



TDC Contract Management LP
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EMPLOYMENT AGREEMENT

Tsal'Alh Development Corporation Board has adopted a Human Resources Policy and Procedures Manual (HR Manual) for all employees within the Corporation. This HR Manual is meant to formalize the expectations of all TDC Contract Management LP (TDC) employees, so that they are aware of what is expected of them in terms of general attitudes, work ethics, confidentiality etc., in addition to their specific job responsibilities. All new employees will be subject to a probationary term which is outlined in the HR Manual Policy A 3.0. Non-adherence to the policies outlined in the HR Manual may result in an employee's termination.

All TDC employees are be required to sign this document to indicate that they agree to all terms of the HR Manual Policies and Procedures and have received a copy of the condensed version of the Human Resource Policy and Procedures Manual.

The following are specific items taken directly from the HR Manual and listed here as further discussion items at the Employee Indoctrination Meeting.

All employees must agree to:

1. Read all policies in the Human Resources Policies and Procedures Manual in a timely manner.
2. Perform the duties of their positions conscientiously, loyally and honestly, remembering that their primary responsibility is to the TDC;
3. Have a positive attitude and be polite to other employees, managers, Board of Directors and our clients;
4. Be prompt and ready to start the work day. Being late for work is not acceptable;
5. Phone the supervisor or manager before start of the work shift to report an absence from work for any reason and provide a reason for absence.
6. Record hours of work on a weekly time sheet with accuracy. Worked hours only are recorded on timesheets not the time waiting to start the shift;
7. Overtime will only be paid if it has been pre-authorized by the manager;
8. Provide a copy of their driver's licence and in some situations, a driver's abstract, before being allowed to operate any company vehicle;
9. Provide copies of all educational and training certificates and proof of completion of qualification training, before operating any machinery or mechanical devices owned by TDC or on any jobsite;

10. Ensure the integrity and dignity of the TDC and its initiatives are always maintained. Employees will not discuss company or personal / private information or details with any customers;
11. Be prompt, courteous, and temperate in the performance of their duties;
12. Show initiative and resourcefulness in finding ways to do the work more efficiently, effectively and economically;
13. Follow all supervisor's instructions attentively, be cooperative, and work as a team member with other TDC employees;
14. Devote themselves to their duties of employment, and adhere to TDC policies and procedures;
15. Conduct themselves in a manner that will bring credit to themselves, and the TDC;
16. Show respect for the authority and jurisdictional structures of the TDC;
17. Work continually towards self-improvement through self-evaluation and training. Let management know of your interest in any training that is available, that will advance your skills;
18. Maintain a satisfactory standard of dress and general appearance, appropriate to their duties while on the job;
19. Not use profanity in dealing with the public, clients or other employees;
20. Not give out official or confidential information acquired on the job to outside agencies or the media. The release of such information must be authorized by the TDC Board;
21. Use information obtained on the job for the intended purpose only, not for their own personal interests;
22. Use TDC owned or rented equipment and supplies in the way they are intended in a safe manner and for authorized purposes only;
23. Not use any TDC owned or leased equipment, vehicles and software for their personal use or pleasure without the preauthorization of the General Manager.
24. Acknowledge that theft of any company or customers' property will not be tolerated and will be subject to disciplinary action;
25. Protect and care for all TDC property entrusted to them and report any damage or faulty equipment to their immediate supervisor for repairs;
26. All TDC computers, cameras, policy manuals, program materials, keys, tools, work equipment and supplies, vehicles are the property of TDC and will be signed for when assigned to the employee. All items must be returned to TDC upon termination of employment. Damaged or missing items **MUST BE** reported to the General Manager immediately for investigation purposes and reporting to the police.
27. Refuse any fees, significant gifts, or other tangibles offered in reward for duties performed through their employment positions. (exceptions are made for minor items such as baseball hats or for a paid lunch);
28. Not publicly criticize fellow employees or the policies of the TDC or its departments, but rather provide constructive criticism and suggestions through proper channels, and seek to make the workplace as harmonious as possible and the TDC Administration as effective as possible.
29. No employee will consume or be under the influence of drugs (non-prescription) or alcohol while performing their work duties. If an employee cannot perform their duties

because they are under the influence of drugs or alcohol, they will be subject to disciplinary action.

30. Understand that all TDC buildings, offices, vehicles and worksites are designated as Non-Smoking areas and that smoking is prohibited within 3 meters of all doorways, windows and air intakes and within or on operating equipment and vehicles.

31. Refuse acceptance of an additional office or position outside the TDC if:

- The position conflicts with the duties of their position within the TDC;
- The position brings discredit to the TDC;
- The position causes them to exploit for personal gain other employees or acquaintances made through employment at the TDC; or
- The position requires the employee to make unauthorized use of information, property or facilities belonging to the TDC.

I acknowledge that this document has been reviewed with me by my Supervisor or Manager and that I have received a copy of the document.

I acknowledge that I have read all the policies contained in the Tsalalh Development Corporation Human Resource Policy and Procedures Manual and understand that failure to comply with this Employee Indoctrination Information Document and the policies in the HR Manual may result in my dismissal from my position at the TDC Contract Management LP.

I further acknowledge that the condensed version of the HR Manual which is provided to all employees, a copy of which has been provided to myself, is condensed from the Tsalalh Development Corporation Human Resource Policy and Procedures Manual and I am aware of the locations of the complete policy manual.

Employee Signature: _____

Print Name: _____

Supervisor: _____

Print Name: _____

Date signed: _____