



EMPLOYEE HANDBOOK

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This Handbook contains many of the policies and procedures of MEDA Limited, in outline form. It is a non-exhaustive reference guide, and should not be construed as conditions of employment, nor does it reflect a contract between MEDA and any employee. MEDA may add to, delete from, or otherwise amend this Handbook at its sole discretion at any time in the future. Current employees can request a copy of the handbook at any time.



Welcome to the MEDA team. At MEDA we strive for success in all areas. We are driven to be the best.

MEDA Limited was established in 1970 in Windsor, ON. Since then we have expanded our offices to Windsor, ON, Madison Heights, MI, and New Braunfels, TX

Our Mission is to add value for our customers and employees by uniting superior engineering, technical and professional resources, with rewarding opportunities for industry leaders in a variety of business segments. Respect for our customers, employees and environment is our foundation. We are the best in everything we do because we demand excellence in everything we do.



MEDA

ENGINEERING AND TECHNICAL SERVICES, LLC.

MEDA was established in 1970 by Mel and Carole Lawn.

MEDA provides consistently high quality contract technical services, engineering, manufacturing, information technology, finance, administration, human resource support and services to the North American and Canadian Industries.

The objective of MEDA is to support its customers by providing unique cost-effective solutions. This is done through the development of new and innovative programs; perhaps fine-tuning a process to meet and/or exceed our customers' expectations. Due to the nature of the many programs in which we are involved, confidentiality is paramount. Many of our employee-generated inventions/ patents are now the property of our customers.



Within MEDA's long standing history, we have supported: Military vehicle development, automobile dealership revitalization programs; major efficiency improvements and assembly/ machining programs; powertrain design and development; and have authored many innovative and unique programs to help our customers meet challenges in today's global market.

During our over thirty five years of experience we have, and continue to perform design and analytical work in our offices for private industry. It was this work that began our development as a contract engineering firm. We act as an ideal adjunct to our customers' technical departments. MEDA is a leader in the contract engineering and technical services industry.

Our team is focused to meet and/or exceed customers' expectations. We are capable of supporting large and small scale projects for either short or long term needs. Our team has the ability to work at our customers' sites or at our own site to complete programs as needed.

In addition to our own facilities, MEDA also has affiliates in other parts of North American, the European Economic Community and South America, functioning primarily as technical contractors and consultants.

MEDA is pleased to have the opportunity to have been supported by our many valued employees and customers throughout the years. We look forward to earning your business.



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About Your Handbook

To those joining MEDA Engineering and Technical Services, LLC referred to throughout this handbook as, "MEDA" or "Company" a sincere welcome; and to you who already are part of our team, our thanks for your loyalty and cooperation which has contributed to our growth.

This is your Employee Handbook (Handbook). Whether a newcomer or veteran, you should find this Handbook helpful as it provides a guide to the current employment rules and policies for you as an employee of the Company. MEDA, in its sole discretion, reserves the right to change any or all of the benefits and policies described in this Handbook or which otherwise will be provided at any time.

Amendments to any part of this Handbook or Company policies must be in writing and issued by the President of the Company. No other employee, representative or agent of the Company had in the past or now has the authority to amend, alter, or change the policies set forth in this Handbook; or, to enter into any agreement concerning the terms and conditions of your employment at MEDA. Written amendments may be issued directly to employees.

Some of the employee benefit plans described in this Handbook may be subject to legal requirements concerning reporting and disclosure. This Handbook contains highlights of these plans. For complete details you should consult the summary plan description and official plan documents for the respective plans. In case of any discrepancy, the official plan documents govern. Changes in the law may also affect the benefit programs described in this Handbook. The provisions of this Handbook do not establish contractual rights between MEDA and its employees.

Orientation

MEDA is happy to welcome new employees. We take pride in our company and desire to help new employees become part of our organization as easily as possible. All new employees will report to their assignment for orientation on their first day of work. A MEDA or customer's representative will help you complete your necessary paperwork and process your photo for your ID badge, if required. You will be given a tour of the building, including the location of break areas, rest rooms and other building facilities. Door access and the use of entrances, exits and parking areas will also be explained at this time. Following your tour, your supervisor may aid you in settling into your work area and instructing you on the use of resources required to complete your work.

Employee Status

MEDA hires individuals to work as full-time, part-time, casual, seasonal, exempt and/or non-exempt employees. Consistent with applicable law, non-exempt employees are eligible for over time compensation. Likewise, part-time, casual or seasonal employees are not eligible for benefits unless specifically included in a particular plan, even though they may occasionally work more than 40 hours in a given week. Job classifications and duties may change at the sole discretion of the Company. General questions regarding your employment status or Company policy should be addressed directly to your Account Manager.

At-Will Status of Employment

MEDA is an at-will employer. All employees understand that the nature of their employment relationship at MEDA is "at-will". This means that either MEDA or the employee may terminate the employment relationship with or without cause and with or without notice.

No Company representative, except the President, is authorized to change or modify this policy for any employee or to enter into an agreement, oral or written that changes the at-will policy. This at-will agreement can only be modified in writing signed by the President, provided that such writing specifically acknowledges that it is a modification of the at-will agreement and is signed by the President.

The at-will policy cannot be changed or modified by any statements made in this Handbook, internal memos, external letters, or documents produced by any employee or employees of MEDA.

All discipline provisions in this Handbook are advisory and not-binding in that MEDA may terminate any employee without prior discipline. Discipline is at the sole discretion of MEDA. MEDA expressly reserves the right to terminate any employee for any or no reason, and employees retain a similar right to resign.

ISO

MEDA is an ISO 9001:2000 certified company. All applicable employees are responsible for reviewing, understanding and complying with all ISO policies and procedures.

Quality Policy

The aim of MEDA is to consistently conform to agreed customer requirements at the lowest internal cost.

We will achieve this by ensuring that we fully understand and can comply with the requirements of both internal and external customers, and by performing our tasks in an organized and efficient manner while striving to continuously improve the way we do business.

Quality Policy (Cont'd)

We believe that by satisfying our customer requirements with regard to timing, technological, budgetary and quality aspects, we will become a World Class Supplier to our customers and create mutual prosperity for our Customers, Suppliers, Employees and Shareholders.

Our objectives and measurable indicators in pursuit of this policy are to:

- achieve total customer satisfaction with the objective of zero complaints
- develop our staff through appropriate internal and external training
- utilize continuous improvement to reduce and remove waste from key activities
- continuously improve our on-time delivery performance through cost effective program management
- work with and develop suppliers who share our Quality goals
- utilize our company resources in the most efficient manner
- develop technological innovation to keep MEDA at the leading edge of the industry
- provide human resources to our customers that can consistently satisfy their expectations

The management and staff of MEDA are committed to this policy statement and to the quality objectives, organization, and procedures as documented in the MEDA Quality System.

Holidays

MEDA generally recognizes 7 paid holiday days per calendar year. Each December, a holiday schedule for the following year will be posted and distributed. MEDA reserves the right to determine the number of holidays it may observe from one year to the next.

All employees are eligible to receive paid holidays (unless otherwise noted in the employee's individual contract of employment with MEDA) after a probationary period of 90 calendar days from start date.

If a recognized holiday falls during an eligible employee's paid vacation, personal or sick time off, holiday pay will be provided instead of the paid vacation, personal or sick day off. If a recognized holiday falls during an employee's unpaid leave of absence, the holiday will not be paid. Employees working off location will observe MEDA's holiday schedule. Where a customer observes a holiday that MEDA does not, the employee will not be paid for that day. Alternatively, an employee's unused paid vacation or personal time may be used under this circumstance.

An eligible employee must work their scheduled shift both the day before and the day after the observed holiday in order to be entitled to holiday pay, unless this time has been previously requested off and approved.

Employees who qualify for statutory holiday pay shall receive the following statutory holidays with pay:

1. New Year's Day
2. Good Friday
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving Day
7. Christmas Day

Vacations

Vacation will be accrued at 3.08 hours per pay period (annual total of 80.08 hours). Entitlement begins after 6 months of service. Your supervisor (and Account Manager for employees assigned to customers off site) must approve your vacation time in advance. You should submit your written request for vacation days to your supervisor as far in advance as possible. Among other things, requests for vacations days are dependent on other employee requests, project needs and the needs of business. Vacation scheduling should be with sufficient notice to allow adequate staff planning and spread through the year so as to avoid inadequate workflow.

Employees are entitled to the annual vacation eligibility based on total years of service. A year of service is defined as full-time employment for a period of twelve continuous calendar months. See your offer letter or Benefits Summary Sheet for details of your vacation eligibility.

In the event that an employee leaves the employment of MEDA for any reason before six months of service, payment of unused vacation will not be included in his or her final paycheck. Employees should be aware that if vacation usage exceeds their number of accrued vacation days upon their separation from the Company, an amount equal to the pay for the excess vacation days taken may be deducted from their final paycheck.

Vacation year is calculated from January to December. In the event that you have scheduled vacation time preplanned prior to your starting date, approval from your Supervisor is required and your vacation will be unpaid. (See Appendix 1 or 2)

MEDA Limited understands the importance of personal time off for its employees. Employees are encouraged to use their accrued paid vacation time for rest, relaxation, and personal pursuits. As such, the purpose of this policy is to explain the standards, guidelines, and procedures for paid vacation time for all staff members. This policy applies to all regular full-time and part-time employees. Contract workers, freelance agents, casual labour, summer students, interns, and other temporary employees are not entitled to paid vacation time.

- All employees are encouraged to use their allotted vacation time in full every year. The following policy statements are intended to guide paid vacation procedures for MEDA staff.
- Employees with one (1) or more years of service will be granted paid vacation every reference year according to the following schedule:

Service with Company	Time Allowed
One (1) year, but less than (5) years	Two (2) weeks paid vacation
Five (5) years, but less than ten (10) years	Three (3) weeks paid vacation
Ten (10) years, but less than twenty-five (25) years	Four (4) weeks paid vacation
Twenty-five (25) years or more	Five (5) weeks paid vacation

Vacations (Cont'd)

- MEDA Limited reserves the right to schedule vacations for employees as a method of ensuring that banked vacation time is utilized prior to year-end.
- MEDA Limited reserves the right to schedule mandatory vacation days for employees as a means of cost-cutting as necessary. These days will count against accrued vacation days.
- Vacation scheduling is the responsibility of department/business unit managers or supervisors who will ensure that all employees are given their full vacation entitlement while taking into account the efficiency of the department/business unit.
- Vacation time may be divided into more than two periods if desired by the employee, provided that his or her supervisor/manager can effectively allocate tasks to remaining employees.
- Employees are required to submit in writing notification of their intent to take vacation time at least two (2) weeks in advance. Time off requests during peak vacation seasons (e.g. summer, spring break, Christmas, etc.) must be submitted at least four (4) weeks in advance. Notification must include departure date, return-to-work date, and the number of vacation days or weeks required.
- Any conflict in vacation requests between employees will be decided based on employee seniority, company needs, and the good judgment of the supervisor/manager.
- If an employee's services are terminated, compensation will be paid in lieu of vacation time earned but not taken, according to applicable labor laws.
- Employees are not entitled to accrued vacation during periods of personal/sick leave, sabbatical, or suspension from the company.
- If a statutory holiday occurs during an employee's vacation period, the employee will be granted one (1) additional day of vacation. Brief illnesses that occur during a vacation period may not be counted towards sick pay.

Medical Benefits

MEDA currently provides medical insurance for all eligible employees and their dependents, subject to the medical insurance plan's enrollment requirements and procedures. Specific terms of this coverage are described more fully in health benefits package you will receive.

MEDA participates in cost-sharing medical benefit premiums with employees. See the individual program for contribution levels. Employee premium costs are collected through pre-tax payroll deduction, each pay period.

Dental Coverage

Dental coverage is offered to all eligible employees and their dependents, subject to the plan's enrollment requirements and procedures. Specific terms of this coverage are described more fully in the health benefits package you will receive.

MEDA participates in cost-sharing dental benefit premiums with employees. See the individual program for contribution levels. Employee premium costs are collected through pre tax payroll deduction, each pay period.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

Very Important Notice

Federal law requires that most employers sponsoring health plans offer employees and their families the opportunity for temporary extension of health coverage at group rates in certain instances where coverage under the plan would otherwise end. This notice is intended to inform you of this fact. If your coverage under a Company health plan is terminated for any reason, you should contact the Benefits Administrator to determine your rights and obligations under the continuation coverage provision of the law.

COBRA information will be sent to terminated employees by Paychex only if they had benefits during their employment with MEDA.

Disability and Life Coverage

The Company currently offers long term disability benefits as well as basic life insurance to all eligible employees. For specific details, please reference the Summary Plan Descriptions for these plans. For full information regarding these plans as well as enrollment information, please consult the benefits packet you received.

401k Plan

MEDA currently offers its eligible employees an opportunity to plan for their future. The 401k plan offers an IRS-approved method for eligible employees to accumulate retirement funds and compound all retirement fund earnings on a tax-deferred basis until withdrawn.

Currently, employees are eligible if they are age 21 years or older, and are eligible to enroll the first of the month following 90 consecutive days of employment. All eligible employees will receive information regarding the 401k plan.

Family and Medical Leave Policy

General Provisions:

On occasion, it may be necessary for you to be absent from work for an extended period of time due to family or medical reasons. MEDA intends to comply with the Family and Medical Leave Act of 1993 (FMLA).

The Company recognizes that special circumstances occasionally arise which require an employee to be away from his or her job for an extended period of time for reasons other than illness. Any employee who has completed twelve (12) months of employment and has worked at least 1,250 hours during the 12-month period preceding the commencement of the leave, will be eligible for family leave of absence. Consistent with the FMLA summaries incorporated herein by reference, MEDA provides for a total of 12 weeks of leave during a rolling 12 month period. The leave may be paid, unpaid, or a combination of paid and unpaid, depending on the circumstances and as specified in this policy

Any questions regarding this policy should be directed to your Account Manager or MEDA supervisor.

Family and Medical Leave Policy (Cont'd)

Employees with questions about what conditions are covered under this FMLA policy or under the Company's sick/personal leave policy are encouraged to contact the Human Resources Department.

Eligibility:

In order to qualify for family and medical leave under this policy, the employee must meet all of the following conditions:

- The employee must have been employed by the Company for at least 12 months, or 52 weeks. The twelve months, or 52 weeks, need not have been consecutive. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week
- The employee must have worked at least 1,250 hours during the twelve month period immediately before the date when the leave would begin
- The employee must work in an office or work site where 50 or more employees are employed within 75 miles of that office or work site

Type of Leave Covered:

- Unpaid family leaves may be taken under the following circumstances:
 - The birth of an employee's child and in order to care for the newborn child
 - For the placement of a child with the employee for adoption or foster care
 - To care for a spouse, child, or parent of the employee with a serious health condition
 - Because of a serious health condition of the employee unable to perform the functions of the employee's job
- If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests an extension of leave as provided under this policy, the Company may designate all or some portion of related sick leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications. An eligible employee can take up to 12 weeks leave under this policy during any 12-month period. The Company will calculate the 12-month period in which a leave can occur based on a "rolling" 12-month period measured backward from the date the FMLA leave begins
- A spouse of the employee is eligible for leave under this policy and are both employed by the company will be limited to a combined total of 12 weeks of leave during any 12-month period if the leave is taken:
 - For the birth of the employee's child or to care for the child after birth
 - For placement of a child with the employee for adoption or foster care, or to care for the child after placement
 - To care for the employee's parent (but not a parent-in-law) with a serious health condition
- Each time an employee takes leave, the Company will compute the amount of leave the employee has taken under this policy and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee remains entitled to take

Family and Medical Leave Policy (Cont'd)

Employee Status and Benefits During Leave:

- While an employee is on leave, the Company will continue the employee's benefits during the leave period at the same level and under the same conditions as if the employee had continued to work
- If the employee chooses not to return to work for reasons other than a continued serious health condition, the Company will require the employee to reimburse the Company the amount it paid for the employee's health insurance premium during the leave period
- Under current Company policy, employees pay a portion of the health care premium. While on unpaid leave, the employee must make a premium payment to keep coverage in place, due on the same schedule as payments are made under COBRA
- If the employee contributes to a life insurance or disability plan, the Company will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee must continue to make those payments in the same manner prescribed in the paragraph above, along with the health care payments. If the employee does not continue these payments, the Company may discontinue coverage during the leave period, or will recover the payments at the end of the leave period, in a manner consistent with the law

Employee Status After Leave:

An employee who takes leave under this policy who returns to work within twelve (12) weeks from the commencement of the leave will be restored to his or her former position, or to an equivalent position, with equivalent benefits, pay, and other terms and conditions of employment in the Company's discretion.

The Company cannot, however, guarantee any position to employees who take medical leaves that are longer than twelve (12) weeks in any given year.

Under certain circumstances, the Company may deny reinstatement if:

- The employee would not otherwise have been employed at the time reinstatement is requested
- The employee is a "key employee" and the restoration of the employee would result in substantial and grievous economic injury to the operations of the Company

The term "key employee" refers to any salaried FMLA-eligible employee who is among the highest paid 10 percent of all employees within 75 miles of the employee's worksite.

Family and Medical Leave Policy (Cont'd)

Substituted Paid Leave:

If the employee has accrued other paid leave, that accrued paid leave will be substituted against part or all of the approved 12-week family and/or medical leave. The type of paid leave that will be substituted during an approved FMLA leave will depend upon the reason for the family or medical leave.

- An employee who is taking leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid vacation, personal and/or sick leave as a substitute during an approved FMLA leave. Substitution does not occur when the employee is on a paid disability type leave, such as workers' compensation. In such instances, substitution is not applicable
- Disability leave for the birth of a child would be considered FMLA leave for a serious health condition and counted in the 12 weeks of leave permitted under the FMLA. Because the leave is pursuant to a temporary disability benefit plan is not unpaid, the provision for substitution is inapplicable
- An employee who is taking leave for the birth or placement of child for adoption or foster care of a child must use all paid vacation, personal or sick leave as a substitute during an approved FMLA leave

Intermittent Leave or a Reduced Work Schedule

If medically necessary for a serious health condition of the employee or his or her spouse, child or parent, the leave may be taken on an intermittent or on reduced work leave schedule.

- The employee may take FMLA leave in 12-consecutive weeks, may use the leave intermittently (separate blocks of time due to a singular qualifying reason), or under certain circumstances may use the leave to reduce the work week or work day, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 weeks over a 12-month period. During the period the intermittent or reduced leave schedule leave is requested, the Company may, in its discretion, temporarily transfer an employee to an available alternative position for which the employee is qualified with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule than the employee's regular position
- For the birth, adoption or foster care placement of a child, the Company and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption, or foster care placement of a child must be taken within one year of the birth or placement of the child. The Company is not required under the FMLA to permit intermittent leave or leave on a reduced leave schedule for these purposes
- If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the Company before taking intermittent leave or working a reduced hour schedule. If it is not possible, then the employee must prove that the use of the leave is medically necessary. The Company will require certification of the medical necessity

Family and Medical Leave Policy (Cont'd)

Certification of the Serious Health Condition

- The Company will ask for certification of a claimed serious health condition. The employee must respond within 15 days of the request, or provide a reasonable explanation for the delay. Failure to timely provide certification may result in a delay of continuation of leave. Medical certification must be provided by using the Medical Certification Form available in the Human Resources Department
- Certification of the serious health condition shall include: The date when the condition began, its expected duration, diagnosis, and a brief statement of treatment. For medical leave for the employee's own medical condition, the certification must also include a statement that the employee is unable to perform the essential functions of the employee's position. For a seriously ill family member, the certification must include a statement that the patient requires assistance and that the employee's presence would be beneficial or desirable
- If the employee plans to take intermittent leave or work a reduced schedule, the certification must also include dates and the probable duration of treatment and a statement of medical necessity for taking intermittent leave or working a reduced schedule
- The Company reserves the right, at its discretion and its expense, to seek a second medical opinion from a health care provider of the Company's choosing, provided the doctor is not employed by the Company
- If necessary to resolve a conflict between the original certification and the second opinion, the Company will require the opinion of a third doctor. The Company and the employee will jointly select the third doctor, and the Company will pay for the opinion. This third opinion will be considered final

Procedure for Requesting Leave

- Except where leave is not foreseeable, all employees requesting leave under this policy should submit the request in writing to their immediate supervisor, with a copy to the Human Resources Department
- When an employee plans to take leave under this policy, the employee must give the Company 30-days' notice. If it is not possible to give 30-days' notice, the employee must give as much notice as is practicable. An employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to the Company's operations
- If the employee fails to provide 30-days' notice for foreseeable leave with no reasonable excuse for the delay, the Company may delay the taking of FMLA leave until at least 30-days after the date the employee provides notice to the Company of the need for leave
- While on leave, employees are requested to report periodically to the Company regarding the status of the medical condition, and their intent to return to work. If the employee does not return at the end of a leave period, the employee's notification of his/her intent not to return will be the COBRA qualifying event
- The Company may request rectification at any time, but not more frequently than every 30 days, unless the Company has reason to question the validity or duration of the leave

Any questions regarding this, or any policy should be directed to the Human Resources Department.

Jury Duty

If you are called for jury duty, you will be paid your regular straight time rate of pay for 8 hours for the working day or days of actual jury service, not to exceed five (5) days of pay in a calendar year. In order to receive pay from the Company, you will be required to turn in, to the Company, your jury summons, a statement of the number of days which were served and documentation of the amount paid to you for your jury duty. You will be paid the difference to make up your normal daily pay. Keep your supervisor advised of any notice of jury duty.

Bereavement

When death occurs in an employee's immediate family (spouse, parents, son, daughter, brother, sister, grandparents, mother-in-law, father-in-law), an employee, on request will be excused and after making written application, is eligible to receive bereavement pay for up to three (3), eight (8) hour days of work (excluding Saturdays, Sundays and holidays) during the period commencing with the date of death and ending the second calendar day after the day of the funeral. Payment shall be made at the employee's straight time rate for any scheduled days of work for which the employee is excused (excluding Saturdays and Sundays) provided the employee attends the funeral.

Military Service

Employees who are called for and serve for active duty in the Armed Forces, Reserves or National Guard, will retain such rights as prescribed by law with respect to reinstatement, seniority, benefits, layoffs, and length of service pay increases. The Company does not discriminate against employees due to their military status or duty.

If you are called to or voluntarily engage in active military service, you will be placed on inactive status with the Company. If you seek re-employment with the Company within 90 days from the time you are discharged from military service, you will be eligible for reinstatement, with accrued benefits and service time, according to the law. If your military service is due to active military training, you will be eligible for reinstatement, with accrued benefits and service time, according to law, provided that you seek re-employment at the beginning of the next regularly scheduled working period excluding your travel time. Further details concerning reinstatement following completion of military leave may be gathered from the Human Resources Department.

Work Hours

The demands of our business require flexibility in the work schedules established at MEDA. You should be aware that from time to time, it may be necessary for the Company to require you to come in early or work late or on weekends.

Pay

Employees are paid every other Friday for the work week ending the previous Sunday. If the normal payday (Friday) is a federally recognized holiday, you will be paid on Thursday of the pay week.

You must authorize release of your check to others in writing if you will not be at work to receive your own paycheck or if someone else will be picking up your paycheck.

Your pay is a confidential matter between you and the Company. Protect that confidence. If you feel there is an error in your pay, or there is anything about your pay which you do not understand, please contact MEDA's payroll department.

Overtime Pay

Eligible regular full-time field non-exempt employees may receive overtime pay for all hours recorded in excess of 40 hours in any workweek. Overtime should not be worked and will not be paid unless authorized in advance by your supervisor. Hours worked on Sundays and holidays may be paid at the rate if approved in advance by our customer. Your offer letter will reflect your eligibility. Overtime for employees assigned to work on a customer's site or project will be paid in accordance with the negotiated contract with the employee's assigned customer.

This Policy Shall:

- Clarify eligibility to receive overtime pay;
- Outline the number hours in a regular workweek and the types and amount of overtime compensation; and
- Articulate the procedures employees must follow in order to be compensated for extra hours worked.

MEDA Limited will do its best to ensure that employees are not required to work overtime on a regular basis.

Definition

- Overtime - work completed outside of regular working hours.
- Overtime pay - monetary or paid time off compensation for the hours non-exempt (eligible) employees work in excess of 40 hours in one workweek.

Eligibility

- At MEDA, all non-exempt field employees are eligible for overtime compensation.
- Exemptions include (specify: e.g. employees working in management or supervisory positions).

At MEDA, a regular work week consists of (40) hours worked. Overtime pay at a rate of [time and one half] will be paid for hours worked over and above (40) hours of work time in a workweek.

- Paid leave (holiday, vacation or sick time) may not be used towards overtime.
- Extra time worked without supervisory approval (working through lunch or breaks, arriving early or staying

late), may not be used towards overtime.

Overtime Pay (Cont'd)

- The workweek runs from (Monday morning at 12:00 am and ends at 11:59 pm on Sunday night).

Overtime compensation may also be taken in the form of paid time off if the employee and supervisor agree to this. The same rate of (one and one half) hours of paid time off will be received for each hour of over overtime worked (hours exceeding (40) hours in one workweek).

- Paid time off work must be taken within (3) months after it was earned, unless otherwise approved by a supervisor. Supervisors may extend this period to no more than (12) months.

The Approval Process

Employees are not contractually entitled to work overtime. As such, all overtime hours must be authorized by a supervisor or management in advance of overtime hours worked.

Employees must notify their manager/supervisor, in writing, where possible, when they anticipate that they will need to work overtime to complete the week's assigned task.

Approval is required for hours that exceed (40) hours in a workweek even though overtime payments do not begin until the employee exceeds (40) hours.

Managers/supervisors must also provide advanced authorization, in writing, where possible, for all overtime worked by employees who report directly to them.

Employers will attempt to provide prior notification of at least (4) hours to the employee when they require an employee to work overtime hours.

Abuse of Overtime

Employees who do not gain approval before working overtime hours will be written up. Subsequent offences may result in disciplinary action up to or including termination.

Supervisors who authorize overtime on a regular basis, where it should not be necessary, will (receive a warning from management and may be placed on a performance improvement plan).

Lunch Periods

The Company provides one half hour without pay each eight and one half (8.5) hour day for your lunch period. Promptness is important so that other employees are not kept waiting. Employees assigned to customer sites are subject to the customer's rules regarding lunch periods, and will be outlined during your orientation. MEDA Limited provides time for all employees to take a mid-shift lunch break. This time away from work is essential as a rest period and opportunity for nourishment to maintain positive energy levels throughout the full work shift.

Lunch Periods (Cont'd)

Please be advised that all office lunch periods are to be scheduled and completed between the hours of 12 noon and 2:00 pm. All employees are expected to adhere to this policy to ensure the company maintains adequate service levels for our valued customers and also to provide reasonable access for support from our co-workers during the day shift schedule.

Travel Expenses

All necessary and reasonable costs incurred by you while on authorized business travel will be reimbursed by the Company against receipts upon submission of an approved expense report. Expense reports require approval for reimbursement by your manager and then need to be submitted to the Accounts Payable Department. Expense reports must be filed within 3 business days of the month end to be reimbursed in the month following the expense. You should follow these guidelines with respect to business travel:

- Only those expenses actually incurred shall be reimbursed
- Receipts for meals with clients should be kept and submitted with your expense report for full reimbursement
- All dependent expenses are your responsibility
- Additional travel days beyond the number required for business purposes shall be charged to earned employee vacation time
- A car should be rented only when necessary or when it is the minimum cost method of transportation
- Use of personal cars for business will be reimbursed at a pre-approved mileage rate
- "Economy class" accommodation will be reimbursed for air travel

As an employee of MEDA Limited, you may occasionally be required to travel on company business.

This policy will outline the proper procedures regarding: transportation; meals; lodging and documentation and reports of travel expenses.

Company travel must relate to necessary business transacted in excess of 100 km / 60 miles away from the employee's normal workplace. MEDA will reimburse its employees for reasonable travel expenses incurred on authorized company business. All travel expenses must be properly documented for approval and reimbursement. Any exceptions to the policy must be submitted to the Department Head or other MEDA Limited official for approval.

Transportation

All company transportation will be conducted in the most economical manner possible.

Whenever possible, tickets should be booked at least seven (7) days in advance to benefit from any discounts offered by the carrier, or through the negotiations made by MEDA. All tickets shall be purchased from MEDA

preferred vendors.

Travel Expenses (Cont'd)

Air Travel

- Air travel is required for employees traveling in excess of 500 km / 300 miles
- Coach class shall be used as the standard in the interests of costs-savings

Surface Transportation

Public Transportation

- The cost of public transportation, i.e. taxis, buses or subways, will be reimbursed contingent on production of receipt. Expenses related to personal travel will not be reimbursed

Private Vehicles

- Employees may use their own vehicle for business travel purposes if it is deemed less expensive than the rental of a car, public transportation, or if it offers a significant savings of time. The employee must have business use coverage through his/her personal insurance provider
- Parking, tolls, and ferries required will be reimbursed
- Commuting expenses are not reimbursable
- Standard mileage reimbursement is \$0.51 per mile. This takes into account all actual expenses including fuel, oil, maintenance, insurance, depreciation, etc. In the event that the traveler incurs higher costs than the standard specified, the traveler must declare them in a statement submitted with the expense report to be considered for reimbursement. The fixed and variable costs must be documented in the report
- Any costs associated with the maintenance, fuel, vehicular breakdown, or damage incurred while driving a personal vehicle are covered in the standard mileage rate, and will not be reimbursed
- Any traffic violations, including parking tickets, will not be reimbursed by the company

Rental Cars

- Compact or economy models will be used in regards to cost-savings
- Exceptions may be made regarding vehicle size in the event of two or more passengers, or load requirements. Any exceptions must have written approval prior to their reservation
- Rental of vehicles should be discouraged in metropolitan areas that have substantial public transportation services available
- Renting of vehicles will be booked through a preferred vendor
- Personal liability and physical damage insurance is required on all rented vehicles, either pre-arranged through company negotiations with a preferred vendor or through standard renting from a non-preferred vendor
- In the event of damage to a rental car, contact your supervisor immediately. All accidents must be reported in writing immediately upon return, or earlier with trips lasting more than 3 days after damage

has occurred. A police report is also required

Travel Expenses (Cont'd)

- Employees will fill the gas tank prior to the return of the rental car. The employee renting the vehicle may be required to personally reimburse the fuel surcharge fee if he/she fails to fill the vehicle gas tank prior to return
- Pre-purchase of gas at the rental counter is discouraged
- Any traffic violations, including parking tickets, will not be reimbursed by the company

Rail Travel

- All reservations will be made in coach class

Bus Travel

- Bus travel will only be used when travel by other means is not feasible, or when specifically requested by the employee

Meals:

- A per-diem rate of \$50.00 per day will be supplied to traveling employees to cover the costs associated with reasonably priced meals. Employees are not required to produce receipts for these meals
- Breakfast shall be paid in cases where travel is conducted prior to 7am, or ends after 9am, limited to \$10.00
- Lunch shall be paid when travel begins prior to 11am, or ends after 1pm limited to \$15.00
- Dinner shall be paid when travel begins prior to 5pm or ends after 7pm limited to \$25.00

****Note no alcohol beverages will be covered****

Lodging:

- Reservations for accommodations should be made with mid-range hotels
- In the interests of economy, minimum requirement reservations (i.e., single traveler – single occupancy) should be made
- Reservations should be made with preferred vendors
- It is the employee's responsibility to cancel reservations by 4pm (hotel local time). Room costs incurred due to failure to cancel will not be reimbursed. Employees should make note of the cancellation number

Expense Reports

- Employees are expected to submit an expense account report within 48 hours upon their return.
- Reimbursement will be awarded upon approval of the expense account report.
- Employees are obligated to retain and submit receipts for any business expense not covered by the per-diem.
- Entertainment costs will not be covered by the company.
- Incidentals will not be reimbursed when travel is less than one (1) full day.

Expense Reports (Cont'd)

- Ticket receipts for airline fares must be submitted with the expense account report.
- All expenses documented must be associated with a valid business purpose, and fall within company guidelines.
- Management information reports will be available. These reports will contain detailed information about travel expenses charged to specific departments, including the names, destinations, purposes of, and specific expenses of trips made.

Approval

- Employees cannot approve the reimbursement of their own travel expenses.
- Employees cannot approve the reimbursement of travel expenses of an employee that they report to either directly, or indirectly.

** While traveling, employees are regarded as representatives of the company, and should conduct themselves as such.*

Relocation Benefits

When MEDA requests employees to relocate to a new area, certain relocation benefits may be provided to facilitate the transition. Relocation may be available to any eligible newly-hired employee who must relocate in order to reside within a 100 miles of the new place of work.

For specific information regarding the terms and extent of relocation benefits, please contact your Account Manager.

MEDA currently extends these relocation benefits in an effort to contribute toward the expenses associated with employee relocation. However, if an employee voluntarily separates from MEDA's services within eighteen (18) months of the relocation, the amount of the relocation reimbursement will be considered only a loan. Accordingly, the employee must reimburse the original relocation expense, the amount of reimbursement to be repaid will be determined by management.

Absenteeism/Attendance Policy

The purpose of this policy is to establish, for each employee, the requirement that they work all scheduled hours as deemed necessary by his or her position. MEDA places a high value on attendance and punctuality, and expects all employees to arrive at work at the scheduled time of day on each work day. Regular attendance and consistent punctuality are critical to the goals, objectives, effectiveness, and standards of MEDA and its business operations.

Employees who are chronically absent or tardy adversely affect MEDA productivity and staff morale, thus diminishing the quality and level of normal business operations. This policy's goal is to address and/or correct

absenteeism and attendance issues before they become counterproductive and/or disruptive to MEDA. Absenteeism is defined as a failure to meet an established work schedule exclusive of approved leaves. Similarly, tardiness is defined as the failure to report to work at the time scheduled. MEDA recognizes that occasionally absences and lateness are unavoidable. However, absences and tardiness may result in lost wages to you and inconveniences to MEDA as well as difficulty in meeting staffing requirements. If you know in advance that you will be absent or tardy, you must notify the supervisor in advance. Leaving a message with a fellow employee is insufficient.

Guidelines

MEDA considers an employee absent if he or she does not attend work as scheduled, regardless of cause. The primary objectives of this policy are to:

- Reduce instances of unscheduled and/or disruptive absenteeism/attendance, as well as foster responsible leave usage by employees
- Improve employee morale by reducing the negative effects of absenteeism on employees who perform the duties of their absent colleagues
- Enhance service to clients, customers, and business partners by promoting excellence in employee attendance

Policy

Departments of MEDA are advised to adapt and communicate the following policy statements (under the approval of the Human Resources department) to indicate the specific attendance needs of each business unit.

Each employee is responsible for notifying his or her supervisor/manager of absence for each day that the absence occurs, regardless of cause. Each employee is also responsible for reporting when he or she is likely to return to work. Absences without excuse will not be tolerated and are subject to progressive corrective action. MEDA reserves the right to terminate any employee who is absent for three (3) or more consecutive working days without notification.

- An employee who does not intend to report to work because of illness (or any other reason) must notify his or her immediate supervisor/manager – either by telephone or e-mail message – within 30 minutes of the employee's regularly scheduled starting time. Failure to provide required notification of any absence whatsoever may result in disciplinary action

Employees who are absent for five (5) or more consecutive working days are required to submit a note from a licensed physician or medical practitioner stating the nature of the illness and/or medical condition that led to the absence. Employee absenteeism due to a work-related illness or injury could be required to submit to a physical examination before returning to work in order to minimize liability to MEDA Limited.

- Employees are entitled to 10 unpaid sick days per calendar year. These sick days may not be accumulated from year to year
- Any employee who remains absent for more than five (5) consecutive business days, without excuse or authorization, shall be considered as having abandoned and resigned his or her position
- Any employee who remains absent for more than five (5) consecutive business days after an authorized

leave of absence shall be considered as having abandoned and resigned his or her position

- Any employee who has been absent due to illness or injury for more than 15 days per calendar year shall have their attendance record reviewed; he or she may be required to submit a physician's note or other medical evidence in order to obtain additional sick days for that year

Unacceptable attendance includes (but is not limited to) unexcused or persistent early departure during scheduled working hours, abuse of established sick leave benefits, or tardiness

- Early departures during scheduled working hours are considered excessive if they exceed 10 per calendar year, regardless of cause
- Employees are considered tardy if they arrive to work fifteen (15) minutes or more later than their scheduled start time

Abuse of sick days will not be tolerated. Supervisors and managers have been instructed to remain vigilant of the following sick leave patterns, particularly if the patterns are chronic and persistent:

- Absence on weekends, Saturdays, or Sundays where the employee is scheduled to work
- Absences during the day before and/or the day after scheduled vacation day(s) or statutory holiday(s)
- Absences during the day immediately following a pay day
- Situations where the absence(s) coincides with desirable days off
- Exceptions to this policy include absence due to jury duty, military leave, and pre-approved attendance of professional development activities. For absence due to family or spousal death, please refer to [MEDA Limited]'s Compassionate Leave Policy
- Absences approved under the provision of federal and provincial law, and absences approved for the purpose of complying with military requirements, will not be considered as an unscheduled, unapproved, or unexcused absence

Disciplinary Action

Each department/business unit is required to maintain its own set of accurate attendance/absenteeism records. Human Resources will periodically examine these records to ensure that attendance issues do not continue unabated.

Disciplinary action for excessive absenteeism, poor attendance, or other violations of this policy shall be administered in any of the following ways:

- Documented verbal warning, to be signed by the offending employee
- Warning letter, to be dated and signed by the offending employee
- Suspension of employee's duties and pay, up to five (5) days
- Termination of the offending employee from MEDA's employ

Work Disruptions at MEDA and at Customer Facilities

When a strike, layoff, or other work disruption occurs at a customer's site, MEDA employees normally working at that customer's site must contact their MEDA Account Manager for direction. If the customer and MEDA decide that work will not continue at the customer site, the time off will not be paid. However, with supervisory approval, employees may use available paid leave time, such as unused vacation benefits.

For work disruptions at MEDA or its customers (i.e. a power outage, flood, etc.), the approval for permission to leave work must come from either the supervisor or the President. In the event that employees are called back to work, all employees must return to the worksite. MEDA will follow client guidelines regarding payment for work disruptions.

Layoff and Recall

Circumstances may arise that make layoffs necessary. If the Company, in its sole discretion, determines that a layoff is necessary or appropriate, affected employees will be notified of the effective date, pertinent benefits information, and specified possibility of recall (if any) as soon as it is practical. All layoffs and recalls will be based upon Company needs and employee ability, as determined by the Company.

If at the time of layoff there is not a pre-approved date of return by the customer, the date of termination from MEDA is the day last worked.

Workers' Compensation Benefits

MEDA pays Workers' Compensation insurance premiums as required by law. Workers' Compensation helps cover doctor bills and provides your family with a continuing income should you temporarily or permanently become disabled in case of industrial injury or occupational disease.

You are required to promptly report any workplace accident, injury or illness to your supervisor no matter how trivial you think it may be. This is essential. If you do not report an accident, injury or illness you may forfeit some or all of your state compensation benefits.

Social Security Benefits

MEDA also contributes to your Social Security benefits. These benefits include social security retirement income, survivor benefits and Medicare. Questions about Social Security benefits should be directed to your local Social Security office.

Unemployment Benefits

Unemployment compensation contributions are paid by MEDA on behalf of eligible individuals according to state requirements. Further information may be obtained from the nearest office of your State Employment Security Commission or Department of Labor.

Equal Employment Opportunity

MEDA is an equal opportunity employer and will maintain and conduct all practices relating to recruitment, hiring, discipline, and other terms and conditions of employment in a manner which is consistent with all applicable State, Federal and local law, and in a manner which does not discriminate on the basis of race, color, religion, national origin, age, sex, disability, marital status, height, weight, veteran status, or other protected status. If you feel you have been treated unfairly on any of the forgoing bases, or if you observe someone else being so treated, you must report this to your supervisor or the President. If you do not feel comfortable reporting to this person, you must report the possible harassment/discrimination to someone else in higher management.

The resulting investigation, procedure and discipline will follow what is outlined below in the Sexual Harassment Prohibition policy.

Handicap Accommodation Notification

Under State and Federal law, a handicapper must notify the Company in writing of the need for accommodation within 182 days after the date the handicapper knew or reasonably should have known that an accommodation was needed. Failure to notify MEDA may result in a loss of your rights. Should you have any questions or concerns about your rights, please contact the President immediately in writing.

Sexual Harassment Prohibition

MEDA expects all employees to treat their fellow employees, customers and others with respect. In keeping with this expectation, MEDA will not tolerate any form of racial, religious, ethnic, sexual, or other harassment. Any individual or group of individuals who feel they are being sexually harassed, should report the incident(s) to a supervisor or the President.

In accordance with guidelines on sex discrimination issued by the Equal Employment Opportunity Commission, the Company will not tolerate sexual or other harassment in any form. Sexual Harassment as prohibited by this policy includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is either a stated or suggested condition of employment;
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting the harassed employee; or
- The harassment substantially interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment. Sexually suggestive or related photographs, posters, drawings and graffiti are therefore prohibited.

Other harassing conduct in the workplace is also prohibited. This can include, but is not limited to: crude or offensive language or jokes of a racial, religious, ethnic, sexual, or other nature; verbal abuse of a sexual, religious, ethnic, racial, or other nature; and the display in the workplace of sexually suggestive or ethnically or

racially offensive objects or pictures.

Any employee who believes he or she has been the subject of sexual harassment by an employee of the Company should report the alleged act immediately or as soon as practicable to his/her supervisor or the President. All complaints of harassment will be investigated promptly in an impartial manner and as confidentially as possible. If the complaints are determined by MEDA to have merit, measures for correcting the situation will be immediately taken. Any supervisor, agent or other employee who has been found by the Company after appropriate investigation to have sexually harassed another employee will be subject to disciplinary action as deemed appropriate by management, up to and including termination. Any manager or supervisor who is made aware of or observes harassment and fails to inform the President of the Company may be subject to disciplinary action up to and including termination, as determined appropriate by MEDA. In no event will MEDA retaliate against any employee for implementing in good faith the procedures of the policy.

Given the serious nature of this type of discrimination, the Company recognizes that false accusations of sexual harassment have serious effects on innocent men and women. We trust that all employees of the Company will continue to act responsibly to establish a friendly working environment, free of unlawful discrimination.

Confidential and Proprietary Information

The Employee recognizes that in course of performance of work for the Company, the Employee will obtain access to materials and information of MEDA that constitute trade secrets and proprietary information of MEDA, including without limitation descriptions of MEDA's products and services, planned products and services, business plans, employee compensation plans, the identities of suppliers, customers and prospective customers, identities of employees and prospective employees, prices and pricing policies. The employee shall not utilize any such information for any purpose other than the performance of this employment agreement and shall not disclose any such information to any third party.

The employee shall, upon request by MEDA, return or destroy, as directed by MEDA, any media in which such information is recorded.

The employee shall also observe any restrictions with respect to the use and disclosure of the confidential information of MEDA's clients that are specified in MEDA's Service Agreement with the client, or that are reasonably required by the client.

Further, the employee agrees to indemnify and hold harmless MEDA from any claim or cause of action by any person or entity against MEDA arising out of alleged breach by employee of any confidential agreement, non-competition agreement, or any other restrictions inconsistent with foregoing representation of employee.

Guidelines for Handling Confidential Information

As MEDA expects confidentiality of every employee regarding trade secrets and proprietary information, we expect new employees to apply the same confidentiality principles regarding their previous employers. MEDA does not in any way encourage employees to disclose confidential and proprietary information gained while working for other organizations. An employee may not take his/her former or current employers' trade secrets and use them or disclose them to others, whether or not they have signed a written contract to that effect.

Salary Confidentiality Policy

It is the objective of this policy to establish the importance of discretion and confidentiality in terms of salary information. Salary is determined considering a large array of factors which may not be immediately apparent to every employee. As such, in an attempt to minimize any feelings of confusion or doubt in regards to the application of fairness in the levels of compensation provided to our employees, MEDA Limited has adopted this policy in an effort to provide clear guidelines of the expectations for confidentiality.

Salary Confidentiality Policy (Cont'd)

As the provision of competitive wages is paramount to our success, MEDA Limited strives to ensure that we provide appropriate and fair wages for our employees in an effort to retain, motivate and provide maximum benefit for our staff. As such, our wages and other forms of compensation are determined based on a large number of factors (e.g. performance reviews, years of experience, years worked at MEDA Limited, etc.).

Policy

All MEDA Limited salary information is confidential and should not be disclosed for any reason, other than as required for appropriate financial reporting purposes.

MEDA Limited requests that all employees keep their wages, benefits, bonuses and any other form of compensation confidential, and avoid providing or otherwise broadcasting this information with other MEDA Limited employees, or with any third-party that does not have a bona fide need to know.

Any unauthorized disclosure of confidential information by employees may impede our ability to effectively compete for talent, may create unnecessary conflict and disputes, and could lead to disciplinary action up to and including termination of employment.

Performance Review Policy

Intent

MEDA has adopted this policy to ensure that all staff members are provided with accurate and appropriate feedback regarding their performance within the organization. By providing annual performance reviews MEDA gains the opportunity to recognize and reward success, offer career planning information and provide staff with goals and objectives for the coming year.

All employees and management staff will be subject to annual performance reviews. Performance reviews will be benchmarked against previously determined goals and objectives for the position.

Procedures

1. Review the performance levels against goals and objectives set out at the beginning of the review period
2. Discuss ratings and reviews from co-workers, and superiors
3. Discuss the assessments made during the review, and identify new goals and objectives that will improve performance and assist in the development of the employee
4. Discuss career planning information, and develop a plan for development
5. Identify actions required to meet new goals and objectives, the time frame that these must be completed within, and any new forms of training that will be required
6. Prepare a written report of review and recommendations made, including newly established goals and objectives
7. Discuss salary/hour wage increases

Performance Review Policy (Cont'd)

Salary/hour wage increases

Each year, MEDA will review employee's potential to achieve a salary increase or a merit increase. Increases are at management's discretion and will be based on the grading in the annual review along with the completion of all major goals and objectives set out by management. Additionally, MEDA may make salary increases for promotions and reclassifications or to address issues of salary inequities, subject to the availability of funds and management discretion.

When an employee is promoted or reclassified to a position in a higher classification, the employee will normally be awarded a promotional/reclassification increase. Determinations of the actual increase should consider relevant factors such as internal pay relationships and the individual's qualifications and experience for the position. Promotional and reclassification increases are subject to availability of funding. Keep in mind that these increases can and will be removed at any time if the employee steps down or is not performing to company expectations.

Computer Viruses

Computers are to be used for work related purposes only.

- All incoming magnetic media (diskettes, software, data, et al) must be virus checked prior to insertion in both stand-alone and networked machines. Unauthorized software, games, screen savers, etc., are strictly prohibited
- It is each person's responsibility to insure, prior to use of all incoming magnetic media, that a virus check has been performed
- Downloading of files from Bulletin Board Systems and the internet, etc. is restricted to authorized personnel only

- Failure to check for viruses may be cause for dismissal

Unauthorized Software Duplication Policy

Unauthorized duplication of copyrighted computer software violates the law and is contrary to our organization's standards of conduct. Unauthorized software duplication constitutes copyright infringement and may be punishable pursuant to the Canadian Copyright Act, R.S.C., c.C-42 & 42 by a fine of up to \$25,000 and imprisonment for up to six months. Under certain circumstances, copyright infringement is an offence punishable by a fine of up to \$1,000,000 and imprisonment for up to five years.

Please be advised that this organization actively cooperates with the publishers of software products in reporting violations of copyright law. We will neither engage in nor tolerate the making or using of unauthorized software copies under any circumstances. Individuals who install illegal copies of software onto any computer at this organization will be subject to disciplinary action and may face prosecution.

Facilities

The general appearance of your work area is a direct reflection on your individual pride, your workmanship and your job. It is everyone's job to keep all of our facilities, our equipment and our work areas neat and clean.

We are often visited by field employees and our customers. If our facilities appear neat, orderly and efficient, our visitors will have confidence in our professionalism, operation and our organization.

Badges

MEDA employees who are assigned to work or visit a customer facility must adhere to the customer's rules and regulations regarding the use and display of identification. Customer identification that is not permanently issued to a MEDA employee must be surrendered at the end of each visit. Permanently issued badges are the property of the customer, and must be surrendered upon request.

Visitors

All visitors to any MEDA facility must enter through the lobby and sign in with the receptionist. Visitors should never enter or leave a MEDA facility through the rear or side employee doors, except those given passes.

Confidentiality and security is important to our business. If you notice a visitor arriving through the rear or side doors, be polite, but firm, and escort them to the receptionist to sign in. If you notice anyone, at any time, within our facilities who is not supposed to be there, be polite but firm and challenge them to show their identification.

Dress Code

MEDA aspires to impress its customers in all aspects of our interaction with them. To that end, it is important to present a professional image to our customers (both external and internal) while also providing a comfortable work environment for employees. In this context, it is the policy of MEDA to have flexibility in the choice of

appropriate business dress. Both "smart business casual" and "normal business attire" will be acceptable throughout the work week. Examples of attire not considered to be in the domain of 'smart business casual' are denim, athletic shoes, jeans, shorts/skorts, t-shirts, sweatshirts etc.; if in doubt, management should be consulted.

In relation to visits, to and from our customers or partners, the most appropriate attire should be determined in advance to ensure the customer receives a professional image that complies with the expectations of the customer or location. The MEDA team is proactive, professional and creative; it is hoped that this policy will support these strengths. Although we request that your attire be professional, neat, clean, and tasteful during regular work hours, we must remain in conformance with safety standards. Therefore, exceptions will be made when work is being done in the shop areas.

Employees working on projects in the shop area may wear jeans and T-shirts; however, no offensive language on T-shirts will be permitted. Due to safety issues safety shoes should be worn in the work area. Athletic shoes are not appropriate. Any issue relating to inappropriate clothing will be addressed with the employee by his/her immediate supervisor on an individual basis according to standard corporate guidelines.

Hygiene

MEDA Limited employees are expected to meet hygiene requirements during regular business hours for the duration of their employment.

- Maintain personal cleanliness by bathing daily
- Oral hygiene (brushing of teeth) required
- Use deodorant / anti-perspirant to minimize body odors
- No heavily scented perfumes, colognes and lotions. These can cause allergic reactions, migraines and respiratory difficulty for some employees
- Clean and trimmed fingernails ($\frac{1}{4}$ inch long or less)
- Wash hands after eating, or using the restrooms

Personal Grooming

- Clothing must be clean, pressed, in good condition and fit appropriately
- Socks or hose must be worn with shoes
- Neat and well-groomed hair, sideburns, mustaches and beards (no artificial colors e.g. pink, green, etc. that would be deemed unprofessional)
- Moderate make-up
- Secured long hair (hair must be tied back to prevent potential for being caught in equipment)
- Clothing must not interfere with the safe operation of equipment
- No dark glasses (unless prescribed by a physician)
- Limited jewelry and no dangling or large hoop jewelry that may create a safety hazard to self or others. A general rule of thumb is that if a pencil can be passed through a hoop earring it is not safe to wear near operating equipment
- Body piercing must be limited to three per ear. Other visible body piercing is unacceptable, unless demanded by religion / culture

- Tattoos that are perceived as offensive, hostile or that diminish the effectiveness of the employee's professionalism must be covered, and not visible to staff, customers or visitors

Business Attire

Any MEDA Limited staff that maintains regular, in-person contact with customers will be required to wear appropriate business attire.

Appropriate Business Attire

- Men – Dress shoes, jackets, shirts, ties, slacks, sweaters
- Women – Dress tops, dress pants, dresses, skirts, sweaters, pant-suits, dress shoes/sandals

Business Attire (Cont'd)

Business Casual

- MEDA Limited allows employees to wear business casual attire when not in contact with customers
- Sales employees are encouraged to wear company-branded shirts and/or collared shirts as part of their business casual attire
- Employees are expected to keep appropriate business attire on hand at all times in the event that they are required to attend an in-person customer meeting

Appropriate Business Casual Attire

- Men - Collared shirts; either dress or golf. Khakis, slacks, dress shoes or casual dress shoes, sweaters
- Women – Collared shirts; either dress or golf. Khakis, slacks, skirts, dresses, dress shoes or casual dress shoes, sweaters

Casual Friday

- MEDA Limited employs a "Casual Friday" policy, wherein our employees are welcome to wear workplace appropriate jeans (no rips, tears or stains), and running shoes (no rips, tears or stains)
- While Casual Friday allows our employees to dress in a more casual fashion, employees should take into account the necessity to continually conduct themselves in a professional fashion, and dress in such a way that will not create a negative perception by customers, either internal or external

Distribution / Production Employees

- Employees that work in Production or Distribution, or whose regular job duties include physical lifting may wear appropriate casual clothing (including jeans/shorts) at all times. Shorts may be deemed inappropriate where a safety concern for accident or injury is present

Inappropriate Attire (also applicable to Casual Friday)

The following items are not permitted in any area during normal working hours:

- Sweat pants, Jogging pants
- Pants that expose the midriff, underwear or leggings
- Gym shorts
- Bicycle shorts or other athletic shorts
- Low-cut tops
- Halter tops
- Spaghetti strap tops
- Tops that expose the midriff or underwear
- Mini-skirts
- Any form of clothing that is mesh, sheer, see-through or otherwise revealing
- Any form of clothing that is generally offensive, controversial, disruptive or otherwise distracting
- Any form of clothing that is overtly commercial, contains political, personal or offensive messages
- Plastic flip-flops or sandals
- Beach footwear

Business Attire (Cont'd)

Personal Protective Equipment

- Personal/Protective safety equipment must be worn at all times in areas where such equipment is required

Clarification

- Every MEDA Limited employee is responsible for exercising sound judgment and common sense for his or her attire at all times. If an employee is deemed to be wearing inappropriate attire, his/her Manager is responsible for coaching the employee accordingly
- Individual situations relating to appropriate workplace attire may be addressed on a case-by-case basis. If you have questions about these guidelines or a particular business areas dress requirements, contact your manager

Compliance

- Departure from appropriate grooming, hygiene and attire standards will result in employee counseling and/or disciplinary action up to and including termination of employment
- Theme days are occasionally approved by the institution and/or appropriate department when a deviation from these guidelines is appropriate, and when the business necessities will not be affected
- Personal appearance standards may be reviewed periodically and updated as deemed necessary

Dress Code Field Staff

- Employees employed in the field need to dress in a professional manner as well. All customer policies in regards to dress code must be followed at all times. If uncertain ask your Supervisor for a copy of the dress code policy

Timesheets

It is your responsibility to complete your own timesheet accurately, indicating the number of hours worked and, when required, the appropriate job to which that time is to be charged. Timesheets must be submitted each Friday to the appropriate supervisor for review and approval.

MEDA employees who are working in a customer's facility must forward their timesheets before 12:00 noon Eastern Time each Monday morning. You will not be paid timely if your time sheet or notification of your time has not been received for that pay period by that time (See Appendix 3).

Employee labor hours and related expenses represent a significant cost and measure of productivity at MEDA. We have adopted this policy to ensure that all employees submit accurate time records that will ensure they are compensated appropriately for their contributions, while maintaining efficiency, productivity and fiscal responsibility for the company. This policy applies to all business units and employees of MEDA, hereinafter referred to as MEDA. Requirements for a specific Company only, within MEDA, are so designated.

Timesheets (Cont'd)

This policy sets requirements that: must be followed by all MEDA employees in filling out their timesheets; and, must be followed by all supervisors in approving timesheets. These requirements will result in labor hours being recorded, charged and billed accurately to Contract/Project/Tasks and Indirect activities.

This policy also establishes awareness of every employee's independent responsibility for correct time accountability and the potential legal penalties associated with improper time charging. The accurate completion of employee time records is critical to MEDA's continuing effort to maintain the integrity of our cost accounting system. The following timekeeping procedures will ensure accurate and complete recording of labor hours. Time records will be completed in a timely manner in strict accordance with these required procedures. In addition, MEDA and all its employees will be cognizant of and comply with local, provincial and Federal Timekeeping and Labor rules and regulations.

It is the responsibility of all employees to follow the policy and procedures contained in this document. Any exceptions or deviations must be submitted to MEDA, Human Resources Department prior to implementation:

- All MEDA full-time and part-time, salaried and hourly, permanent and temporary employees are required, each day, to accurately record their time worked and submit their timesheet each week
- Regardless of overtime status, business unit, whether billable or not, or whether time is direct or indirect, all employees must record all hours worked on their timesheet
- Time recorded must represent Actual Time
- MEDA supervisors are required to review and approve subordinates' timesheets weekly
- Supervisory approval is necessary to be compensated for hours over 40 in a week

Penalties for Labor Mischarging

In the event that MEDA determines through investigation that a staff member has intentionally submitted falsified timecards, disciplinary action up to, and including termination of employment may be taken.

Safety – A Mutual Responsibility

Safety is generally a matter of common sense: avoid any actions that might injure you, your co-workers or visitors; report any potentially unsafe condition; suggest ways to improve safety on the job.

Safety and accident prevention are vital. It is our goal to prevent personal injury to our employees and to comply with OSHA standards.

It is therefore our intent that: (1) safety hazards be eliminated from all jobs; (2) unsafe acts or conditions be detected, reported and corrected; and (3) safety consciousness be instilled in all employees.

Some important guidelines follow, but you must remember that no set of rules can ever assure safe operations. The assurance can only come from observing safety procedures and practices every minute of every working day.

- It is every employee's responsibility to immediately report to management any condition or practice which might cause injury to employees or damage to equipment
- Protective gear, which is necessary to properly protect you from injury, must be used
- All employees and visitors must wear safety glasses in the garage, test and fabrication areas at MEDA or its customers' sites. Employees that do not have a pair of safety glasses will be issued a pair from their supervisor or facilities manager. Additional pairs will be purchased at the employee's expense
- Protective guards for mechanical equipment **MUST BE USED AT ALL TIMES**
- Employees are required to put equipment away when not using it. Orderly conditions in your work place are as important to safety as is your appearance. You should at all times keep your individual work area clean and free from objects which could in any way cause accidents or injury to you or to others
- Repair of any electrical device will **ONLY** be done by qualified personnel
- Observe all instructive signs posted
- Keep all aisles and emergency exits clear at all times (refer to the escape notices posted)
- Be constantly alert for hazardous conditions. Report any unsafe condition to your supervisor immediately
- Always use the right tools and equipment for the job. Use them safely and only when you are qualified

- When welding or cutting, always have a fire extinguisher and a person to operate the fire extinguisher nearby. Always use curtains, shielding, and proper safety equipment when welding. Always close torch bottle valves after each use
- Ear protection must be used in areas above normal noise levels, or when operating load tools
- Always clamp work to the tables, never hand hold
- When possible, push vehicles in the garage to the desired location
- Vehicles must be connected to the exhaust extractor system when running in the building. Always ventilate the shop areas when a vehicle is running
- Only authorized personnel are permitted to operate Company equipment
- Never attempt to push or lift an object that could cause back injury. Ask for assistance

Hazardous Communication Program

Our goal is to reduce the possibility of illnesses and injuries caused by exposure to hazardous chemicals. MEDA and/or its customers are required to provide information regarding any hazards to its employees through the use of labels, training, material safety data sheets, and training materials. MEDA and/or its customers have Material Safety Data Sheets (MSDS) on each hazardous chemical we use.

Policy Statement of Substance Abuse

It is essential that all employees be alert and in full possession of their faculties when working to protect the safety of our work force, our work place, and the public, as well as to promote high standards of conduct, integrity and efficiency. Being under the effect of, or being impaired by drugs and alcohol can cause permanent injury or death.

Accordingly, no employee may report to work or remain on duty while under the effect of or impaired by alcohol or drugs. MEDA strictly prohibits the use, sale, distribution, possession, or manufacture of illicit drugs, narcotics or alcoholic beverages on Company premises or work sites. MEDA prohibits employees from being under the effect of any illicit drug, narcotic or alcoholic beverages during work hours. Employees who are believed to be under such effect will not be allowed to work. Discipline, up to and including discharge, may result if any employee violates this policy.

To prevent drugs, alcohol and other contraband from being brought onto the Company premises, the company may, at its discretion, inspect any locker, package, desk, purse, tool box, vehicle or other personal belongings brought onto the Company premises in connection with the investigation of any rule violation or in the maintenance of a safe workplace. Employees will cooperate in all investigations of suspected rule violations or of workplace safety. The Company reserves the right to require applicants and employees to submit to drug testing.

Authorization of Employment

All employees of MEDA are required by federal law to verify their authorization to work in the United States. In compliance with the law, MEDA prohibits discrimination in hiring, recruiting, referring for a fee and discharge based on citizenship and national origin.

Deduction Policy

Any employees whose wages require legal wage deductions and/or garnishments will be handled as required by law upon written notice to the company.

Conflict of Interest

Employees are prohibited from any employment which directly interferes with their work at MEDA. Examples of such conflicts include, without limitation, selling products or services of the same nature provided by MEDA, and servicing customers for personal profit or gain during work hours. If a questionable situation develops, employees are required to discuss the situation with a supervisor before it occurs. The resolution of such questionable situations will be decided on a case-by-case basis within the Company's sole discretion.

Any actual or apparent conflict of interest, as determined by the Company, must immediately be stopped and may result in discipline up to and including immediate discharge.

Tools

At times, you may provide and maintain your own small hand tools on Company or customer premises. All personal tools on Company or customer premises must be inventoried by you and approved by your manager. At times the Company or customer may furnish durable tooling that the employee may borrow. The borrowing employee is responsible and accountable for these tools.

Bulletin Boards

Information regarding changes in working schedules, overtime, safety, company policy and other matters related to your employment may be posted on designated Company bulletin boards or distributed for your guidance. Ensure you are aware of the location of these boards. Please make it a practice of reading the notices regularly. A posted statement is considered as sufficient notice and it is your responsibility to be aware of items so posted or distributed. Field staff is encouraged to follow these guidelines at their assigned facility.

Notice of Changes

For your protection, convenience and benefit, you are requested to notify the office immediately of any change in your name, address, phone number, or name, address or number of dependents. Keeping this information accurate enables us to reach you in an emergency, forward your mail and W-2 forms, maintain your insurance and other benefits and compute your payroll deductions. This personal information will be handled with appropriate confidence.

References and Credit Checks

To ensure that individuals who join MEDA are well qualified and have a strong potential to be productive and successful, it is the policy of MEDA to verify the employment references of all applicants. We respect that other companies may wish to do the same with previous employees of MEDA.

Only specifically designated personnel are authorized to respond to those reference check inquiries. Responses to such inquiries will confirm only dates of employment, and position(s) held. No other MEDA employee or manager is authorized to discuss a previous employee's employment or circumstances at any time, for any reason.

Current employees who require a verification of employment and wages for loans, mortgages, etc., may refer the loan officer to the Payroll Department for this type of verification.

Work Disruptions

When a strike or other work disruption occurs at a customer's site, MEDA employees normally working at that customer's site must contact their MEDA Account Manager for direction. If the customer and MEDA decide that work will not continue the time-off will not be paid. However, with supervisory approval, employees may use available paid leave time, such as unused vacation benefits.

For work disruptions caused by natural disasters or other acts of God at MEDA or its customers (i.e. a power outage, flood, etc.), the approval for permission to leave work must come from either the supervisor or the President. In the event that employees are called back to work, all employees must return to the worksite. MEDA will follow client guidelines regarding payment for work disruptions.

Disciplinary Guidelines

Nothing in this Handbook operates to change the status of the employee from at-will to any other status. All disciplinary provisions in this Handbook are advisory and non-binding in that MEDA may terminate without prior discipline. MEDA expressly reserves the right to terminate any employee for any or no reason, and employees retain similar right to terminate his or her employment.

We have certain rules of conduct that must be followed if we are to get our work done in an efficient and orderly way. Your cooperation is essential, and we urge you to familiarize yourself with the non-exhaustive rules of prohibited conduct listed below so you know the types of behavior which are not acceptable behavior at work.

The following (not an exhaustive list) are prohibited:

- Poor work performance
- Insubordination (disobedience to authority or failure to follow instructions)

Disciplinary Guidelines (Cont'd)

- Theft, unauthorized removal of property, or misappropriation of Company or customer funds
- Theft of property of fellow employees or customers
- Fighting
- Violation of the Company's Policy on Substance Abuse
- Walking off the job
- Violation of the policy on equal employment opportunity or sexual harassment
- Gambling on Company property, at official Company functions or at customer facilities
- Causing hazardous or unsafe working conditions
- Possession of weapons on Company or customer premises or during working hours
- Falsification of personnel or other records
- Restricting or interfering with production or attempting to induce others to do so
- Horseplay, scuffling, running or throwing material or other objects
- Absence without notification or permission
- Loafing, sleeping on the job, neglect or failure to perform assigned duties
- Damage to, destruction of, or misuse of property and equipment belonging to the Company, its customers, or its employees
- Leaving the job before the end of the assigned schedule without permission
- Threatening, intimidating, coercing or interfering with employees
- Improper recording of time on timesheet
- Refusal to work overtime; or working overtime without permission
- Smoking in unauthorized areas and/or discarding smoking materials improperly
- Improper dress attire
- Conducting personal business on Company or customer time and/or property
- Use of specialized Company or customer equipment without proper training and/or authorization
- Defacing Company or customer property
- Engaging in other employment without prior approval by the Company or during a medical leave or personal leave

- Any action which threatens the safe or efficient operation of the Company
- Failure to cooperate in the investigation of an offense, or in the maintenance of a safe workplace
- Unauthorized use of Company or customer telephone
- Personal conduct which is obnoxious or abusive of other employees including gossip, rumors and statements of a defamatory nature
- Parking in unauthorized areas

Disciplinary Guidelines (Cont'd)

- Failure to keep work area clean
- Unauthorized entry into the building during non-working hours
- Posting, removing or tampering with notices on Company bulletin boards
- Violation of safety policies
- Violation of Company absentee policy
- Possession of books, magazines, or posters which contain nudity or sexually explicit matter are not permitted on Company or customer premises
- Using, removing or discussing employee lists or confidential information of any nature without prior written authorization from the Company
- Discussing employment related issues such as compensation, benefits, etc. with customers

The above rules are not intended to be all inclusive of the proper standards of conduct or other obligations of employees. The Company reserves the right to take disciplinary action for other offenses not specifically listed here. This listing of Rules of Conduct and any discipline taken under these rules does not modify the at-will status of all employees.

Corrective Action Plan (CAP)

If an employee's performance or conduct falls below the expectation of the position, the employee is informed of the problem and encouraged to take responsibility for his or her actions. This process will include developing a plan of action for improving performance to the required level, or changing conduct. (See Appendix 4)

Termination – Leaving Employment

Although not required, all employees are requested to submit, in writing, notice of intent to leave employment at least two weeks prior to the actual date of resignation, so that proper arrangements may be made regarding your final pay check and other items.

Just as any employee may resign at any time for any reason (or no reason at all), the Company reserves the right to terminate an employee at any time for any reason (or no reason at all). The President of the Company is the only person who has (or has ever had) authority to make an exception to this policy, and to be effective, it

must be in writing, directed to you personally, and signed by the President. This policy applies to all of our employees, irrespective of their length of service, and will continue to apply to your employment as long as you work for MEDA.

On the last scheduled day of work, or immediately thereafter, the employee and Account Manager should complete an exit interview. Belongings such as pagers, extra business cards, badges or other forms of identification, and this Handbook, to name a few, must be returned at that time

Any expenses owed to the employee should be submitted on a Supervisor approved expense report. Regular

Termination – Leaving Employment (Cont'd)

salary pay is subject to payroll disciplines. Final compensation for hours worked will be handled in the normal manner, i.e., direct deposit or mailed to the employee's residence. Where the employee owes MEDA moneys for charges, said deductions will be removed from the employee's final pay.

All benefits stop on the day following the last day of the month in which you separate employment.

Cellular Telephones

It is every employee's responsibility to use company owned or customer reimbursed cell phones in a prudent and cost conscious manner. These phones are intended to be used solely for business use. MEDA reserves the right to charge the employee back for the cost of all personal calls at its sole discretion.

The President, Director of Operations and Account Managers may be provided with a MEDA cellular phone and a package that is reasonable to cover their business use. The service will be set up in the Company's name and invoices will be processed by accounts payable. If a company cell phone is not provided and your personal phone is needed for business reasons, with permission of their supervisor, the Company will reimburse the employee for the monthly business use of the phone but will not reimburse the employee for the cost of the equipment. Reimbursement will be made on a monthly basis against a properly approved expense report which has the phone bill attached.

Cell phone Usage Behind the wheel

Use a hands-free rather than a hand-held cell phone while driving, or pull over if you do not have a hands-free unit to talk on the phone. Never take notes while talking and driving. Let voice mail pick up messages when you're in heavy traffic.

Whenever possible, pull over to the side of the road. If an in depth conversations requires your full attention, pull over to the side of the road or call the person back later.

Vehicle Allowances

MEDA, at its sole discretion, determines if an individual is eligible for a vehicle allowance and if so what the allowance amount is.

If eligible, the amount of the vehicle allowance will be added to the individual's base salary and is subject to taxation. The tax effect of the vehicle allowance has been included in the determination of the allowance amount.

The amount of the vehicle allowance is contained in the employee's offer letter

Employees not eligible for vehicle allowances or those using their own vehicles shall be subject to the MEDA Business Mileage Reimbursement Policy. The policy reimburses an employee for business miles driven in

Vehicle Allowances (Cont'd)

excess of their normal commute at an approved standard mileage rate. The rate includes reimbursement for gasoline and other normal operating expenses. Incidental parking and tolls are to be reimbursed separately from the mileage rate. Any employee that is required to travel in excess of one hundred (100) km one way, upon approval, a rental car should be used.

All vehicle allowances and company vehicles must be approved in advance by MEDA.

Employees receiving a vehicle allowance understands and accepts that this allowance is in lieu of any expenses incurred for on-going maintenance (scheduled or otherwise), repair, gasoline expense or mileage reimbursement, unless approved by management.

Tuition Reimbursement

MEDA encourages its employees to pursue further education. Most full-time employees who have been continuously employed by MEDA for one year or longer are eligible for MEDA's tuition reimbursement program, within the limits of the available budget which changes from year-to-year.

Reimbursement may be made for the cost of tuition only for courses that are, in the Company's discretion, related to your current job requirements or may qualify you for a different job or promotion within MEDA. The cost of books, materials, supplies or other expenses will not be reimbursed.

You must submit, in advance of commencing such course or courses, a letter of application to your supervisor for reimbursement of the cost of tuition. You must complete the Tuition Refund Form upon approval of your request to be eligible.

The letter of application shall list the course or courses to be taken by course title and number along with a brief description of the course content. The letter of application shall also include the name of the educational institution, location of the course offering, dates, time, and tuition cost thereof. All tuition reimbursements must be approved in advance by your Supervisor and the President. Upon approval of the application, you will be required to sign the Tuition Reimbursement Program Promissory Note, explained below.

Courses must be paid for by you in advance. Reimbursement will be paid only after the completion of the

course, based on the achieved grade. Reimbursement may be paid as soon as administratively feasible as follows:

- Employees receiving an “A” in the course will receive 100% reimbursement.
- Employees receiving a “B” in the course will receive 75% reimbursement.
- No reimbursements will be given for grades of “C” or lower.

Tuition Reimbursement (Cont’d)

- A receipt that clearly states the course tuition and credit hours is required to be attached to the submitting paperwork. The reimbursement maximum is \$1,200 per employee per fiscal year.
- If you leave the employ of the Company for any reason within one (1) year (except for being laid-off or terminated) of receiving tuition reimbursements, you must repay the money received.

Referral Program

An authorized list of position openings may be posted on the MEDA website. A current MEDA employee, who is determined in the Company’s discretion, to be instrumental in using his/her own contacts to find the individual to fill the opening, without the help of a recruiting agency or advertising media, will be entitled to an award of \$500 (subject to all applicable payroll taxes). Candidate must have 90 days of continuous employment). Receipt of an unsolicited resume from a possible candidate does not qualify for the award.

Senior MEDA management and head office employees engaged in the recruiting and sales function are not eligible for recruitment awards.

Suggestions

We know from time to time you will have ideas on how to make the Company more efficient. At the time the idea occurs to you, please take the time to put it in writing. We strongly encourage employee suggestions on improving the operation of the Company. We will grow through our employees concern, industry and active participation in our development. We count on you and want your ideas.

All suggestions should be submitted via mail, email to admin@medagroup.com or to an appropriate company representative. The various suggestions will be reviewed monthly by senior management.

Remember, this is your company and suggestions are every employee’s means to making improvements.

Modifications to Policies

The President reserves the right to modify all policies within this handbook as deemed necessary to suit business and individual circumstances.

EMPLOYEE ACKNOWLEDGMENT

This is to certify that the undersigned, by the date indicated, received a MEDA Engineering and Technical Services, LLC Employee Handbook. Nothing in the Employee Handbook should be interpreted as providing employment for any definite period of time. In consideration of my employment, I agree to abide by the rules and policies of MEDA and further agree that my employment and compensation are at the will of MEDA and can be terminated, with or without cause, and with or without notice, at any time at the option of either MEDA or myself.

Also in consideration of my employment, I agree that any claim brought against MEDA or its employees, representatives, related entities, officers or directors, based upon my employment or termination of my employment must be brought within 180 days of that event or my termination, whichever is earlier. I understand and agree that these terms can only be modified by a writing signed by the President, provided that such writing specifically acknowledges that it is a modification of this agreement and is signed by the President. This acknowledgment supersedes all previous agreements or understandings, either written or oral.

No supervisor, representative, agent or employee of MEDA has now, or has had in the past, any authority to enter into any agreement for employment for any specified period of time or to make any agreement which is contrary to or a modification of the above terms; nor can any policies or practices of MEDA either written or oral, modify the above terms.

Signature: _____

Date: _____

APPENDIX



VACATION / FLOATER / UNPAID LEAVE REQUEST FORM

Employees hired prior to December 17, 2007



DATE:	
NAME:	

DATES REQUESTED:

*(please indicate **V** - vacation day, **F** - floater day (Canada only) or **U** - unpaid leave day)*

FIRST CHOICE:		F <input type="checkbox"/>	V <input type="checkbox"/>	U <input type="checkbox"/>
SECOND CHOICE:		F <input type="checkbox"/>	V <input type="checkbox"/>	U <input type="checkbox"/>

ADDITIONAL INFORMATION:

CLIENT APPROVAL:

SUPERVISOR'S SIGNATURE:

DATE:

IN ORDER TO ENSURE RECEIPT OF YOUR VACATION PAY/FLOATER PAY A COMPLETED COPY OF THIS FORM MUST BE FORWARDED TO MEDA'S ACCOUNTING DEPARTMENT PRIOR TO TAKING ANY VACATION TIME OR FLOATER DAYS OFF AND THE TIME SHEET SHOULD REFLECT THE APPROVAL GIVEN ON THIS FORM.

PLEASE SUBMIT ONLY ONE FORM PER PAY PERIOD.

**VACATION / UNPAID LEAVE
REQUEST FORM**
Employees hired after December 17, 2007

DATE:	
NAME:	

DATES REQUESTED:

(please indicate V - vacation day or U - unpaid leave day)

FIRST CHOICE:		V <input type="checkbox"/>	U <input type="checkbox"/>
SECOND CHOICE:		V <input type="checkbox"/>	U <input type="checkbox"/>

ADDITIONAL INFORMATION:	
-------------------------	--

CLIENT APPROVAL:	
SUPERVISOR'S SIGNATURE:	

DATE:	
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IN ORDER TO ENSURE RECEIPT OF YOUR VACATION PAY A COMPLETED COPY OF THIS FORM MUST BE FORWARDED TO MEDA'S ACCOUNTING DEPARTMENT PRIOR TO TAKING ANY VACATION DAYS OFF AND THE TIME SHEET SHOULD REFLECT THE APPROVAL GIVEN ON THIS FORM.

PLEASE SUBMIT ONLY ONE FORM PER PAY PERIOD.



WEEK ENDING: _____

CLIENT NAME: _____

FOR PROVISION OF SERVICE OF:													
------------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--

EMPLOYEE'S SURNAME

INITIALS

HOURS	MON	TUE	WED	THUR	FRI	SAT	SUN	SUB-TOTAL
REGULAR								
OVERTIME								
HOLIDAY								
VACATION								

Please complete sub-totals.

NOTES: _____

PLEASE DELIVER A TIMESHEET BEFORE NOON ON MONDAY

SUPERVISOR'S SIGNATURE FOR HOURS ONLY

Corrective Action Plan (CAP)

This form should be completed before any performance coaching is given. Before a supervisor or manager recommends or takes action, complete this checklist. If there are more than two questions answered with a "NO" response, you should reconsider making the decision to coach that employee.

1. Is the behaviour or performance of the employee, for which he/she is being coached, a violation of a company policy or job expectation? Yes No

Which one? _____

2. Is the policy published, posted or known to the employee? Yes No
3. Did you review the procedure for effective coaching steps? Yes No
4. Have others, who may have violated this policy or have not met the job expectation, received similar disciplinary treatment? Yes No
5. Have circumstantial situations been considered (i.e., training, length of service, personal)? Yes No
6. Do you have proof there was a violation? Yes No
7. Has the employee been warned previously, and is there written record of such warning? Yes No
8. If a prior coaching was given, was the employee told previously that this particular coaching step would be taken if the behaviour or performance continued? Yes No
9. Has a thorough investigation been completed? (witnesses, documentation, dates, times and places). Yes No
10. Is the employee receiving fair treatment? Yes No
11. Is the coaching related to: (a) The seriousness of the offence, (b) The employee's past record? Yes No
12. Has extra training been initiated? Yes No
13. Have you done the first three levels of Coaching? If not, who did you obtain the next highest level of management's approval from? Yes No
14. Are the employee's actions a misconduct, serious misconduct, or gross misconduct? Yes No

MISCONDUCT SERIOUS MISCONDUCT GROSS MISCONDUCT

If you answered "NO" to more than two questions and still wish to coach that person, contact the President, or in his/her absence, the Director of Operations, or Human Resources Manager for further discussion.

Employee Name (Please Print) _____
 Manager (Please Print) _____
 Date _____
 Area of Concern _____

COACHING FORM

NAME	POSITION	Performance ___ Behaviour ___
DATE	SUPERVISOR	WITNESS
1. The following was observed of this employees behaviour / performance:		
2. What policy and/or procedure has the above behaviour / performance failed to meet?		
3. What is the impact of this behaviour / performance on customer service, other employees, and the profitability of the operating unit?		
4. The corrective action taken by the employee for this behaviour/performance.		
5. What support will be provided by management?		
6. What behaviour or performance is expected next time?		
7. The next level of corrective action if this behaviour/performance continues will be:		
Employee Coached Print Name _____ Signature _____	Supervisor's Signature Print Name _____ Signature _____	Management Witness Print Name _____ Signature _____
Level of Counselling (Check One) <input type="checkbox"/> 1 st Written Coaching <input type="checkbox"/> 2 nd Written Coaching <input type="checkbox"/> Decision Making Day <input type="checkbox"/> Final Written Coaching		

DRESS CODE

The following is a list of acceptable business casual work attire:

CLOTHING TYPE	ACCEPTABLE	UNACCEPTABLE
SHIRTS	Sweaters / Cardigans Blouses Collared Shirts	Sweatshirts Athletic t-shirts (with or without logo) Halter top, tank tops, tops with bare mid-ribs Tops with spaghetti straps Low cut tops (females)
PANTS	Dress Pants (Full Length) Docker style pants/khakis Dress Capris (below the knee)	Leggings / Tights Cargo pants Stirrup pants Sweatpants, track pants, gym clothes, warm-up suits Any jeans with patches, rips and/or frayed edges Overalls and painter pants (denim or non-denim)
SHORTS	City Shorts (knee length)	Short shorts Skorts
DRESSES AND SKIRTS	Conservative lengths Casual dresses	Sundresses Short skirts or dresses Dresses with spaghetti straps
FOOTWEAR	Flat shoes, pumps, loafers Leather boots (dress style) Open-toed heels (with well-manicured feet)	Beach / Resort wear type sandals Beach shoes Hiking boots Athletic footwear including: running shoes, canvas and suede sneakers
JACKETS	Blazer / Sports Jacket	Denim jackets
OTHER	Vests	Hats Beach / resort / weekend wear (jersey cotton knit pants/sets)
JEAN DAY	Only appropriate jeans are acceptable Denim shorts Golf / Sport Shirts with collars Denim Skirts / Jumpers	No t-shirts with logos No jeans with tears or frays No low cut jeans

** Please be advised that management reserves all and any rights to change the dress code attire at any given time. If you are not sure of what may be acceptable, please see the Human Resources Manager for clarification. Management reserves the right to send any employee home to change if their attire falls within the unacceptable range. **