

Employee Handbook

Jealous Fruits Ltd.

2022

This document contains answers to many of the questions you may have related to the company, HR policies, remuneration, benefits, and life on the farms. Please take the time to read it carefully and understand what is expected of you, and what you should expect from us.

Should you have any additional queries please do not hesitate to contact us by email: HR@jealousfruits.com or phone: 250-766-5393



Contents

- 1) INTRODUCTION3
 - Welcome3
 - The Farm3
 - Our Mission Statement and Values3
 - Statement of Philosophy4
- 2) GENERAL EMPLOYMENT INFORMATION4
 - Dress Code4
 - Open Door Policy.....5
 - Human Rights and Employment Equity6
 - Recruitment and Selection6
 - Probationary Period6
 - Personnel Files7
 - Privacy Policy7
 - Changes in Information7
 - Company Expenses.....7
- 3) PROGRESSIVE DISCIPLINE7
 - Dispute Resolution7
 - Progressive Discipline8
 - Company Regulations.....8
 - Termination for Cause.....9
 - Termination without Cause9
 - Resignation.....9
 - Layoff.....9
- 4) HOURS OF WORK10
 - Meal and Coffee Breaks10
 - Absenteeism.....11
 - Paying Wages12
 - Statutory Holidays12
 - Deductions from wages.....12
 - Overtime12

Vacation Pay	13
Deductions – Plant Worker Example	13
Deductions – Picker Example	14
5) PREGNANCY LEAVE.....	14
6) TRAVEL POLICY	15
Company Vehicles	15
Personal Vehicles.....	15
Foreign Drivers	15
7) WORKPLACE PROFESSIONALISM	15
Confidentiality	15
8) WORKPLACE HEALTH AND SAFETY	15
Management’s responsibilities:	16
Supervisor’s responsibilities:	16
Workers’ responsibilities:	16
Alcohol and Drugs	16
Smoking	16
Bullying, Harassment & Violence Policy	16
Emergency Procedures.....	17
Fire	17
Emergency Numbers	18
Fire, Ambulance, Police 911	18
9) USE OF COMPANY EQUIPMENT.....	20
Company Property	20
IT Information Storage and Security.....	20
Email/Internet Policies	21
10) DISEASE CONTROL AND PREVENTION	21
11) GLOBAL GAP/CFIA	22
Air Cargo Security	22
12) Acceptance of Employment Terms, Policies and Conditions.....	23

1) INTRODUCTION

Welcome

The management team at Jealous Fruits Ltd. would like to welcome you to the organization. Your hard work and dedication are essential for the cherry harvest to be successful. Your contribution allows our premium cherries to be picked, packed, and shipped to dozens of countries around the world.

It is our hope that you find and make opportunity for yourself within the organization. We also encourage you to respectfully share your ideas on how we can continue to make this company better. Please know that we, as management, practice an open-door policy and invite you to come and speak to us at any time.

HR management policies comply with employment standards, WorkSafe BC, and other applicable legislation in which the organization operates. Our policies are reviewed and updated annually.

This handbook will provide you with helpful information such as who we are, your role, guidelines on workplace conduct, and our HR policies to ensure a safe and healthy workplace.

The Farm

Jealous Fruits is a family farm owned by David and Laura Geen. They are the fourth generation of the Geen family growing fruit in the Okanagan Valley. The tradition was started by C.H. Geen who planted orchards here in 1904. Fruit growing is in their blood. David has the passion, and the intimate knowledge of the area's soils and climates needed to produce the finest possible cherries from our orchards.

Jealous Fruits is supported by dedicated and talented staff that are committed to the success of the farms. To meet the increasing demand for our cherries, Jealous Fruits currently farms over 1200 acres of cherries and has plans to plant additional acreages over the next 3-5 years.

We are proud of our reputation in the marketplace and our contributions to our community, and we plan to maintain this tradition for many more generations.

Our Mission Statement and Values

Jealous Fruits aims to nurture and distribute premium fruit that will attract a new following of devoted cherry lovers to the benefit of all our customers, our employees, and the final consumer, while maintaining a safe working environment for all staff to enjoy.

The principles that make this possible:

Our People – We encourage diversity, and every year we recruit a skilled seasonal workforce from all around the globe. We are proud of the safe working environment and vibrant culture we have created here on the farms.

Our Cherries – It is easy to see what we live for if you look at our product. We are passionate about producing the finest cherries. One look at our production processes makes it clear that quality is our primary focus.

Our Environment – We grow premium cherries along the shores of Okanagan Lake, in the renowned Okanagan Valley of British Columbia, Canada. Our cherries are all freshly harvested and then packed in our state-of-the-art facility located right on our farm.

Statement of Philosophy

Jealous Fruits wishes to maintain a work environment that fosters personal and professional growth for all employees. Maintaining such an environment is the responsibility of every employee. Because of their role, managers and supervisors have the additional responsibility to lead in a manner which fosters an environment of respect for each person.

It is the responsibility of all staff to:

- Foster cooperation and communication amongst each other
- Treat each other in a fair manner, with dignity and respect.
- Promote harmony and teamwork in all relationships.
- Encourage and consider opinions of other employees and invite their participation in decisions that affect their work and their careers.
- Encourage growth and development of employees by helping them achieve their personal goals at Jealous Fruits and beyond
- Seek to avoid workplace conflict.
- Administer all policies equitably and fairly, recognizing that jobs are different, but each is important; that individual performance should be recognized and measured against predetermined standards.
- Recognize that employees in their personal lives may experience crisis and show compassion and understanding.

2) GENERAL EMPLOYMENT INFORMATION

Dress Code

Clean and appropriate apparel is a pre-requisite of your employment at Jealous Fruits. All field and plant employees must wear sturdy, closed toe footwear and clean, intact clothing to work each day. Other specifications regarding dress are work area specific and are considered part of your Personal Protective Equipment (PPE). These include, but are not limited to respirators, latex or rubber gloves, hairnets, beard nets, aprons, and gumboots. If you require any of the above attire, it will be introduced to you during orientation. If you are issued any apparel, it is your duty to make sure it is worn and cleaned each day. Failure to comply with this dress code will result in disciplinary action, up to and including termination.

Office Employees:

Jealous Fruits is a family run company and the dress code is meant to support that environment. Casual but professional clothing is required. No bike shorts, sports bras, halter tops, crop tops or openback tank tops. Shorts must be a minimum of 5" in length.

Field Workers:

All footwear must be closed toed and have good grip. Steel toed boots are encouraged while pruning with shears or a pole chainsaw and mandatory while using a chain saw. Appropriate clothing for outdoor work (i.e. shorts/pants and a shirt). Hats are recommended during the hot weather months and sweaters are recommended when it is cold out. Dress for the weather.

Plant Workers:

Closed toed shoes are mandatory. Pants and sweaters are recommended as it is cold in the plant. Piercings and jewelry are not allowed in the plant as it can puncture the fruit (if it cannot be removed it must be taped). Sports watches are allowed. Hair needs to keep up with a hair net. Employees cannot wear clothing that has pieces which stick out or can fall off and workers cannot have long or fake nails as it can damage the fruit. Nail polish is also not permitted as it may flake off and end up in the fruit. PPE is provided.

Cherry Pickers:

Comfortable clothing for working outside (i.e. shorts/pants and a shirt; full coverage tank tops are acceptable. No spaghetti straps). Piercings and jewelry are not allowed as it can puncture the fruit (if it cannot be removed it must be taped). Employees cannot wear clothing that has pieces which stick out or can fall off and workers and cannot have long or fake nails as it can damage the fruit. Nail polish is also not permitted as it may flake off and end up in the fruit. PPE is provided.

Open Door Policy

Jealous Fruits recognizes that the company's **greatest strength is its employees.**

Open lines of communication are very important, and it is stressed that an Open-Door Policy exists for all employees, whether it be with an employee and his/her supervisor/manager, or an employee and a manager of the Company.

Reporting lines for each employee are their first line supervisor, team leader, or Farm Manager, then if necessary, report to the Human Resources Department.

Managers and supervisors encourage feedback and make themselves available to discuss topics/concerns relative to the workplace with any/all employees. When possible, scheduled appointments are appreciated as a sign of respect for a supervisor/manager/employee's busy work schedule.

Formal complaints must be filed with your first line supervisor. Records of complaints will be stored with the Human Resource Department.

We are a team, and for us to work as a team communication is very important.

Human Rights and Employment Equity

Jealous Fruits is committed to an organizational culture which implements a policy of support for internationally recognized human rights. The policy aims to respect the human rights of our employees, including non-discrimination, prohibition of child, forced labor, human trafficking and freedom of association and the right to engage in collective bargaining.

Jealous Fruits is an equal opportunity employer and employs personnel without regard to race, ancestry, place of origin, color, ethnic origin, language, citizenship, creed, religion, gender, sexual orientation, age, marital status, physical and/or mental handicap or financial ability. We encourage diversity and pride ourselves on offering an equal opportunity to all employees.

Recruitment and Selection

All employment opportunities at Jealous Fruits are posted for a minimum of a 10-working days. They are posted on Jealous Fruits Recruitment website as well as various other employment websites.

Applicants are invited to submit their application, along with a current resume, demonstrating that they meet the minimum criteria for the position being sought. At the closing date, all applications are screened, and candidates selected for an interview are contacted. If the interview is positive, references will be contacted. Depending on the feedback provided, a position may be offered to the applicant.

Probationary Period

On your first day of work, you will begin an introductory “Probation” period that lasts 3 months. The probation period will be a time for learning about your fellow employees, your manager and the tasks involved in your position.

Your supervisor/manager will be available, or assign another employee, to work with you on all aspects of your training, understanding and responsibilities during this introductory period. We encourage new employees to get to know their co-workers and supervisors/managers quickly as this tends to help you succeed with our company.

The completion of the probationary period does not guarantee continued employment. The employee’s performance will be evaluated throughout this period and the employee’s supervisor will conduct a “Performance Appraisal” prior to the end of the probationary period.

If the employee’s performance is satisfactory, the supervisor will recommend that the employee be given permanent status. If the employee’s performance is not satisfactory, an extended probationary period may be given. During the probationary period, the supervisor will provide the employee with feedback regarding their performance. The employee will be made aware of their progress.

No notice is required by the Company to terminate an employee within the first three (3) months

of employment. Employees serving an extended probation will be given sufficient notice of termination as per the B.C. Employment Standards Act (ESA).

Personnel Files

The company keeps certain records relating to employees in a personnel file. The documents contained within that file are the property of the company and must be maintained for government and company recordkeeping purposes. Some employment records are kept in separate files, such as records relating to investigations and WSBC claims. These files are not accessible to employees as they contain third party confidential information. Personnel files will be maintained in Company archives in accordance with all applicable legal requirements.

All files connected with an employee are considered strictly confidential and access will be limited only to those who have authorization to see the file. For complete details and procedures on accessing employee files see our Human Resources department.

Privacy Policy

Jealous Fruits is committed to protecting personal information in our possession or control and ensuring that it is accurate, secure, and confidential. Jealous Fruits will only collect, use, or disclose your personal information with your consent in accordance with this Privacy Policy. This Privacy Policy outlines our commitment to you and complies with the Personal Information Protection Act of British Columbia. If you would like further information that is not outlined below, please contact a member of the Human Resources department.

Changes in Information

Changes to employee information must be submitted to the Human Resources department using the appropriate form. Changes can include but not limited to the following:

- Address/name change
- Department/wage change
- Banking/TD1/Benefits changes

Company Expenses

Expenses authorized by your supervisor and incurred by you on behalf of the Company will be reimbursed. You must file an expense form signed by your Department Manager with the original receipt attached and must be submitted with each payroll period. Submitted expense reports will be reimbursed in conjunction with biweekly payroll. Late filing of expense forms is discouraged, but such forms must be submitted before September 15.

3) PROGRESSIVE DISCIPLINE

Dispute Resolution

Jealous Fruits ensures that the conduct of its employees is consistent with the company's values and principles. Employees who are experiencing a work-related conflict or have a complaint are

encouraged to resolve it through discussions with their supervisor whenever possible. The objective of early resolution is to resolve any situation or conflict as soon as possible, in a fair and respectful manner without having to resort to the complaint process. Every effort should be made to resolve the problem early with open communication and in a co-operative manner. The use of problem resolution mechanisms such as coaching, counseling and facilitation can in many instances resolve the issue and prevent the situation from escalating to the point where filing a complaint is necessary. An allegation of harassment is serious. If a person working for Jealous Fruits believes that he/she has been harassed and early resolution has not been effective, they should refer to the actions laid out in the company's Bullying and Harassment Policy. If this proves to be insufficient, difficult, or inappropriate, the issue will be taken to the Human Resources department. Please refer to the Bullying and Harassment Policy for further details.

Management will make every effort to resolve the issue between the parties as quickly as possible, if necessary, with the assistance of the Human Resources Team.

Progressive Discipline

Jealous Fruits advocates that progressive discipline should be corrective and not punitive. It should identify the problem and correct and enhance an employee's performance. Progressive discipline deals with the areas of weakness and re-enforces the areas of strength in an employee's performance to correct the problem in a positive way; this allows the employee to retain self-respect during the process. The process of progressive discipline is not intended as a punishment for an employee, but rather to assist the employee to overcome performance issues and satisfy job expectations. Progressive discipline is most successful when it assists an individual to become an effectively performing member of the organization.

The stages of discipline may be:

1. Verbal reprimand
2. Written reprimand
3. Dismissal

Some circumstances may be serious enough that the first three (3) steps are not used. Some examples of these types of situations are theft, assault, or willful neglect of duty. In all cases, documentation should be included in the employee's personnel file. Personal Improvement Plans may also be developed and executed to detail clear expectations and timelines.

Company Regulations

All employees are expected to refrain from the following actions, which are grounds for and may result in disciplinary action up to and including termination for cause.

- Deliberate or negligent damage to Company property or property of other employees.
- Theft, attempted theft, or unauthorized possession of Company property or that of another employee. This includes the divulging of Company information to others.
- Falsification of Company records, including but not limited to time sheets, applications

of employment, other personnel forms, any medical forms submitted on behalf of the employee, financial reports, and payroll information.

- Possession, use or being under the influence of alcohol or drugs, while on Company time, unless prescribed by a licensed physician with medical support confirming ability to safety work.
- Creation of fire, safety or health hazards, failure to use safety devices or failure to comply with procedures provided for employee protection.
- Fighting, assault, disorderly conduct, horseplay, or offensive behavior which violates others' rights.
- Interference with or failure to carry out job assignment or job requests, which will constitute insubordination. NOTE: An employee has the right to refuse unsafe work.
- Tardiness, absenteeism, or failure to show up for work.
- Verbal or physical harassment, intimidation, abusive treatment, or sexual harassment of an employee.

Other actions which will prompt disciplinary actions:

- Unsatisfactory work performance
- Failure to observe safety rules and regulations.
- Dishonesty

Termination for Cause

An Employment Contract may be terminated by the Employer at any time for cause, without notice or payment in lieu of notice or severance pay. Causes include, but are not limited to, any act of dishonesty, conflict of interest, breach of confidentiality, harassment, insubordination, or carelessness, negligent or documented poor work performance. Payment of outstanding wages, overtime and vacation pay to the date of termination will be made.

Termination without Cause

An employment contract may be terminated by the Employer at any time and for any reason on a without cause basis. This is upon the provision of notice or payment of notice and severance pay if applicable (as is minimally required by the Employment Standards Act (ESA)).

Resignation

After completion of 3 months of the probationary period, Employees must give the Employer two (2) weeks' notice of resignation. The Employer may waive the resignation notice period in whole or in part at any time by providing payment of regular wages for the period waived.

Layoff

Operation requirements are subject to change based on predicted workload on an annual basis. All efforts will be made to keep staff in a position similar in scope and salary. If the organization is unable to do this, then employees will receive one (1) week notice for each year of service, as required by the BC Labour Code.

4) HOURS OF WORK

Our industry has many variables that determine the amount of work required. Weather can stop, slow, or speed up our production. We try our best to anticipate and counteract these conditions. Hours vary in each department due to their respective processes. Be prepared to work hours that may vary from early mornings to late evenings.

Start times in the plant and field may vary due to weather or a technical malfunction. Should a start time change, you will be notified by your supervisor, social media or you can call the Hotline.

Office hours before and after harvest are Monday-Friday 8:00am to 4:00pm. During harvest office hours are Monday-Saturday 8:00am to 5:00pm.

Meal and Coffee Breaks

Meal breaks must be scheduled to accommodate the B.C. Employment Standards Act (ESA) which states:

1. An employer must ensure.
 - a. that no employee works more than 5 consecutive hours without a meal break, and
 - b. each meal break lasts at least 30 minutes.
2. An employer who requires an employee to work or be available for work during a meal break must count the meal break as time worked by the employee.

Because of the variable nature of our work, break start times will vary, and be subject to your department manager's discretion. On regular days:

- Plant: minimum (45) minute, unpaid lunch break.
- Field: Thirty (30) minute unpaid lunch break.
- Office: Thirty (30) minute unpaid lunch break.
- All Areas: Two paid fifteen (15) minute coffee breaks each day.

Your prompt return to work is required following all breaks.

Absenteeism

Regular attendance is an integral part of every employee's job description and employees are expected to arrive at work on time, work their scheduled shift and not leave prior to the scheduled time. Each employee is responsible for ensuring that absences for causes other than verifiable illness or injury are held to an absolute minimum.

Our product requires that we harvest the cherries when they are ready. This means that we expect our employees to be ready to work any time during scheduled days. If you feel that you are ill or unable to work for any reason, please inform your supervisor.

To accommodate all staff and the business, your supervisor must be given at least 30 minutes notice that you will not be at work that day. You must contact your supervisor each day and every day after that you will be absent unless a specified absence is communicated in a doctor's note. Failure to provide the required notification of any absence may result in disciplinary action, up to and including termination.

In cases where time off is required for reasons other than illness, please inform your supervisor as soon as possible. Your supervisor will determine whether the time will be granted.

Any employee who has been deemed to have excessive absenteeism shall have their attendance record reviewed; he or she may be required to submit a physician's note or other medical evidence. Failure to provide the required evidence may result in disciplinary action up to and including termination.

Unacceptable attendance includes (but is not limited to) unexcused or persistent early departure during scheduled working hours, or tardiness.

If you are absent without your supervisor's permission for **3 days with no contact** with your supervisor, we will deem you have quit your job.

Paying Wages

Farm workers who harvest specified crops by hand may be paid by piece rate. Where farm workers are being paid on a piece rate basis, the employer must post notices stating:

- The volume of the picking containers.
- The volume or weight of the crop needed to fill a container, and
- The piece rate for the crop.

All other farm workers will be paid at least the minimum wage as follows:

- June 1, 2020 - \$14.60 per hour*
- June 1, 2021 - \$15.20 per hour*

A wage review of all farm workers will be conducted with each minimum wage increase.

Please refer to the BC Employment Standards Act for further details or contact Human Resources Department.

Statutory Holidays

Agriculture Workers are excluded from all statutory entitlements.

Under s.34.1 of the Employment Standards Act, “farm workers” are excluded from:

- Part 5 of the Act, Statutory Holidays

In the spirit of family, the company reserves the right to close the office at Christmas to enable employees to spend time with their families. This will be reviewed annually and will depend on operational requirements.

Deductions from wages

Jealous Fruits does not, directly, or indirectly, withhold, deduct, or offset any employee’s earnings except for statutory deductions required by law (i.e., income tax, CPP and EI) or with the written authorization of the employee.

Overtime

Agriculture workers are not entitled to overtime pay. However, Jealous Fruits will not require or allow a farm worker to work excessive hours detrimental to the employee’s health or safety.

Under s.34.1 of the Employment Standard Act, “farm workers” are excluded from:

- Part 4 of the Act, (except s.39) Hours of Work and Overtime

Vacation Pay

Vacation pay for piece-rate harvest workers is included in the piece-rate.

Farm workers paid an hourly rate are entitled to vacation pay of 4% of total earnings after five days of employment, and 6% of total yearly earnings after five years of employment.

Vacation pay will be added to your pay and visible on your pay slip at each pay period.

At Jealous Fruits, we comply with all federal and provincial labour standards. For more information on labour standards, please visit www.gov.bc.ca.

Deductions – Plant Worker Example

Direct Deposit Payment Advice

Period : Jul 26, 2020 to Aug 8, 2020 Payment Date : Aug 14, 2020

Paycode	Straight	Pay Rate	Current	YearToDate
Regular . . .	128.42 . . .	16.0000	2,054.72 . .	3,640.16
AutoVac . . .		0.0400	82.19 . . .	145.61
Total Hours . . .	128.42		2,136.91	3,785.77

Hourly Pay Rate: 16.0000
4% Vacation Pay: 0.0400
Vacation Pay for period: 82.19
Vacation Pay Year to Date: 145.61

Total Hours worked in pay period: 128.42
Gross Pay for Period: 2,136.91
Gross Pay Year to Date: 3,785.77

Government Deductions	YearToDate	Cheque Totals	YearToDate
CPP	105.38 . . . 175.71	Wages	2,136.91 . . 3,785.77
EI	33.76 . . . 59.81	Government . . .	473.65 . . . 715.13
Tax	334.51 . . . 479.61	NET PAY . . .	1,663.26 . . 3,070.64
TOTAL	473.65 . . . 715.13		

Government Deductions for pay period: 473.65
Government Deductions Year to Date: 715.13
Net Pay for Period (Credit you'll see to your bank account!): 1,663.26
Net Pay Year to Date: 3,070.64

Deductions – Picker Example

Direct Deposit Payment Advice

Period : Jul 26, 2020 to Aug 8, 2020 Payment Date : Aug 14, 2020

Paycode	Straight	Pay Rate	Current	YearToDate
EI HOURS	94.50		0.00	0.00
Totes	437.00		0.00	0.00
Regular			0.00	313.90
Picking	8,473.90	0.2770	2,347.28	2,623.07
Pick Bonus	7,802.20	0.0230	179.46	202.36
Total Hours	94.50		2,526.74	3,139.33

Number of Totes you picked: 437.00
Pounds (lbs) you picked: 8,473.90

\$ per lb: 0.2770 Bonus rate per lb: 0.0230

Gross Pay for Year to Date: 3,139.33
Gross Pay for period: 2,526.74

Government Deductions	YearToDate
CPP	125.85 / 151.21
EI	39.92 / 49.60
Tax	444.05 / 450.27
TOTAL	609.82 / 651.08

Government Deductions for pay period: 609.82
Government Deductions Year to Date: 651.08

Cheque Totals	YearToDate
Wages	2,526.74 / 3,139.33
Government	609.82 / 651.08
NET PAY	1,916.92 / 2,488.25

Net Pay Year to Date: 2,488.25
Net Pay for Period (Credit you'll see to your bank account!): 1,916.92

5) PREGNANCY LEAVE

Jealous Fruits is committed to assisting employees during the very exciting time of welcoming a new child into their family. To that end, Jealous Fruits follows all legislated requirements around pregnancy and parental leave.

Employees can contact the Human Resources Department for more information concerning the procedures or other inquiries or visit www.canada.ca for information regarding Employment Insurance benefits.

6) TRAVEL POLICY

We have many satellite farms that span the Okanagan. Over the course of your employment with us you may be expected to travel to these locations as your commute. You will be given sufficient notice of this.

Company Vehicles

If you are asked by your supervisor to drive for work purposes (outside your commute, i.e. supply run etc.) you may be given a company vehicle to do so. A vehicle usage agreement must be signed. Logbooks must be signed *every time* a company vehicle is used, without exception. Vehicles must be returned clean. Please treat them as you would your own.

Personal Vehicles

If you are asked to drive once you have already arrived at work (i.e. supply run, to drive to another farm location etc.) and there are no company vehicles available, you will be reimbursed for driving your own vehicle. To be reimbursed employees need to file an expense form supplied and signed by your department manager.

Foreign Drivers

International workers are able to operate vehicles with their valid foreign driver's licenses for up to 12 months while in Canada. After which, you must have an International Driver's License to be able to operate a vehicle for work related purposes.

7) WORKPLACE PROFESSIONALISM

Confidentiality

It is understood that in the course of carrying out, performing and fulfilling duties and responsibilities to the Company, an employee will obtain access to and be entrusted with confidential information relating to the business and affairs of the Company. This confidential information constitutes a proprietary right which the Company is entitled to protect.

Unless given written consent by the Company, employees shall keep all confidential information acquired strictly confidential.

Employees are responsible to seek clarification, including company definitions and detailed expectations, on this policy through their immediate supervisor and/or the Human Resources Department.

Furthermore, any such confidential information, obtained through employment with Jealous Fruits, must not be used by an employee for personal gain or to further an outside enterprise.

8) WORKPLACE HEALTH AND SAFETY

The Company understands the importance of safety and the well-being and productivity of its people and strives to protect employees and visitors from injury or occupational disease on a

continuing basis. The company is committed to promoting a safe and healthy workplace for all employees, contractors, customers and visitors.

All managers, supervisors and employees must be dedicated to the continuing objective of reducing risk of injury. Jealous Fruits is ultimately responsible for worker health and safety and will take every reasonable precaution possible for the protection of its employees.

The Joint Health and Safety Committee, which contains both worker and management representatives, meets monthly to review relevant safety information and establish procedures and best practices. Minutes from each meeting are posted at each site.

In pursuit of our commitment, the company will develop, implement, and enforce such policies and procedures that promote and provide a healthier, safer work environment.

Management's responsibilities:

- Establish and maintain an effective health and safety program.
- Provide a safe and healthy work environment for employees, contractors, and visitors.
- Provide workers with adequate instruction in health and safety.

Supervisors' responsibilities:

- Ensure that employees are trained in proper work procedures to obtain optimal output without accidents and industrial disease.
- Enforce, by observation of the employees, the proper work methods, and all pertinent safety regulations.

Workers' responsibilities:

- Follow proper work procedures.
- Observe all safety regulations pertaining to their work.
- Notify supervisors of any hazards or unsafe acts.

Alcohol and Drugs

Jealous Fruits has a ZERO tolerance policy for the presence and use of alcohol or drugs while at work. If you are suspected to be under the influence you will be required have a meeting with your supervisor to determine if you are fit for duty. If it is deemed you are not, you will be sent home. Please refer to our Drug and Alcohol Policy for further details.

Smoking

Smoking is limited to designated areas only.

Bullying, Harassment & Violence Policy

It is the policy of Jealous Fruits that there shall be no harassment of any employee by co-workers, supervisors, management, or other visitors to our facility because of the employee's race, color, ancestry, place of origin, political belief, religion, marital status, physical or mental disability, age or sex, (including pregnancy), family status, sexual orientation or criminal conviction unrelated to the employment.

Every reasonable effort will be made to ensure that no employee is subjected to sexual/employee harassment.

Complaints concerning sexual/employee harassment should be made in writing to the Human Resources Department. Except where necessary to settle the complaint, the name of the complainant will not be disclosed.

Where a sexual harassment or employee harassment complaint has proven to be justified, it shall be considered a **major misconduct** and is subject to immediate dismissal with just cause. Claims of sexual/employee harassment that are proven falsified by the claimant, shall be considered misconduct and subject to discipline up to and including termination of employment. Please refer to the Bullying, Harassment & Violence Policy for further information.

Emergency Procedures

Maps of the plant and fire assembly areas are posted throughout the plant in visible areas.

Fire

- If you discover a fire immediately shout “FIRE – FIRE – FIRE” and alert anyone you can nearby.
- Switch on the fire alarm if you are in the packinghouse.
- All employees are to evacuate the building/area and assemble at the designated muster station.
 - Do not collect your personal belongings.
 - Do not run.
- Call 911 and request the fire department. State the location and nature of the fire; the address and GPS location are recorded on emergency contact numbers prompt sheet.
- If trained and it is safe to do so, attempt to extinguish or control the fire with appropriate equipment.
 - Shovels are located in the Spray Sheds.
 - Extinguishers are located in the Spray Sheds.
 - Irrigation valves can be turned on to deliver / spray water to affected area.
- If fire is in the chemical storage or fuel areas, do not attempt to put it out.

Emergency Numbers

Fire, Ambulance, Police 911

Police non-emergency numbers:

Lake Country..... 250-766-2288
 Kelowna.....250-491-2300
 Vernon..... 250-545-7171
 Poison Control Centre 1-800-567-8911
 BC Gas Leaks..... 1-800-663-9911
 Electrical Power Line Emergency..... 1-888-769-3766
 Water: District of Lake Country 250-861-4200
 Crisis Centre 250-754-4447
 Sexual Assault Help Line 250-861-4357
 Kelowna General Hospital250-862-4000
 Vernon General Hospital 250-545-2211
 WorkSafe BC (Critical incident/Fatality) . 1-888-621-7233

Packinghouse, Operations and Farm Managers

Gayle Krahn	Director of Horticulture/Farm Operations	250.215.3577
Craig Dalgliesh	Operations Manager – Lake Country	250.718.4571
Mykola Morozov	Farm Manager – El Dorado /Duck Lake/ Oyama / Towgood	250.215.4271
Armando Diaz	Farm Manager – Home Farm / Rainbow / Sellinger / Camp / Goldie	250.826.0590
Eric Geen	Operations Manager – Kelowna	778.866.8291
Alejandro Mendez	Farm Manager – Belgo / Black Mountain / Layer Cake	778.215.4193
John Alcock	Farm Manager Dendy / Glenmore / Bertram / McCurdy / Gerald's / Gorges	250.575.5696
Nick Harper	Operations Manager – Vernon	250.308.6601
Maxine Zazulak	Farm Manager – Bella Vista	250.258.6178
Dean Curkovic	Farm Manager – Lavington/ Coldstream	250.215.5950
Louis Fourie	Farm Manager – Cholla	778.212.0103
Neil de Jager	Farm Manager – Thompson	250.694.3471
Paul Davie	Packinghouse Mgmt	250.470.8801
Alex Geen	Packinghouse Mgmt	438.825.5925

First Aid Attendants

To be posted on site

First Aid Rooms

- Home Farm: Packinghouse, near the sorting room
- Cholla: Storage shed near spray fill station.
- Dendy's: Packinghouse
- Satellite farms: On site First Aid Attendants and spray sheds will have First Aid supplies.
- Duck Lake Production Facility
- Mobile First Aid – at all sites

Phones

All supervisors will have cell phones and two-way radios. Phones can also be found in the offices and dorms.

First Aid Policy

Jealous Fruits endeavors to ensure that all persons responsible under the First Aid Policy and Procedures shall be trained with respect to this policy and their obligations.

Jealous Fruits will ensure there are enough workers qualified in First Aid procedures available for all shifts (where applicable). First Aid training will be provided at the expense of the company.

All workplace injuries requiring external medical attention require the completion of WorkSafe BC Employer Form 7 and Employee Form 6A to be completed and submitted to the Human Resources department. Medical Aid Packages will be available at all farms/work locations.

Jealous Fruits maintains a record of all injuries that are reported or treated. First Aid records must be kept for at least 3 years.

First Aid records are kept confidential and may not be disclosed except as permitted by OH&S Regulation or otherwise permitted by law.

Jealous Fruits will ensure our First Aid kits comply with WorkSafe BC Regulation and that proper inspection of the First Aid kits will occur within the guidelines set out by WorkSafe BC.

Visitor Sign In

Jealous Fruits is committed to making a safe and healthy work environment for all employees, contractors, consultants, service technicians, suppliers, customers, and other visitors in the workplace. It is for that reason we require visitors to Jealous Fruits grounds, facilities, and workstations to abide by the company's safety rules.

Visitors to Jealous Fruits shall come to the reception desk at the main office and sign the visitors log immediately upon arrival. Visitors to our Dendy's facilities shall sign in at the shipping office on site.

Visitors are to be always accompanied by a Jealous Fruits employee. Please refer to the Visitors Safety Policy for more information. Exceptions are made for contractors/suppliers providing services.

Employees should inform visitors of the safety rules prior to their visit (i.e. Proper footwear in the manufacturing area as well as the required personal protective equipment: safety glasses, disposable ear plugs, visitor identification tag). Contractors must review and sign the Contractor Safety Handbook annually.

Please note **COVID policies** are in place for visitors to all work sites.

9) USE OF COMPANY EQUIPMENT

Company Property

Employees may not use, or permit the use of company property, facilities, equipment, supplies or other resources for activities not associated with their work. Any exceptions to this must be expressly approved by the appropriate department manager or the senior management team.

Upon termination of employment for any reason, all items created or used pursuant to the employee's service or furnished by Jealous Fruits shall remain and be always considered the exclusive property of the employer. They shall be surrendered to your direct supervisor, in good condition, promptly and without being requested to do so. These items may include (but are not limited to):

Keys	Literature
Phones	Reports
Clothing	Files
Tools	Manuals
Harnesses	Computers

IT Information Storage and Security

Any storage devices (CD's, USB's, mobile phones, etc.) used by employees at Jealous Fruits acknowledge that these devices and their contents are the property of Jealous Fruits. Furthermore, it should be understood by employees, that company equipment should be used for company business only. Downloading of personal materials on company equipment can be harmful to said equipment and should not be done.

Videos taken of the operations at the farm are not to be distributed or posted on the internet without the review and approval of the Jealous Fruits Executive Team.

Email/Internet Policies

The company's communication system consisting of the internet, networks and e-mail systems are the property of Jealous Fruits and are to be used for legitimate business purposes only. It is the responsibility of all employees to ensure these systems are used lawfully, professionally, and ethically.

It is the belief of the company that employee productivity can be greatly enhanced using these tools; however, employees must understand that all communications done through the internet, network and email access provided to employees is owned by Jealous Fruits.

Jealous Fruits reserves the right to monitor all aspects of its communication and any messages sent, received, saved, or deleted via the company's communication system or information downloaded, uploaded, stored, transmitted, or distributed using the company's communication system may be reviewed by the company at any time.

All emails are considered an important means of communication and employees should use the same care and professionalism in drafting emails as they do with all other types of correspondence.

Confidential information should not be sent via email and any questions regarding the content of an email should be directed to your supervisor.

The Jealous Fruits Email Usage policy is to be used for the following three reasons:

Professionalism: by using proper email language you will convey a professional image.

Efficiency: emails that get to the point are much more effective than poorly worded emails.

Protection from liability: employee awareness of email risks will protect JealousFruits from potentially costly legal actions.

To obtain the most value from this resource, regularly self-evaluate your use of email to ensure you are using it in an optimally effective manner. For further detail on these policies see your supervisor/manager or visit our Human Resources department.

10) DISEASE CONTROL AND PREVENTION

As part of our Health and Safety practices, protecting public health through the control and prevention of disease is of utmost importance. This area focuses on preventing and controlling the spread of infectious/contagious diseases within the workplace and to our food product.

Hand washing is an integral part of keeping our product and facilities clean and disease free. Please follow the proper hand washing techniques, which are posted at all handwashing stations.

Employees must wash and sanitize their hands with soap and water to meet food safety standards:

- Before commencing work each day
- After using the bathroom
- After returning from breaks
- After sneezing or coughing into hands

Employees that have an infection (internally or externally) or have the potential to transmit a disease or infection must report to their supervisor prior to the start of work. Employees will be either transferred to a location where they are not in contact with food or sent home. Please refer our Handwashing Policy for further details.

11) GLOBAL GAP/CFIA

Jealous Fruits is a licensed facility. As such in order to export our cherries we must comply with and be audited on a number of different items. Many of our SOP's, Policies and Practices are what enables us to export our cherries. Our ACR is part of these programs thus fob access is extremely restricted and done only for those who complete training and have need to access certain areas.

Air Cargo Security

Many areas of our packing facility are designated 'Air Cargo Security' and are restricted to authorized personnel only. Any breach of these areas and ignorance of signs will be subject to disciplinary procedures up to and including termination. Breach of these areas will lead to an investigation by Transport Canada and/or the Police.

For further information and full details of all the Company policies please see a member of the Human Resources Department.

12) Acceptance of Employment Terms, Policies and Conditions

I have received and read the Jealous Fruits Employee Handbook, of which I understand and accept all terms, policies and conditions.

Signature

Date

PRINT NAME

Please return this page with your Employment Forms to the Office where it will be filed with Human Resources.