

Capital Integral Property Management Health and Safety Policy

Occupational Health and Safety

Safety is everyone's job at CIPM. CIPM provides a clean, hazard free, healthy, safe environment in which to work. As an employee, you are expected to take an active part in maintaining this environment. You should observe all posted safety rules, adhere to all safety instructions provided by your supervisor and use safety equipment where required. Your workspace should be kept neat, clean and orderly.

It is your responsibility to know the location of all safety and emergency equipment, as well as the appropriate safety contact phone numbers. A copy of the Emergency Procedures will be posted in each work area.

All safety equipment will be provided by CIPM. Employees will be responsible for reasonable upkeep of this equipment. Any problems with or defects in, equipment should be reported immediately to your supervisor.

As an employee, you have a duty to comply with the safety rules of CIPM, to assist in maintaining a hazard-free environment, to report any accidents or injuries, and to report any unsafe equipment, working condition, process or procedure, immediately to a supervisor.

Employees may report safety violations or injuries anonymously to the Safety Committee, if they are not the injured or violating party. No employee will be punished or reprimanded for reporting safety violations or hazards. However, any deliberate or ongoing safety violation, or creation of hazard, by an employee will be dealt with through disciplinary action by CIPM, up to and including termination.

Substance Abuse Policy

CIPM takes seriously the problem of drug and alcohol abuse. This policy applies to all employees of CIPM, without exception, including part-time and temporary employees.

No employee is allowed to consume, possess, sell or purchase any alcoholic beverage on any property owned by or leased on behalf of CIPM, or in any vehicle owned or leased on behalf of CIPM. No employee may use, possess, sell, transfer or purchase any drug or other controlled substance which may alter an individual's mental or physical capacity. The exceptions are aspirin or ibuprofen-based products and legal drugs which have been prescribed to that employee, and which are being used in the manner prescribed.

CIPM will not tolerate employees who report for duty while impaired by use of alcoholic beverages or drugs.

All employees should report evidence of alcohol or drug abuse to a supervisor or a personnel representative immediately. In cases where the use of alcohol or drugs pose an imminent threat to the safety of persons or property, an employee must report the violation. Failure to do so could result in disciplinary action for the non-reporting employee.

Employees who violate the Substance Abuse Policy will be subject to disciplinary action, including termination. It is our policy at CIPM to assist employees and family members who suffer from drug or alcohol abuse. You may be eligible for a medical leave of absence. We encourage any employee with a problem to contact your personnel representative for details.

It is a condition of your continued employment with CIPM that you comply with the Substance Abuse Policy. Nothing in the Substance Abuse Policy shall be construed to alter or amend the employment relationship between CIPM and its employees.

Sexual Harassment

CIPM will not, under any circumstances, condone or tolerate conduct which may constitute sexual harassment on the part of any of its employees. It is our policy that all employees have the right to work in an environment free from any type of illegal discrimination, including sexual harassment.

Any employee found to have engaged in such conduct will be subject to immediate discipline, up to and including discharge.

Sexual harassment is defined as:

- Making submission to unwelcome sexual advances or requests for sexual favours a term or condition of employment
- Basing an employment decision on submission or rejection by an employee of unwelcome sexual advances, requests for sexual favours or verbal or physical contact of a sexual nature
- Creating an intimidating, hostile or offensive working environment or atmosphere either by:
 - verbal actions, including calling employees by terms of endearment; using vulgar, kidding or demeaning language; or
 - physical conduct which interferes with an employee's work performance.

We, at CIPM, do encourage healthy friendships among its employees; however, employees, especially management and supervisory employees, must be sensitive to acts of conduct which may be considered offensive by fellow employees and must refrain from engaging in such conduct.

It is, also, expressly prohibited for an employee to retaliate against employees who bring sexual harassment charges or assist in investigating charges. Retaliation is a violation of this policy and may result in discipline, up to and including termination. No employee will be discriminated against, or discharged, because of bringing or assisting in the investigation of a complaint of sexual harassment.

Smoking

Smoking is not permitted inside CIPM offices. All smoking must take place outside of the building and not within 5 meters from any entrance into or from the building, and must not, under any circumstance, take place at a client's place of business.