



RIDER VENTURES LTD
WILDFIRE AND FLOOD PROTECTION
(778) 212-5567 | www.riderventures.ca

Recognized Training Providers
and Approved Contract Crews with
The Province of BC

Rider Ventures is registered
and in good standing with
WorkSafe BC



GENERAL EMPLOYMENT POLICIES

Equal Employment Opportunity

Rider Ventures is an equal opportunity employer. We extend equal opportunity to all individuals without regard to race, religion, colour, sex (including pregnancy, sexual orientation and gender identity), national origin, disability, age, genetic information, or any other status protected under applicable federal, provincial, or municipal laws. While remaining alert and sensitive to the issue of fair and equitable treatment for all, Rider Ventures has a special concern with the participation and advancements of members of four designated groups that have traditionally been disadvantaged in employment: women, visible minorities, aboriginal peoples and persons with disabilities. Our policy reflects and affirms our commitment to the principles of fair employment and the elimination of all discriminatory practices.

Recruitment and Hiring

Rider Ventures primary goal when recruiting new employees is to fill vacancies with persons who have the best available skills, abilities, or experience needed to perform the work. Decisions regarding the recruitment selection and placement of employees are made on the basis of job-related criteria.

When positions become available, qualified current employees are encouraged and are welcome to apply for the position. As openings occur, notices relating general information about the position are posted. The manager of the department with the opening will arrange interviews with employees who apply.

Impairment

Due to the safety-sensitive nature of our work, Rider Ventures has a zero-tolerance drug and alcohol use policy. Employees and sub-contractors are not permitted to use or have in their possession substances that may cause impairment while on standby, at the work-site, at camp or while driving.

Substance-related impairment may be caused by alcohol or illegal drugs, prescription drugs and over-the-counter medications.

As an employee, you are required to inform your supervisor if you are taking substances that may cause impairment and cause you to be a risk to yourself or others. Your supervisor will decide if alternate duties are required or if you should leave the work-site.

If at anytime a supervisor suspects you are impaired, you may be asked to take a volunteer drug test.

If an employee is proven to be impaired under the conditions of the Impairment Policy, they may be subject to discipline which may include termination of employment.



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WORKPLACE VIOLENCE AND HARASSMENT

Workplace Violence

Workplace violence can be defined as a threat or an act of aggression resulting in physical or psychological damage, pain or injury to a worker, which arises during work. Further to the definition of violence, is the definition of abuse. Abuse can be verbal, psychological or sexual in nature. Verbal abuse is the use of unwelcome, embarrassing, offensive, threatening or degrading comments. Psychological abuse is an act which provokes fear or diminishes a person's dignity or self-esteem. Finally, sexual abuse is any unwelcome verbal or physical advance or sexually explicit statement.

Rider Ventures has a zero-tolerance limit with regards to harassment and violence. Employees engaging in either harassing or violent activities will be subject to discipline, which may include termination of employment, and possibly criminal charges.

Workplace Harassment

Rider Ventures is committed to providing a work environment that provides employees equality, respect and dignity. In keeping with this commitment, Rider Ventures has adopted a policy of zero-tolerance regarding employee harassment. Harassment is defined as unwelcome conduct that is based on race, colour, religion, sex (including pregnancy, sexual orientation and gender identity), national origin, age, disability or genetic information. Harassment becomes unlawful where: (1) enduring the offensive conduct becomes a condition of continued employment; or (2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

This policy applies to all aspects of your employment. Harassment of any other person, including, without limitation, fellow employees, contractors, clients, whether at work or outside of work, is grounds for immediate termination. Rider Ventures will make every reasonable effort to ensure that this entire community is familiar with this policy and that all employees are aware that every complaint received will be promptly, thoroughly, impartially investigated, and resolved appropriately. Rider Ventures will not tolerate retaliation against anyone who complains of harassment or who participates in an investigation.

Sexual Harassment

Sexual harassment is prohibited by law and applies equally to all genders. Sexual Harassment is defined as unwelcome sexual advances. Requests for sexual favors, and other verbal or physical conduct of a sexual nature, when the conduct: (1) explicitly or implicitly affects a term or condition of an employee's employment; (2) is used as the basis for employment decisions affecting the employee; or (3) unreasonably interferes with an employee's work performance or creates an intimidating, hostile or offensive working environment.

Such conduct may include but is not limited to: subtle or overt pressure for sexual favours; inappropriate touching; lewd, sexually-orientated comments or jokes; foul or obscene language; posting of suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons; and repeated requests for dates. Company policy further prohibits harassment and discrimination based on sex stereotyping (sex stereotyping occurs when one person perceives a man to be unduly effeminate or



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a woman to be unduly masculine and harasses or discriminates against that person because he or she does not fit the stereotype of being male or female). Rider Ventures encourages reporting of all perceived incidents of sexual harassment, regardless of who the offender may be. Every employee is encouraged to raise any questions or concerns with his or her supervisor, designated manager, or Human Resources.