than one (1) year seniority

- no continuation of premium payment

One (1) to five (5) years seniority

- six (6) months continuation of premium payment

Five (5) to ten (10) years seniority

- eight (8) months continuation of premium payment

Greater than ten (10) years seniority

- twelve (12) months continuation premium payment

This schedule will begin the day following the employee's "Last Day Worked". Once the time frame has expired and the employee has not returned to work the Company will cease premium payment for that employee.

ARTICLE 17 – NO STRIKE - NO LOCKOUT

17.01 During the lifetime of this Agreement, the parties agree that no strike or lockout shall take place.

ARTICLE 18 – GRIEVANCE PROCEDURE AND ARBITRATION

18.01 The purpose of this section is to establish procedures for discussion, processing and settlement of grievances as defined in Sub-Section 18.02 of this Article.

18.02 "Grievance" as used in this Agreement is a complaint or request involving any matter relating to wages, hours of work, or working conditions, including question of interpretation or application of, or compliance with the provisions of this Agreement

and shall only relate to or concern any grievance which has arisen or arises subsequent to the date of this Agreement.

18.03 Saturday, Sunday, plant holidays and plant vacation period shall not be included in any time limits in this section of the Agreement. If either party is unable to follow the time limits as set down in the Grievance Procedure, these time limits may be extended by requesting same in writing, if mutually agreed by both parties.

18.04 a) Step One

Any employee, who believes that he/she has a justifiable request or complaint, may discuss the request or complaint with the employee's Supervisor in the presence of his/her Shop Steward. The Steward will be permitted to discuss the matter with the employee prior to the meeting with the Supervisor. If no acceptable decision can be reached at this time, then by the end of the following shift worked or a time mutually agreed upon, the grievance must be presented in writing to the Supervisor. The Supervisor shall state his decision or refusal to make a decision in writing and submit same to the shop steward by the end of the following shift after receipt of the grievance or at a time mutually agreed upon with the employee and the Shop Steward.

b) Step Two

Should the Shop Steward and the employee be dissatisfied with the Supervisor's disposition of such complaint or request, the Steward may, within five (5) days refer such written grievance to the Plant Manager, who shall answer the grievance within five (5) days or a time mutually agreed upon.

c) Step Three

If no settlement is reached in Step Two, the Shop Steward, the employee and a representative of the Company will meet to

discuss the grievance. The Steward must request the meeting within ten (10) days and the meeting should be held within twenty (20) days of the request. The Union's appointed representative may be in attendance at this meeting. If the grievance is not then settled, then at the request of either party to this Agreement, the grievance may be referred to Arbitration.

18.05 The Union or the Company shall have the right to initiate a grievance of a general nature at Step Three of the Grievance Procedure.

18.06 Arbitration shall be in accordance with the Ontario Labour Relations Act and each of the parties hereto will bear the expense of an Arbitrator appointed by it (or the Labour Management Arbitration Commission) and the parties will jointly bear the expenses of the Chairman of the Board, if any. The procedures of the Arbitration Board will be expedited by the parties hereto. Notice of Arbitration shall be given within forty-five (45) days of the Step Three meeting.

18.07 The Board of Arbitration shall not have the power to alter or change the provisions of the Agreement or to substitute any new provisions for any existing provision nor make any decisions inconsistent with the provisions of this Agreement.

18.08 No grievance shall be defeated by any formal objection and the Arbitration Board shall have the power to allow all necessary amendments and the power to waive formal procedural irregularities in the processing of a grievance, in order to determine the real matter in dispute and the giving of a decision to the very right and just of the case.

ARTICLE 19 – DISCHARGE AND DISCIPLINARY PROCEDURES

19.01 The Company shall not take any disciplinary action without first warning the employee in the presence of a Shop Steward, if one is available, unless the circumstances justify immediate suspension or discharge. In the event of a claim by an employee, that he/she has been suspended or discharged unreasonably or unjustly, the grievance shall be filed at Step Three of the Grievance Procedure within five (5) working days. All warnings shall be confirmed in writing in the presence of and witnessed by a Shop Steward or a designated alternate in the event that a Shop Steward is not available. The Company and the Union agree that disciplinary penalties shall not be imposed unreasonably or unjustly.

19.02 If it is determined or agreed at any Step of the Grievance Procedure or decided in Arbitration that an employee has been disciplined or discharged unjustly, the Company shall put him back on his job with no loss of seniority and shall pay the employee the amount he would have earned had he been working, or by any other arrangement as to compensation, including reinstatement without pay, which is just and reasonable in the opinion of the parties, or in the opinion of a Board of Arbitration or sole Arbitrator if the matter is referred to Arbitration.

19.03 a) In event the disciplinary action being administered is given in writing, the Shop Steward in attendance may be requested to witness said disciplinary action by signing the written warning, reprimand or adverse report being issued. The Shop Steward's signature will not be construed as his/her approval, agreement or admission that the Company's action is justified or condoned under any circumstances.

- b) In the event that the disciplinary action is being administered in writing, it must be imposed within five (5) working days of the infraction. The matter will be considered as resolved should the Company fail to apply its intention at the appropriate time.
- c) The Company shall provide the employee and the Union with a copy of any written warning, reprimand or adverse report affecting the employee. Any reply by the employee shall become part of his/her employment record. The record of any disciplinary action shall not be referred to or used against him/her at any time after thirty six (36) months following such action. Failure to grieve previous discipline, or pursue such a grievance to arbitration shall not be considered to be an admission that such discipline was justified.

ARTICLE 20 – BEREAVEMENT PAY

- 20.01 a)** All employees shall receive three (3) days bereavement pay whenever there is a death in the immediate family. The immediate family shall be: Father, Mother, Father-in-Law, Mother-in-Law, Brother, Sister, Husband, Common-Law Husband, Wife, Common-Law Wife, Children, Grandchildren and Common Law Children. To qualify for this payment, an employee must have taken three (3) working days off during a four (4) consecutive working day period at the time of the bereavement for the purpose of attending the funeral and to matters pertaining to the bereavement.
- b) Any employee who qualifies for bereavement pay under this Article shall receive his/her regular straight time

hourly rate inclusive of premiums for all hours that would have been worked on his/her regular shift.

20.02 An employee shall be granted one (1) day bereavement pay for the purpose of attending the funeral of a: Son-in-Law, Daughter-in-Law, Brother-in-Law, Sister-in-Law, Grandparent, Step-Father, Step-Mother and Step-child.

ARTICLE 21 – UNION REPRESENTATIVES

21.01 If the authorized Union Representatives who are not employees of the Company wish to speak to local Union Representatives in the plant about a grievance or other official union business, he/she shall advise the Company office which shall then call the local Representatives to the office where they may confer privately. The duration of these meetings shall not exceed two (2) hours (maximum).

ARTICLE 22 – DURATION

22.01 This Agreement shall be binding and remain in effect from July 6th, 2014 to July 5th, 2017 and shall be renewed from year to year thereafter unless either party give to the other party, notice in writing within the period of ninety (90) days prior to the expiry date of the Agreement that it desires to amend or terminate the Agreement.

22.02 Where notice to amend the Agreement is given, the provisions of this Agreement shall continue in force until a new Agreement is signed or the right to strike or lockout accrues, whichever comes first.

ARTICLE 23 – SEVERANCE PAY

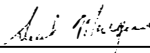
23.01 Employment Standards Act will apply for minimum requirements however, the Company will waive maximums.

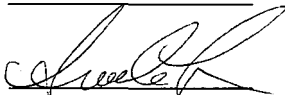
Signed on behalf of:

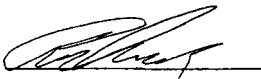
The Company

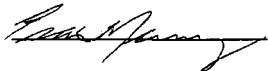
The Union

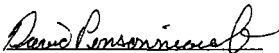












Schedule "A"

Classifications

Group 3

Assembler Tailers	Truck Floor Puttier	Gang Saw Tailer
Rough Trimmer	Resaw Tailer	Rough Graders
Planer Feeder	Watchman	Rip Saw Tailer
Floor Person	Finish Trimmer/Grader/Racker	
Press Tailer	Red Stick Person	Glue Line Feeder
Truck Flooring Lay-Up	Sander Feeder	Matcher Feeder
End Matcher	Notcher Feeder	
Finishing line - feeder, inspector, packager		

Group 4

Sander Operator	Stain Operator/Denibber
Wire Machine Operator	Overhead Crane Operator
Finishing Line Operator	Hoist Operator
Resaw Operator	Yard/Kiln Person
Planer Operator	Gauger
Drum Saw Operator	Assembly Machine Operator
Press Operator	Floor Person/Fork Lift Operator
Spray Operator	Gang Saw Operator
Squaring Machine Operator	Notcher Operator
Paint Machine Operator	Multicrosscut Operator

Special Groups

(a) Shipper	(b) Truck Driver
(c) 4th Class Engineer	(d) 3rd Class Engineer
(e) Chief Engineer	(f) Licensed Millwright
(g) Licensed Electrician	(h) Yard Lift Truck Operator

Schedule "B"

Hourly Wage Rates

Effective Dates: July 6/14 to July 5/17

Starting Rate:	13.00
After 3 months probation	13.50
After 6 months	14.00
After 1 year	14.50
After 18 months	15.00
After 24 months	15.50
After 36 months	16.00
After 40 months	Full Rate

Effective Dates: July 6/14 July 6/15 July 6/16

Group 3	17.70	17.95	18.20
Group 4	17.81	18.06	18.31
Group 4 Operator*	18.06	18.31	18.56

*(When performing Group 4 Operator functions)

Special Group (A)	18.13	18.38	18.63
(B)	18.13	18.38	18.63
4th (C)	20.06	20.31	20.56
3rd (D)	20.26	20.51	20.76
Chief (E)	20.38	20.63	20.88

Millwright Licensed (F) 22.90 23.15 23.40

Electrician Licensed (G) 23.25 23.50 23.75

Special (H) 18.13 18.38 18.63

Team Leader Premium: Shall be \$1.25 per hour above the group classification

Seniority Premiums: All employees will receive in addition to their Group Rate:

\$.05 per hour after five (5) years seniority

\$.10 per hour after ten (10) years seniority

\$.15 per hour after fifteen (15) years seniority

\$.20 per hour after twenty (20) years seniority

\$.25 per hour after twenty-five (25) years seniority

\$.30 per hour after thirty (30) years seniority

\$.35 per hour after thirty-five (35) years seniority

Schedule "C"

Benefit	Benefit Description
Life	<ul style="list-style-type: none"> - \$40,000. - reduces by 50% at age 65 - Terminated at age 70 or Retirement - Waiver of Premium to age 65
Dependent Life	<ul style="list-style-type: none"> - \$15,000. spouse / \$7,500. each child - Terminated at age 70 or Retirement
AD&D	<ul style="list-style-type: none"> - Same as life
Extended Health	<p>\$0 deductible / 100% co-insurance \$250. per year maximum for each of Chiropractor, Podiatrist, Naturopath, with no referral Speech Therapist, Masseur & Psychologist with doctor referral Physiotherapist - unlimited maximum (in excess of Provincial plan) Private Duty Nurse \$5000. maximum benefit in any calendar year Hearing Aids - \$400. maximum per person in any 60 consecutive months Durable medical equipment Vision Care \$300. maximum per person every 24 months (regular glasses and contacts).</p>
Drugs	<ul style="list-style-type: none"> \$9.00 maximum dispensing fee 100% co-insurance pay direct drug card Generic substitution required Excludes nicotine and fertility drugs Unlimited maximum drugs

Benefit	Benefit Description
Emergency Travel Assistance	<p>\$0 deductible / 100% co-insurance</p> <ul style="list-style-type: none"> -Medical and surgical fees, semi-private hospital accommodations -prescribed drugs - emergency transportation -convalescent benefit <p>\$75/day 5 days per individual</p>
Dental	<p>\$0 deductible / 80% co-insurance</p> <ul style="list-style-type: none"> -oral exams every six months -oral exam and diagnosis, x-rays every 24 months -Basic restorative dentistry, extractions, anesthesia, endodontics, periodontal, oral surgery -Repair, relining and rebasing of dentures, current Provincial Dentist Association Fee Guide
STD Weekly Disability Income	<ul style="list-style-type: none"> -66.7% weekly earnings -Benefit Criteria same as Empire Life -Benefit Period: 1st day of disability due to injury/hospitalized -8th day of disability due to sickness (1st day of hospital confinement, if earlier) Maximum benefit period: 15 weeks -Terminated at age 65 or Retirement

COMPANY RULES & REGULATIONS

1. PREAMBLE

The purpose of the Company Rules is not to restrict the rights of any employee, but to define and protect the rights of all, in order that the business can operate in a SAFE, efficient and a consistent manner.

The Company undertakes to inform its employees of the changes as promptly as possible.

The Company reserves the right to involve law enforcement should circumstances require their assistance.

The following will be considered violations and employees committing these violations will be subject to disciplinary action ranging from reprimand to immediate dismissal, depending on the seriousness of the offence in the judgment of management. A third disciplinary notice is cause for dismissal.

2. ALCOHOL AND DRUGS

In the interest of the safety of ALL Erie Flooring & Wood Products employees, the following rules and regulations pertaining to the use of alcohol or drugs will be followed:

When it is determined by the Company that an employee may be under the influence of alcohol or drugs, the following procedures will take place:

First Offence: The employee shall be sent home without pay and a verbal warning will be documented in the presence of a Union Steward.

Second Offence: The employee will be sent home without pay and given a second warning in the presence of a Union Steward. A meeting with the employee, a Union representative and the Plant Manager will take place within three (3) working days before the employee is allowed to return to work.

Third Offence: Dismissal.

CATEGORY 1 – Company Rules

Violations of the following rules are grounds for immediate dismissal:

1. Any employee found responsible for theft of Company property or employee property.
2. Any employee will not punch the time card of a fellow employee under any circumstances.
3. Any employee found responsible for willful destruction of Company property or employee property.
4. Any employee found responsible for initiating physical violence against an employee, which results in physical harm to the employee concerned.
5. Falsification of Company records of physical examinations, application for employment record, or deliberate omission of pertinent information.
6. Possession of any type of weapon on Company premises.
7. Engaging in any activity, which is illegal under current Provincial or Federal legislation and contrary to the intent of the Charter of Rights, while on Company property.

8. The removal of Company property, i.e. tools, equipment, materials, without written permission.
9. Deliberately obstructing quality standards or output.
10. Immoral or indecent conduct will not be tolerated under any circumstances.
11. Smoking is not permitted anywhere on company property.

CATEGORY 2 – Company Rules

Four (4) warnings within a thirty-six (36) month period will be considered grounds for immediate dismissal.

1) Verbal Warning

2) Written Warning

3) 1 Day Suspension

4) 3 Day Suspension

5) Dismissal

1. Any employee must be at his/her work station at the sound of the shift starting buzzer. All employees will proceed to their work stations immediately following break and lunch period warning buzzers.
2. Any employee leaving the premises at any time must punch out when leaving and punch in when returning to the premises.
3. Employees will remain at their work stations until the end of the shift signal.
4. All employees must accept work assigned to them and direction from his/her Supervisor provided such is consistent with and not contrary to the terms of the Collective Agreement.
5. Insubordination or the willful use of profane language.

6. No employee will enter the office areas without permission of their Supervisor, unless required to do so in the performance of their duties.
7. Unwillingness to perform work as instructed.
8. Careless use of Company tools, equipment, willful damage to Company facilities and deliberate mishandling and damage to materials and finished products.

CATEGORY 3 – Company Rules

Disciplinary action of a reasonable nature may be taken at the discretion of the Company for violations of the following rules:

1. Parking in other than designated areas.
2. All waste and refuse must be placed in proper containers.
3. Deliberate littering of Company property.
4. Soliciting or collecting contributions on Company premises without prior approval.
5. Employees are not allowed visitors in the plant during working hours.
6. Employees are not allowed in the plant after normal working hours.
7. Only re-closable containers are to be used for any beverages consumed at work stations.
8. No employee will leave the building without permission of his Supervisor during the scheduled shift, the exception being the lunch hour provision.

CATEGORY 4 – Safety Rules

IF YOU FEEL THAT YOUR HEALTH OR SAFETY IS AT RISK YOU HAVE THE RIGHT TO REFUSE WORK.

*** REPORT ALL INJURIES ***

All injuries, no matter how minor must be reported IMMEDIATELY. It should be remembered that even minor injuries can develop complications. Also the seriousness of an injury is not always immediately apparent. If not reported (within 24 hours) the claim may be disputed.

Three warnings (3) within thirty-six (36) month period will be considered grounds for immediate dismissal.

- 1. Written Warning**
- 2. 1 Day Suspension**
- 3. 3 Day Suspension**
- 4. Dismissal**

There are three (3) basic causes of accidents which can be eliminated through the efforts and cooperation of all employees. These are:

- 1. An unsafe act**
 - 2. An unsafe condition**
 - 3. A lack of knowledge**
1. It is the obligation of every employee to know and comply with these rules. Employees are also obliged to report any unsafe conditions or unsafe acts by other employees to their Supervisor.

2. All regulations of the "Occupational Health & Safety Act" must be observed.
3.
 - a) A worker will work in compliance with the provisions of the Industrial Health & Safety Act.
 - b) Use or wear the equipment, protective devices that the Company requires to be worn or used such as safety shoes, protective gloves, aprons and hearing protection.
 - c) The Company requires that safety shoes and safety glasses be worn at all times.
4. Rings and jewelry of any kind and loose-fitting clothing must not be worn near any possible sources of entanglement. Long hair below shoulders must be confined closely to the head.
5. Untrained persons must never tamper with electrical equipment. Report any problems to your Supervisor.
6. Compressed air is extremely dangerous; it must never be used for cleaning your clothes or body. Never direct an air hose at the body of another employee.
7. No machinery shall be operated without proper authorization or without knowledge of the proper method of operation.
8. **DON'T TAKE CHANCES** - If you are not sure of the proper method of operating a machine or performing a job - **PLEASE ASK YOUR SUPERVISOR.**
9. Use the proper tools and/or equipment for the job - if you are not sure, ask your Supervisor.
10. Never start machinery unless you are certain that no one is in a position to be injured by it.
11. Guards and other safety devices are for your protection. They **MUST NEVER** be removed except with the authorization of the

Supervisor. NO MACHINE WILL BE OPERATED WITHOUT THESE DEVICES IN PLACE.

- 12. Defective or unsafe equipment or safety devices must be reported to the Supervisor immediately. THIS EQUIPMENT MUST BE STOPPED IMMEDIATELY, TAGGED IN-OPERABLE AND LOCKED OUT.**
- 13. Operators must stop their equipment before leaving it unless otherwise instructed. When lubricating, servicing, adjusting or repairing equipment, it must be shut off and the main switches are shut off and locked out.**
- 14. Never distract the attention of another employee; it may cause them to be negligent or to act unsafely. Always approach a machine operator from a direction where they can see you so that you do not startle them.**
- 15. Always expect sharp, rough, or jagged edges on material that is being handled by hand. Gloves are to be worn at the request of your Supervisor.**
- 16. Employees whose work requires them to do heavy lifting must learn the proper method. If you don't know the proper method, ask your Supervisor. (Bend your knees - get help with heavy loads).**
- 17. Keep space around equipment, work ways, passageways, etc. clear. Cluttered areas contribute to dangerous conditions.**
- 18. Ensure that ladders have proper safety feet and that they are properly set up and tied off before climbing them.**
- 19. In case of fire, all employees are to leave the plant immediately.**
- 20. A maintenance person will request the help of an assistant before attempting to make repairs to large overhead doors, i.e. replacing of cables, springs, setting tension, etc.**

21. Horseplay is extremely dangerous. Don't participate in horseplay, even if provoked.

CATEGORY 5 – Absenteeism

Four (4) warnings within a thirty-six (36) month period will be considered grounds for immediate dismissal:

- 1) **Verbal Warning**
- 2) **Written Warning**
- 3) **1 Day Suspension**
- 4) **3 Day Suspension**
- 5) **Dismissal**

IMPORTANT

It is the responsibility of each individual employee to advise the company and the union office regarding any change of:

Address - Phone Number

Marital Status

Additions to family, etc.