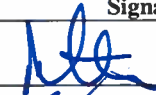
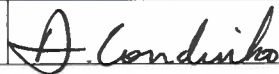




Electrical Contacts Limited

Policy: Employee Life Cycle

Revision		0.1
Review Date		
Approvals	Signature	
President: Peter Allen		Date: 2026-08-10
MT Team #1: Victoria Irwin		Date: 2026-08-06
MT Team #2: Aaron Gent		Date: 2026-08-06
MT Team #3: Dave Conduin		Date: 2026-08-10

PURPOSE:

The purpose of this policy is to establish the principles governing the employee lifecycle at Electrical Contacts Limited (ECL), from workforce planning and recruitment through onboarding, employment, development, and separation. This policy promotes fair, consistent, and legally compliant employment practices while supporting ECL's commitment to attracting, developing, engaging, and retaining a qualified workforce.

SCOPE:

This policy applies to all associates and all individuals involved in employment-related decisions or processes at Electrical Contacts Limited (ECL), including recruitment, hiring, onboarding, employment administration, and separation.

Definitions:

- **Candidate:** An individual who has applied for or is being considered for employment with ECL.
- **Employee Lifecycle:** The stages of an associate's employment with ECL, including workforce planning, recruitment, selection, onboarding, employment, development, and separation.
- **Onboarding:** The process of integrating a newly hired associate into ECL through orientation, training, documentation, and job-specific preparation.
- **Offboarding:** The process of managing the conclusion of an associate's employment, including resignation, retirement, layoff, termination, or the completion of a temporary employment assignment.
- **Recruitment:** The process of attracting, assessing, selecting, and hiring qualified candidates.

POLICY STATEMENT:

Electrical Contacts Limited (ECL) is committed to managing the employee lifecycle through fair, respectful, transparent, and legally compliant employment practices. As an equal opportunity employer, ECL is committed to providing a workplace where employment decisions are based on business needs, qualifications, demonstrated competencies, experience, performance, and organizational requirements. ECL will administer all employment practices in accordance with applicable legislation and is committed to providing equal employment opportunities, maintaining accessible employment practices, protecting personal information, and providing reasonable accommodation throughout the employee lifecycle where required.

This policy will be reviewed and amended as necessary to reflect applicable legislative changes or organizational developments, ensuring continued relevance, accuracy, and compliance with current standards.



Electrical Contacts Limited

Revision	0.1	
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Approvals	Initials	
President: Peter Allen		Date: 2026-08-10
MT #1: Victoria Inman	U.I	Date: 2026-08-10
MT #2: Aaron Gent		Date: 2026-08-10
MT #3: Dave Condillo	DC	Date: 2026-08-10

Workforce Planning:

ECL is committed to maintaining a workforce that supports its operational and strategic objectives. Workforce planning decisions will be based on business requirements, succession planning, organizational growth, and operational needs.

Recruitment & Selection:

Electrical Contacts Limited (ECL) is committed to attracting, selecting, and hiring qualified individuals through a fair, objective, consistent, and merit-based recruitment process that supports the Company's operational and strategic workforce needs. Employment opportunities may be advertised internally, externally, or through other recruitment methods appropriate to the position and business requirements. Recruitment activities will be conducted in a manner that promotes equal employment opportunity, accessibility, diversity of experience, and compliance with all applicable legislation.

Selection decisions will be based on bona fide occupational requirements and each candidate's qualifications, relevant experience, demonstrated competencies, skills, work history, and overall suitability for the position. Hiring decisions will not be influenced by factors unrelated to the legitimate requirements of the role. Reasonable accommodation will be provided throughout the recruitment and selection process for candidates who require accommodation due to a protected ground under applicable human rights legislation. Candidates are encouraged to notify Human Resources of any accommodation requirements during the recruitment process.

ECL values professional judgment throughout the hiring process and does not use artificial intelligence (AI) or automated decision-making tools to independently screen, rank, evaluate, interview, or select candidates for employment. All employment decisions are made by appropriately authorized Company representatives. Where appropriate, the recruitment process may include interviews, reference checks, employment history verification, credential verification, practical assessments, or other job-related evaluation methods. Any pre-employment requirements will be relevant to the position, applied consistently, and administered in accordance with applicable legislation.

Candidate information collected throughout the recruitment process will be treated as confidential, used solely for employment-related purposes, and protected in accordance with applicable privacy legislation and Company policies.

Employment Offers:

Offers of employment shall be issued in writing and will outline the applicable terms and conditions of employment. Employment may be conditional upon the satisfactory completion of pre-employment requirements applicable to the position, including reference verification, proof of qualifications, employment eligibility, or other job-related requirements where appropriate.

Internal Opportunities

Where appropriate, ECL will provide associates with opportunities to apply for internal vacancies, promotions, or transfers based on business needs, qualifications, competencies, and organizational requirements. Internal candidates will be considered fairly and consistently alongside other qualified applicants. Internal postings will be up for a minimum of Five (5) days to allow for internal interest.

This policy will be reviewed and amended as necessary to reflect applicable legislative changes or organizational developments, ensuring continued relevance, accuracy, and compliance with current standards.



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Approvals	Initials	
President: Peter Allen	PA	Date: 2026-08-10
MT #1: Victoria Irwin	V.I	Date: 2026-08-06
MT #2: Aaron Grant	AG	Date: 2026-08-06
MT #3: Jane Condon	AC	Date: 2026-08-10

Employment & Onboarding:

ECL is committed to providing new associates with a welcoming and structured onboarding experience that supports their successful integration into the organization. New associates will receive the orientation, training, workplace information, resources, and support necessary to perform their duties safely, competently, and effectively.

Employment Administration:

ECL is committed to administering employment matters fairly, consistently, and confidentially throughout the employment relationship. Employment records will be maintained accurately and securely. Unless otherwise required by law, employment records will be retained for a minimum of three (3) years following the end of employment.

Temporary Layoffs & Recalls:

ECL may implement temporary layoffs where operational requirements, business conditions, reduced customer demand, or other legitimate business reasons make it necessary. A temporary layoff will be administered in accordance with the Employment Standards Act, 2000, the associate's employment agreement, and applicable Company policies.

A temporary layoff may last:

- Up to thirteen (13) weeks in any period of twenty (20) consecutive weeks;
- More than thirteen (13) weeks, but less than thirty-five (35) weeks in any period of fifty-two (52) consecutive weeks, where one or more of the conditions prescribed under the Employment Standards Act, 2000 are satisfied, including the continuation of Company-sponsored benefit or pension contributions, the payment of supplementary unemployment benefits, or another qualifying condition permitted by legislation; or
- More than thirty-five (35) weeks, but less than fifty-two (52) weeks in any period of seventy-eight (78) consecutive weeks, where a written agreement has been entered into with the associate and approval has been obtained from the Director of Employment Standards, as required by the Employment Standards Act, 2000.

Associates affected by a temporary layoff will be provided with written notice outlining the effective date of the layoff, anticipated recall information where known, and any other information required by Company policy or the associate's employment agreement. When determining temporary layoffs and recalls, ECL may consider operational requirements, business needs, qualifications, demonstrated competencies, documented training, versatility, seniority where applicable, and other legitimate business considerations. Qualified associates may be considered for temporary reassignment where operationally appropriate.

Associates are responsible for maintaining current contact information with Human Resources throughout a temporary layoff. Associates who fail to respond to a lawful recall notice or fail to return to work within the timeframe specified by the Company, without a reasonable explanation or approved leave, may be deemed to have abandoned their employment. Where a temporary layoff exceeds the maximum period permitted under the Employment Standards Act, 2000, the employment relationship will be deemed terminated and administered in accordance with applicable legislation, the associate's employment agreement, and Company policies.

This policy will be reviewed and amended as necessary to reflect applicable legislative changes or organizational developments, ensuring continued relevance, accuracy, and compliance with current standards.



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Approvals	Initials	
President: Peter Allen	<i>PA</i>	Date: 2026-08-10
MT #1: Viktoria Irwin	<i>U.I</i>	Date: 2026-08-06
MT #2: Aaron Grant	<i>AG</i>	Date: 2026-08-06
MT #3: Dave Condinto	<i>DC</i>	Date: 2026-08-10

Temporary Assignments & Acting Opportunities:

ECL may assign associates to temporary positions or acting assignments to support operational requirements, employee absences, training, succession planning, special projects, or other business needs. Temporary assignments may include, but are not limited to, acting leadership roles, backup lead responsibilities, trainer assignments, temporary transfers, or cross-functional support.

Prior to the commencement of a temporary assignment, ECL will communicate the expected responsibilities, anticipated duration, and any applicable temporary changes to compensation or work schedule. Temporary assignments and any associated compensation adjustments may be confirmed in writing. Where a temporary assignment includes additional duties or responsibilities, ECL may provide a temporary acting rate, premium, or other compensation for the duration of the assignment. Any temporary compensation is payable only while the associate is actively performing the assigned duties and does not constitute a permanent increase in the associate's regular rate of pay or establish an entitlement to future acting or premium pay.

Upon completion of the temporary assignment, or where the operational need no longer exists, the associate will return to their substantive position and regular rate of pay, unless otherwise agreed to in writing. Associates assigned to train or mentor other associates as part of an approved Company training program may receive a temporary training premium or acting pay, as determined by the Company. Such premium applies only while the associate is actively performing the assigned training responsibilities and will cease once those responsibilities have concluded. Temporary assignments are developmental and operational in nature and do not constitute a promotion, guarantee future appointment to a position, or create any ongoing entitlement to temporary compensation.

Employment Separation & Offboarding:

Employment relationships may conclude through resignation, retirement, layoffs, completion of a temporary employment assignment, abandonment of employment, or termination of employment. ECL is committed to managing employment separations professionally, respectfully, and in accordance with the applicable provisions of the Employment Standards Act, 2000, the associate's employment agreement, and applicable Company policies. Upon separation, associates remain responsible for complying with any continuing obligations contained within their employment agreement or other agreements with ECL, including confidentiality, intellectual property, and any other applicable post-employment obligations.

Retirement Planning & Transition:

ECL recognizes retirement as an important stage of the employee lifecycle and is committed to supporting a respectful and well-planned transition from active employment. Associates intending to retire are expected to provide a minimum of two (2) weeks' written notice of their retirement, or greater notice where practical, to support workforce planning, succession planning, knowledge transfer, and operational continuity. Where an employment agreement specifies a longer notice period, the terms of the employment agreement will apply.

Where appropriate, ECL may work collaboratively with retiring associates to facilitate the transition of responsibilities, documentation of critical knowledge, completion of outstanding work, return of Company property, deactivation of Company systems and access, and any other activities necessary to support a smooth transition.

This policy will be reviewed and amended as necessary to reflect applicable legislative changes or organizational developments, ensuring continued relevance, accuracy, and compliance with current standards.



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President: Peter Allen	<i>PA</i>	Date: 2026-08-10
MT #1: <i>Victoria Irwin</i>	<i>V.I</i>	Date: 2026-08-06
MT #2: <i>Aaron Grant</i>	<i>AG</i>	Date: 2026-08-06
MT #3: <i>Paul Condina</i>	<i>AC</i>	Date: 2026-08-10

Retirement does not alter any statutory, contractual, or post-employment obligations applicable to the conclusion of employment. ECL will process the associate's final pay, applicable employment records, and Record of Employment (ROE) in accordance with applicable legislation and Company procedures. Voluntary retirements will generally be reported using ROE Code E05 – Quit/Voluntary Retirement, unless another code is required by applicable legislation or Service Canada guidance.