



TEAM MEMBER GUIDE

105 PRIVACY AND PERSONNEL FILES

To ensure that Team Member's personal information is used for the limited purpose for which it is collected, and that it is otherwise kept confidential, the Company has appropriate safeguards in place which comply with the requirements of federal and provincial privacy legislation.

The information that the Company most commonly requests that would be considered personal information includes; age, marital or family status, gender, home address, home telephone number, and Social Insurance Number. Work related information such as your employment history, education, performance reviews, salary and benefits is also considered to be personal information.

The Company may ask for the following information:

- Social Insurance Number
- Beneficiary and Dependents
- Date of Birth
- Date of Hire
- Name, Address, Telephone Number, Emergency Contact, Employment Information, Banking Information, Medical Records and Driver's Records

Purposes for collecting personal information include:

- To assess the suitability of candidates for a particular job or task
- To negotiate and make offers of employment to selected applicants
- For the remuneration of Team Members
- In connection with the administration of benefit and pension plans
- For tax legislative purposes
- For matters relating to payments, pension or benefit plans

The Company may use personal information without the knowledge or consent of the Team Member if it is used for the purpose of acting in response to an emergency that threatens the life, health or security of an individual, or if obtaining consent would defeat the purpose for which the information is being collected, such as in connection with an investigation of breach of an agreement, or a possible violation of applicable law.

The Company's Human Resources Department maintains a personnel file for each Team Member in order to document personal, confidential and business related information about the team member and their employment. These files generally include information such as recruitment documentation, employment letters, records of training, performance appraisals, corrective actions, termination documents and other relevant employment documentation.



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Team Member's files are only accessible to authorized individuals such as the Team Member or Human Resources staff. The same restricted access applies to Team Member's personal information that is collected and stored electronically for the purpose of maintaining employment and benefit databases.

Team Members may request access to their personnel file by providing forty-eight (48) hours written notice of your request to the Human Resources Department. The written notice should state the general purpose of the review. A member of the Human Resources Department will be present when the file is reviewed. In certain circumstances, it may be necessary for the Company to limit access to parts of the personnel file where such documents would disclose information that is subject of legal proceedings or arbitration, or if personal information about another Team Member would be revealed.