



COMPANY POLICIES

Fuerste Vaccination Services



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Professional Etiquette

Staff must remember they are not hatchery workers, but employees of Fuerste Vaccination Services. Our continued employment by the hatcheries is largely dependent on our professionalism. All efforts should be made to look and present as professional workers, keep the boot room tidy, minimize foul language and maintain appropriate behaviour towards hatchery staff.

Dress Code

Fuerste Vaccinations' dress code can be described as casual. Jeans, cargo pants, yoga pants, t-shirts and sweatshirts are all acceptable to wear to work. Sleepwear, sweatpants, revealing clothing and clothing with profanities or comments which may be considered offensive are not acceptable.

All staff are to treat the boots and rain gear provided by Fuerste Vaccinations with care to prevent unnecessary damage.

Staff are permitted to use individual music devices with **one** ear bud in at a time while working at the vaccination tables. Please see the Biosecurity policy for information on limitations to personal items being brought inside the hatcheries.

Personal Hygiene

Hygiene is an important contributor to a healthy workforce. In addition, we work in close proximity to our co-workers here at Fuerste Vaccination Services. Therefore, employees are expected to follow good personal hygiene practices in the workplace during regular business hours for the duration of their employment.

Minimum hygiene requirements include:

- Maintaining personal cleanliness by bathing daily (see also Biosecurity requirements)
- Maintaining oral hygiene by teeth brushing
- Using deodorant or antiperspirant to prevent body odours
- Not using heavily scented perfumes, colognes, lotions and hair product. These can cause allergic reactions, migraines and respiratory difficulty for your co-workers
- Maintaining clean and trimmed fingernails
- Washing hands at the start and end of all breaks as well as after meals, using the washroom or smoking
- Tying long hair back (hair should not be in your eyes while working or come in contact with your co-worker(s))

Any Crew Member who requires an accommodation from this policy for medical or other reasons, can speak to the HR Department confidentially.

Fish Handling

The fish we work with are living animals and must be treated with respect. There is zero tolerance for playing with the fish, any animal cruelty or rough handling. It is because of these fish we all have our jobs and they must be treated with kindness and care.

It is the responsibility of all staff to report any concerns around unprofessionalism or mistreatment to the Site Manager or Management Team.

Biosecurity

Preventative measures are enforced in order to eliminate the transfer of disease from one hatchery to another, or from the environment into the hatchery. When staff members fish, swim or play in the ocean, they may be playing in diseased water. Wild Coho salmon are a known source of the IHN virus which can be present under your fingernails and spread to the hatcheries. Further, shoes that are worn at the beach are a potential carrier of Furunculosis. A mug used placed at a vaccination table or NFT machine could pick up fungus and be transferred to another hatchery.

The following biosecurity measures are required of all staff when entering the hatcheries:

- All staff entering the hatcheries are required to step into a bath of Virkon and change their footwear when entering.
- Staff are required to use the provided hand sanitizer at every opportunity.
- Clothing, personal items and any personal equipment **must** be properly disinfected when moving between sites. This means:
 - Washing all items with soap and hot water
 - Drying clothing and items on **high heat**
 - This includes hats and footwear
- Items that can't be disinfected are **strictly prohibited** from entering the hatcheries. Fuerste Vaccination Services does allow staff to bring headphones and a music player into the hatchery. It is important to note that once these items have entered a hatchery, the same items **cannot** enter another hatchery.
- Staff are not permitted to enter a second hatchery within **24 hours** of being in the first hatchery. Delayed entry also applies if the employee has entered a fish processing plant or handled wild fish.

The following biosecurity measures are required of all staff entering, exiting, and handling equipment at Head Office:

- Staff bringing dirty equipment to Head Office are required to enter from the back door and dip the totes into a bath of Virkon.
- All dirty/used equipment must go directly into the kitchen area or on "dirty" storage rack. Equipment is not permitted to leave the kitchen area until it has been properly disinfected.
- Once equipment has been disinfected, it must be moved into the Storage Room. The Storage Room is only to be entered by authorized personnel.
- Clean equipment being taken out of the Storage Room and to a worksite, must go out the front door of the Office.
- All totes and storage containers must be clearly labelled with the name of the site.

Spreading disease to the fish can be devastating for all involved so our due diligence with biosecurity measures is extremely important. Please bring any questions or concerns to the Site Manager or the Management Team.

Code of Conduct

Employees of Fuerste Vaccinations are expected to act lawfully, ethically, honestly and in the best interest of the company while performing duties on behalf of Fuerste Vaccinations. This code provides some guidelines for business conduct that is required of all staff and which external parties can expect from us.

Drugs & Alcohol

Employees are not permitted to come to work under the influence of any substance. Doing so creates a safety concern for the impaired individual, the individual's co-workers, the fish being handled and effects job performance. Non-permitted substances include but are not limited to: prescription drugs as prescribed by a physician, alcohol, non-prescription drugs, marijuana and illicit drugs. Employees will be asked to leave the worksite immediately without pay if they are found or suspected to be under the influence and will be subject to discipline up to and including termination of employment.

Recreational Cannabis

The employees of Fuerste Vaccination Services are our most valuable resource, and for that reason their health and safety is of paramount concern. Cannabis will be treated the same as all other recreational substances. Employees under the influence of drugs or alcohol on the job can pose serious health and safety risks both to themselves and their fellow employees. To help ensure a safe and healthy workplace, and subject to very narrow exceptions, Fuerste Vaccination Services reserves the right to prohibit certain items and substances from being brought on to or being present on company premises.

The following expectations apply to employees and management alike while conducting work on behalf of the company, whether on or off company property:

- To arrive to work fit for duty and able to perform their duties safely and to standard. To ensure their safety and that of all staff members, Fuerste Vaccination Services does not allow employees or management to smoke or consume cannabis for a minimum of eight hours prior to starting their shift
- To remain fit for duty for the duration of their shift
- Use, possession, distribution, or sale of drugs or alcohol during work hours, including during paid and unpaid breaks, is strictly prohibited
- To refrain from reporting to work while under the influence of recreational cannabis and any other non-prescribed substances
- Anyone on medically approved medication must communicate to management any potential risk, limitation, or restriction requiring modification of duties or temporary reassignment
- To abide by all governing legislation pertaining to the possession and use of cannabis
- When off duty, refuse a request to come into work if unfit for duty
- To report limitations and required modifications as a result of medically approved cannabis use

- To report unfit co-workers to the Management Team
- To seek advice or appropriate treatment, where required
- To communicate dependency or emerging dependency
- To follow the after-care program, where one is established

In addition, Management will:

- Identify any situations that may cause concern regarding an employee's ability to safely perform their job functions
- Ensure that any employee who asks for help due to a drug or alcohol dependency is provided with the appropriate support (including accommodation) and is not disciplined for doing so
- Maintain confidentiality and employee privacy.

Where an employee uses medical cannabis, it is expected they will provide a copy of their medical documentation to use cannabis to Fuerste Vaccination Services.

Employees found in violation of this policy may be subject to disciplinary action up to and including termination of employment. Where applicable, Fuerste Vaccination Services may also take legal action in accordance with the law.

Smoking

Cigarette smoking, including vaping/e-cigarettes may only occur in designated areas. Staff are only permitted to smoke on their own scheduled break times. Smoking, including vaping/e-cigarettes is not permitted in the company vehicles or Head Office.

Internal & External Communications

All employees of Fuerste Vaccination Services are expected to positively represent the company through all mediums of communication in order to preserve its reputation in the industry.

Any concerns or difficulties with hatchery staff are to be brought forward to the Management Team. If hatchery staff wish to voice any concerns, they can also be directed to Senior Management, the Site Manager or the Crew Leader/Supervisor.

Discussions, or gossip, involving the hatcheries while at that site or any other site should be refrained from. This includes comparisons of daily targets, culls, quality of the fish etc. The companies we work for are in direct competition with each other and it is our duty to protect their business from its competitors by preventing the spread of information between sites.

Staff are not permitted to speak on behalf of Fuerste Vaccination Services or act as a representative of without prior consent from Senior Management. This includes all communication to the media or other external stakeholders.

Staff are prohibited from sharing pictures and information regarding the hatcheries and Fuerste Vaccinations with outside parties. This includes information and/or picture sharing on any social media platforms and the internet.



Non-Competition

Staff are not permitted to be actively employed at any of our customer or competitor locations and Fuerste Vaccinations simultaneously. This includes entering into any agreement, tacit or other understanding with Fuerste Vaccination's competitors or customers. Staff should speak with Senior Management in the event of any activity that could raise competition issues or customer concerns.

Non-Disclosure

Staff are not permitted to discuss any information pertaining to Fuerste Vaccination Service's practices, staff performance issues, confidential matters, gossip or accidents with any of our customers or competitors. Staff should speak with Senior Management in the event of any activity that could raise competition issues or customer concerns.

Attendance

If a staff member is ill and not able to attend work, as much notice as possible must be given. **A phone call and email must be made to the Site Manager (250-203-5304).**

Fuerste Vaccination Services will exercise its right to request a medical note for absences in duration of three days or more or as necessary in order to coordinate a return to work plan or determine what modified duties are available.

The nature of our business is largely dependent on punctuality and dependability; therefore, "no shows", tardiness and culpable absences for shifts will not be tolerated. Progressive discipline, up to and including termination of employment, will commence for any employee who does not satisfy this Attendance Policy.

Cell Phones & Electronic Devices

Inappropriate usage of cell phone and electronic devices at work can cause injury to Crew members as well as the fish. It also has a negative impact on our production and services to our customers. The devices covered by this policy include cell phones, tablets, MP3 players and any other electronic device.

While Fuerste Vaccination Services allows its Crew Members to listen to music while performing work (one ear bud only – see dress code policy), the following requirements must be adhered to:

- Music playlists must be prepared and cued prior to the commencement of work.
- Crew Members are not permitted to change songs, create playlists, text, answer calls, take pictures, watch videos or use their cell phones or electronic devices in any other manner while they are considered to be working.
- Cell phones and other devices may be used before and/or after work and during breaks but must not cause disruption or offence to hatchery workers and members of the Crew.
- All cell phones and devices must be turned on silent/vibrate during work hours.

Bullying & Harassment

Bullying and harassment is not acceptable nor is it tolerated at Fuerste Vaccinations. All employees will be treated in a fair and respectful manner. Bullying and harassment includes any inappropriate conduct or comment(s) by a person towards an employee that the person knew or reasonably ought to have known would cause the employee to be humiliated or intimidated. This excludes any reasonable action taken by the employer or Manager relating to the management and direction of staff or the place of employment.

Examples of conduct or comments that might constitute bullying and harassment include verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings and spreading malicious rumours.

Fuerste Vaccinations has a zero-tolerance policy for bullying and harassment. All employees must make a report to Senior Management, the Site Manager or the HR Department if bullying or harassment is observed or experienced. All claims will be investigated immediately and thoroughly. Claims found to be vexatious in nature will lead to discipline up to and including termination of employment.

Violence in the Workplace

Fuerste Vaccination Services will maintain a work environment free from threats and acts of violence and will not tolerate any type of workplace violence committed by or against any of our Crew. Crew Members are prohibited from making threats or engaging in any violent activity.

The following behaviours, while not exhaustive, provides an example of conduct that is prohibited:

- Causing physical injury to another person
- Making threatening remarks
- Acting out in an aggressive or hostile manner that creates reasonable fear of injury to another person or subjects another individual to emotional distress
- Intentionally damaging employer property or property of a Crew Member
- Possessing a weapon while on employer or customer property or while on duty

Any potentially dangerous situations must be reported immediately to the Site Manager, Crew Supervisor and Human Resources. Fuerste Vaccination Services will take appropriate action at any indication of a potentially hostile or violent situation.

Off Duty Conduct

While our off-duty conduct is a private matter, we expect our Crew Members to ensure that it does not negatively impact Fuerste Vaccination Services reputation or its ability to run its business. It is therefore expected that all Crew Members refrain from engaging in off-duty conduct that:

- Is harmful to Fuerste Vaccination Services' reputation
- Renders the company and/or its workforce unable to perform its services in a satisfactory manner
- Leads other Crew Members to refuse, be reluctant or unable to work with the company
- Render the company guilty of a serious breach of the Criminal Code

- Makes it difficult for Fuerste Vaccination Services to manage its operations efficiently or direct its workforce

Off-duty conduct that breaches this policy, will lead to disciplinary action, up to and including termination.

Health & Safety

Fuerste Vaccinations prides itself on being progressive and diligent in all areas of staff health and safety. Health and safety are primary in everything we do and should never be compromised for any reason during your employment with Fuerste Vaccinations.

PPE

All required personal protective equipment will be made available to Crew Members. Crew Members are required to wear the provided PPE as needed to safely perform their duties.

All Fish Vaccinator Technicians administering oil-based vaccines must wear a Turtle Glove on their pickup hand to minimize the risk of a self-injection and/or a poke or scrape. Vaccinators are not permitted to be at the table without this piece of safety equipment. Turtle gloves must be covered with a nitrile glove in order to protect the fish smolts.

Nitrile gloves must be worn at all times during vaccinating or fin clipping to protect both the Crew Members as well as the fish.

Additional PPE must be worn while working with the various chemicals and materials as per the relevant MSDS.

MSDS

All MSDS (Material Safety Data Sheets) are kept at the hatcheries in the health and safety binder, in the company vehicles and can be accessed on the Fuerste Vaccination website on the Staff Page. Staff are required to review the MSDS before the start of season and as needed throughout the season and to follow the recommendations for safe handling, including wearing the appropriate personal protective equipment. MSDS training will be provided to all new Crew Members at the start of their employment. Crew Members are required to review the appropriate MSDS and sign off on acknowledgement within 5 working days.

Injury & Accident Reporting

All injuries, no matter how minor, must be reported to the Crew Leader/Supervisor, to Senior Management and to the Hatchery Manager. Once reported, a Fuerste Vaccination Services First Aid Report must be completed and submitted to the Site Manager who will then share the form with the HR Department.

For Accidents/Incidents Requiring Medical Attention or Modified Duties:

Any incident or injury that requires treatment from a doctor or potential time missed from work, requires that a WorkSafe BC Form 6 be completed as soon as possible and provided to the Site Manager or Crew Leader/Supervisor. Form 6's are available at each site in the Health and Safety binder and can also be found

online. Any unnecessary delays in completing the required form(s) may delay a WorkSafe BC claim. Failure to disclose an injury to a Crew Leader/Supervisor or Site Manager before leaving the worksite will result in the WorkSafe claim being objected to by the employer.

Whenever possible, Fuerste Vaccination Services will provide modified work duties to accommodate Crew Members who have suffered an injury and are not able to fulfill the full duties of their role as directed by a medical professional. Human Resources will work in partnership with your Site Manager to determine a gradual return to work plan for injured Crew Members.

Needle Stick Injuries

In addition to following the policies above in regard to reporting, any needle stick injury by either the IP needle or the IM needle should be followed up with a visit to a clinic to receive further in-depth cleaning and attention. Receiving a course of antibiotics is recommended as the water we work with contains bacteria.

Self-injection, or suspected self-injection, requires immediate medical attention. A first aid trained employee and a driver will escort the effected Crew Member to the emergency room at the nearest hospital immediately. The Epi-Pen will be retrieved by the first aid trained employee and will travel in the vehicle in case of an allergic reaction. MSDS information is available in the company vehicles and within the employee pages on the company website.

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Near-Misses

A near-miss is an unplanned event that has the potential to cause, but does not actually result in human injury, environmental or equipment damage, or an interruption to normal operation. Some examples of near-misses are incidents that could have resulted in injury, unsafe conditions, improper use of equipment and not following proper procedures potentially leading to an accident or injury. It is everyone's responsibility to report and correct any of these potential hazards immediately. In addition to reporting the near-miss to the Site Manager and/or Crew Leader/Supervisor, Crew Members are required to complete a Near-Miss form that is available in the Health and Safety binder at each site.

Exposure Control

Fuerste Vaccination Services is committed to providing a safe and healthy work environment for its staff and will strive to find ways to control or eliminate exposure to pandemic influenza or flu-like illness by developing and implementing proper controls, safe work procedures and educating and training its workers. During an official outbreak, Fuerste Vaccination Services will follow direction and controls as specified by the BC Centre for Disease Control and the local Health Authority's Medical Health Officer.

Safe Work Procedures

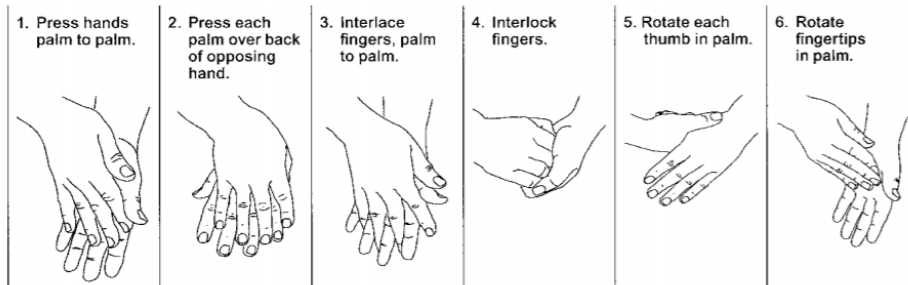
Hand Washing

Hand washing is one of the most effective ways to minimize the risk of infection. Proper hand washing helps prevent the transfer of infectious materials from the hands to other parts of the body – particularly the eyes, nose and mouth – or to other surfaces that are touched. Wash your hands immediately:

- Before entering or leaving the work area
- At the start and end of each break

- After handling materials that may be contaminated
- Before eating, drinking, smoking, handling your contact lens or glasses, etc

Hand Washing Procedure



Use soap and warm running water; it does not have to be hot to be effective. If water is unavailable, use a waterless hand cleanser that has at least 60% alcohol. These are available throughout the hatcheries or can be purchased from stores if the Crew Member is at a camp location. Follow the manufacturer's instructions on how to use the cleanser. Wash and rinse your hands for at least twenty seconds.

Cough/Sneeze Etiquette

Crew Members are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet or airborne routes. Cough/sneeze etiquette includes the following components:

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing
- Use tissues to contain secretions, and dispose of them promptly in a waste container
- Turn your head away from others when coughing or sneezing
- Wash hands regularly

Showing Symptoms of Influenza

During an outbreak, Crew Members should stay home if they become ill with influenza. If a Crew Member develops symptoms of influenza while at work, to minimize the potential spread, they should leave the workplace. Crew Members should only return once they have recovered from the illness and are no longer showing symptoms. At the onset of symptoms, Crew Members are required to complete the Confirmation of Illness Form which is available through the Human Resource Department.

During an outbreak, the HR & Payroll Generalist will send out a Self Declaration Form every week at a minimum to screen Crew Members for illness or exposure.

Implementation Plan

In the event of a pandemic alert, the following risk control measures will be instituted:

Low Risk:

- All Crew Members will be instructed in hand washing and cough/sneeze etiquette
- Sick workers will be instructed to stay home

Moderate Risk:

- All Crew Members will be instructed in hand washing and cough/sneeze etiquette
- Sick workers will be instructed to stay home
- PPE may be made available
- Safe distancing from each other will be implemented
- Additional disinfecting materials will be made available

High Risk:

- All Crew Members will be instructed in hand washing and cough/sneeze etiquette
- Sick workers will be instructed to stay home
- PPE will be made available
- Mandatory use of PPE will be enforced
- Safe distancing from each other will be implemented
- Disinfection of all equipment, vehicles, workspaces, clothing and Crew Members will be required
- Head Office will be closed to all Crew Members

Company Property

Fuerste Vaccinations provides its staff with the necessary equipment to safely and effectively perform their roles. Staff are expected to treat this property with the utmost respect and care. This equipment is only to be used for the purpose of performing work duties and not for personal reasons, horseplay or performing work outside of Fuerste Vaccinations.

Crew Vehicles

In most cases, Fuerste Vaccination Services will provide a company vehicle to assist in transporting staff from Head Office to the worksite and back. Staff are not required to travel in them. Crew Members may travel in their own vehicle to and from the worksites. The use of company vehicles is a perk and employee benefit; therefore, abuse of this benefit will result in the employee no longer having access to company vehicles.

Company vehicles are not to be used for any reason other than travel to and from worksites. This means no personal errands or dropping off and/or picking up Crew Members at locations other than Head Office or Hatcheries. The vehicles must be returned to the Head Office in Campbell River at the end of every shift with no exceptions. Driver's Abstracts are required to be submitted at the beginning of employment and each subsequent season.

All BC driving laws must be complied with when driving the company vehicles. The vehicles are to be driven in a safe and responsible manner. If an employee does not feel safe with a particular driver, they are encouraged to speak up and offer to drive. Any concerns regarding unsafe driving should be immediately reported to Senior Management. Alcohol and drugs are not permitted in the vehicles at any time. Smoking is also not permitted in the vehicle at any time.

Staff are required to take all personal items and garbage with them at the end of the day and not leave them in the vehicles. Staff can decide upon a shared schedule for driving the vehicles. It is asked that the front passenger stay awake with the driver during the ride.

Fuerste Vaccinations is diligent about keeping its vehicles clean, safe and maintained for its staff. If a warning light or other maintenance issue is noticed, inform Senior Management right away. The issue will be attended to immediately.

A dash camera is present in each company vehicle for insurance reasons, safety, and the driver's protection. This camera will turn on and off automatically with operation of the vehicle. Tampering with the camera or recording the crew may result in disciplinary action up to and including immediate termination of employment.

Equipment

Staff are required to take note of any broken or malfunctioning vaccination guns, place them in a Ziploc bag with a short explanation of the problem and place them in the appropriate bin. If staff are not able to immediately identify an issue with a vaccination gun, they are to obtain a new gun and re-calibrate. Staff are not to leave the table or take the time to trouble shoot the problem during the shift as this slows down the vaccinating process.

Staff are required to wash their vaccination guns in warm soapy water at the end of every shift.

If a staff member notices supplies getting low, they are required to inform the Site Manager before going to the hatchery for the day.

When working with the NFT vaccinating machine, staff must only perform the duties they have been specifically trained to complete. Adjustment of calibration, needle depth or changing the computer settings by an untrained person can lead to the machine underperforming or damaging the fish. If a staff member notices a Hatchery Technician or other staff member adjusting the settings, please bring it to the attention of Senior Management right away.

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Company Policy Acknowledgment Form

I, _____, have read and acknowledge the following company policies:
(Employee Name)

- Dress Code
- Personal Hygiene
- Fish Handling
- Biosecurity
- Drugs & Alcohol
- Recreational Cannabis
- Smoking
- Internal & External Communications
- Non-Competition
- Non-Disclosure
- Attendance
- Cell Phone & Electronic Devices
- Bullying & Harassment
- Violence in the Workplace
- Off-Duty Conduct
- PPE
- MSDS
- Reporting Incidents/Injuries
- Exposure Control
- Crew Vehicles
- Equipment

I understand that failure to comply with the company policies will result in discipline, up to and including termination of employment.

Date: _____

Signature: _____