EMPLOYEE HANDBOOK

DOCUMENT INFORMATION	
Document Number:	TTT-HR-1001
Section:	Human Resources
Revision Level:	1.2
Release Date:	April 1, 2020

CONTROLLED DOCUMENT

DOCUMENT REVIEW AND APPROVAL	
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CONTENTS

Welcome to Titanium Tubing Technology!!

INTRODUCTION

This manual establishes a framework for the employee/employer relationship. It contains general information and guidelines that you should read, understand, and comply. It describes many of your responsibilities as an employee and outlines the programs that have been developed to benefit you. Although we will do our best to address everything we feel is important, we may not address all the possible applications or exceptions to the policies and procedures listed in the handbook. If, after reading the entire handbook, you still have questions or concerns please do not hesitate to contact your immediate Supervisor or the Human Resources Department.

Here at Titanium Tubing Technology, we feel that our employees are one of our most valuable resources. Whether you have just joined our staff, or have been employed by Titanium Tubing Technology for some time, we are confident that you will find our company a dynamic and rewarding place to work. We look forward to a productive and successful future with you.

VISION STATEMENT

VISION - To be the standard in the markets we serve through experience and innovation.

MISSION STATEMENT

MISSION – Continuous Improvement is all we do

Titanium is positioned to grow to be a premier oilfield service company that plans and executes projects safely and on budget. Our customers are among the world's largest E&P's that look to us to provide solutions for their problems. Our people will endorse a safe and positive culture that breeds fresh, new, innovative ideas.

CORE VALUES

People

As Titanium employees, you are part of an exciting company looks in the face of adversity and smiles, because you are part of a team that can diversify and not only survive, but thrive; in any economic climate.

Customers

Our customers will know that we can successfully manage through the Ups and the Downs of the industry, and that we not only understand their needs; and can fulfill their expectations.

Community

We are a community within our community. We hold our employees to a higher standard; and this standard should be taken home and shared with our friends and families. It is our duty as Titanium employees to build the best community we can by supporting locals events, teams, and charities. These are our children, our neighbors, our friends and our families and they need to know that we are there for them.

WE are all Titanium!

1 GENERAL STUDENT RULES & GUIDELINES

New Hire Orientation-Lloydminster

While attending Training, be advised that you are deemed to be on the job for Titanium Energy Services.

Titanium Energy Services is paying you to attend the training course, the same as if you were working in the field. We have some basic rules and guidelines that, if followed, will help pave the way for a rewarding career in the Oil and Gas Industry of Alberta

1.1 Accommodations:

- If required- staff housing will be provided in shared accommodations. Twin bed in private (in most cases) room. Bed linens will be provided; however, it is advisable to bring your own sleeping bag and pillow. Towels will not be provided.
- Keep noise levels down so as not to disturb other guests.
- While using the staff housing- be respectful of others privacy. Ensure house is locked and secured at all times.
- Any damage to the house or its contents will be the responsibility of the student occupying the room.
- The house has parking for employees, but be aware that vehicles get broken into. Do not leave valuables in your vehicle.
- ***Titanium is providing the accommodations for you and you only. Husbands, wives, girlfriends, boyfriends, family, or midnight visitors are not allowed. If it comes to our attention that there are extra occupants living at the house they will be asked to leave. If the problem continues this is grounds for dismissal.***

1.2 Tardiness/Attendance:

- Arriving late - if by chance you will be late, call in to office and report to your supervisor that you will be late arriving. Report to the Titanium Instructor for permission to attend class once you have arrived.

- Not waking up on time - **Get a good loud alarm clock**, use the buddy system, have another student call you and you call him, don't go out partying and get a few more hours of sleep. The power has been known to go out, so setting another alarm on a phone is recommended

- You are required to be on time for all class sessions. Repeated tardiness is grounds for dismissal. Fail to show up for class without cause or without advising Titanium Instructor and you will be given one written warning; second time will result in dismissal. There will be a sign in roster every morning

- Classes run from 8 AM – 5:00PM everyday unless otherwise indicated by your supervisor. Some classes run upwards of 10-12 hours. Be prepared for long days, in training as well as in the field.

- When you are at training there should be no reason for you to leave. If class should finish early there is always work to be done around the Facility. You will be asked to put on your coveralls and help out around the shop, even if it is just sweeping floors. Work ends at 5:00 ***if*** class is over.

1.3 Learning:

- Students in the training course are required to satisfactorily complete all courses outlined in the daily class schedule. Unless told otherwise, the required pass mark in any course will be 80%.

- Each class/course will have quizzes or exams to test each student, general and mathematical knowledge.

- A list of online courses will be given and you are required to complete them. If they are not completed you will not be put on a crew roster, and will not be working in the field until they are complete.

1.4 Health:

- If you are sick, please contact/advise the Titanium Instructor as soon as possible. Seek medical assistance.

- If you continue to be sick – get rest in your room (or as doctor orders), and recuperate. Be prepared to bring in a doctor's note.

1.5 Behavior/Attitude:

- Be respectful towards Coaches, Instructors, and Visitors.
- Be respectful towards your classmates. Remember, the people sitting next to you in this course are also the people you will be working with in the field, sharing hotel rooms with on the job, and driving to work with every day.
- Racial or other discrimination or harassment will not be tolerated.
- Behavior of a person is representative of that person. When employed by a company a person's behavior is also representative of that company.
- Chronic complaining about the job, training, instructors, or other students will not be tolerated. If you have a problem with something or someone, approach the instructor, voice your concerns and it will be dealt with.
- When RESPECT is learned, RESPONSIBILITY will be earned.

1.6 Computers, Laptops: (See Attachment 5 & 9)

- All computers are TITANIUM property and are there for company business use ONLY. All information on the computers is company protected.
- Stay away from prohibited sites i.e. Porn or other non-official sites.
- Keep the work areas clean, eating or drinking at the computer desks is not allowed.
- Laptops may be signed out. Contact the TITANIUM Instructor to sign out a laptop.

1.7 Lockers:

- Lockers are assigned for your safety, storage of books and PPE.
- All safety equipment is to be stored in the assigned lockers and not in the classroom.
- Locks for your lockers will be the responsibility of students. Students are responsible for the locker number and lock code.
- Lockers you are assigned to will be yours for the remainder of your career at Titanium.

1.8 Substance Abuse:

<u>This is a dry camp training environment.</u> See (Attachment 4)

- Come to class sober. Smelling of alcohol is grounds for removal from the class room.
- Students caught drinking alcoholic beverages / becoming intoxicated through use of drugs while attending training shall be requested to leave and disciplinary action undertaken may include termination.
- Remember, you will have a multitude of instructors and each instructor has the right to bar or remove a student from class for substance abuse.
- An employee shall not:

a) Use, possess or offer for sale alcohol, drugs (*other than over the counter medication*), or any product or device that could tamper with any sample for an alcohol or drug test;

b) Report to training courses, work, or work with an alcohol level equal to or in excess of 0.04 grams per 210 litres of breath, with a drug level equal to or in excess of the concentrations of the drugs where a medical review officer has verified the results as a positive test result (*e.g. no legitimate medical explanation*), or while the employee's ability to safely perform his or her duties is adversely affected because of the use of alcohol and/or drugs, whether prescription drugs or non-prescription drugs, lawful or unlawful;

c) Refuse to comply with a request made by management under reasonable grounds or a request to submit to an alcohol and drug test

1.9 Housekeeping:

- Classroom - No hot meals in the classroom. Odor from food may be offensive to others. There are designated eating areas if you wish to heat up a meal.
- Keep classroom clean, put trash in cans provided; also take trash out to the dumpster.
- Pool vehicles – These are Titanium property. Students are required to keep them clean, inside and out. Daily cleaning required. Daily pre-trip required.

1.10 Dress Code:

- Appropriate clothing to cover your body is required in all areas (i.e. Casual Dress) in Classrooms/Shop/Field. Personal protective equipment will be provided for Field and Shop work.

1.11 Personnel Protective Equipment:

- PPE will be allotted to all students upon arrival during the first week of classes.
- Coveralls will be sized and ordered, then be allotted to each student from their respective camps for work.
- Wear your PPE as instructed. A PPE presentation will be given on all required safety gear explaining where each piece is required and where and when some items cannot be utilized.
- **No wearing of garments with Non Detachable Hoods.** This is a choking hazard and you will be asked to remove the sweater.
- Safety boots are the responsibility of the student. Boots must be CSA approved and be above ankle design type. **Boots must be brought with the student on the first day**
- Every Student will be responsible for looking after their Own PPE.
- Do not forget your PPE – It is required in the shop, in the field, while driving, on tours, or areas designated as “PPE required”.
- **Facial hair** ***–You will have to wear a Face Mask when working in dusty conditions or around certain chemicals. Clean shaven every day is required, No exceptions – you are on the job***

1.12 Driving:

- Company provided transportation is to be used for getting **to and from training and accommodations only.**
- Be aware of the Maximum Posted Speed Limit on all roads at all times
- Drivers of any of the Titanium Vehicles (rented to, leased to, or owned by TITANIUM) are responsible for their actions when driving at all times.
- Distracted driving law is in effect in Alberta. No Eating or drinking, using cell phones or other distractions aloud.
- Driver and Passengers will be polite / courteous to other drivers and the General Public. No verbal abuse or inappropriate gestures tolerated.
- Traffic offences (fines) include Tickets for: Parking Violations, Driving Violations, Speeding Violations, Red Light Camera Violations, etc. are the responsibility of the driver.

2 CORPORATE GUIDELINES

2.1 Leave of Absence

All leaves must be approved by your manager. Submit a Days off Request Form HR-0010 (Attachment 7) for approval.

Compassionate Care

Compassionate Care is defined as the provision of care to a gravely ill or dying spouse or common-law partner, child, parent or in-law who has a significant risk of death.

Titanium recognizes that Compassionate Care may require additional time off to care for an immediate family member. Titanium will try to accommodate an employee's needs and will grant 5 business days per calendar year as time off with pay and will continue to contribute to the employer-paid benefits for this period of time. The employee should notify his or her Manager to arrange for the necessary time off.

If further compassionate leave is required outside of the plan provided by Titanium, the Employee may use any outstanding vacation time as approved by their Manager.

Bereavement Leave

Employees will be granted up to 5 working days per calendar year, with pay and employer paid benefits, in the event of a death in the immediate family. "Immediate family" includes a spouse or common-law partner, child, parent or in-law. When travel is necessary, the employee may use any outstanding vacation time as approved by their Manager.

Jury or Witness Duty

An Employee selected for Jury or Witness Duty will be excused from work with full pay and employer paid benefits for the duration of the service. It is recommended that you provide a copy of the document requesting your participation to your Manager.

* Attendance/vacation to be tracked by each department

2.2 Vacation Entitlement

All permanent employees of Titanium earn vacation eligibility based on years of service with the company and the Employees position within the company.

Eligibility

Employees are eligible for vacation as set out in the table below:

Position	Service with Titanium	Eligible Annual Vacation (Hourly)	Eligible Annual Vacation (Salary)
All Positions	0-7 years	*Average Work Week 44hrs*: 132 hours (15 days) *Average Work Week 40 hrs*: 120 hours (15 days)	3 weeks (15 days)
All Positions	8-14 years	*Average Work Week 44hrs:* 132 hours (20 days) *Average Work Week 40hrs:* 120 hours (20 days)	4 weeks (20 days)
All Positions	15+ years	*Average Work Week 44hrs:* 176 hours (25 days) *Average Work Week 40hrs:* 160 hours (25 days)	5 weeks (25 days)

Guidelines

- Employees who, in a given calendar year, have not worked the full 12 months due to joining or leaving the Company during the course of the calendar year, have the right to the applicable number of days holiday on a pro-rated basis. During employment, Employees may carry forward all of the pro-rated days earned into the next year.

- The scheduling of vacation time will be mutually agreed upon between the Employee and their Manager by the end of February each year. Vacation may be taken prior to accrual; however, if the employee was to leave the company with vacation taken but not earned, there will be a deduction from the employee's final pay for the amount owing to the Company.

- As we need to ensure appropriate vacation coverage during the summer months or our peak business season, January, February, and March, not all vacation requests will be approved. It is recommended you discuss with your manager as early as possible about your vacation request.

- Departments must ensure adequate coverage during vacation periods. In the event of a conflict, the individual who submitted for the time period first will be granted the time off.

Field Operations (*those working on a 15/6 schedule*)

If an employee pre-booked vacation and the time coincides with their earned days off, they do not lose the earned days off. Days off are earned only for days worked based on a 15/6 schedule. Vacation can either start immediately or right after the earned days off.

Vacation Pay

Vacation Pay is calculated at 6% of your salary. This calculation equals 3 weeks of pay per year. Vacation can be requested by making a note on your timecard to have it added to your pay cheque. If you require your vacation pay separate from your cheque, please let Jade know via email or text message. This will be done in a cheque format not direct deposit. Please give a few days' notice to receive the cheque as there is not always someone available to sign.

Carry Forward of Unused and Earned Vacation

- All unused vacation pay will be carried over to the next calendar year.
- All vacation requests must be approved by your manager. Please submit Days Off Request Form HR-0010 (Attachment 7)

* Attendance/vacation to be tracked by each department

2.3 Statutory Holidays

- ✓ New Year's Eve
- ✓ Alberta Family Day
- ✓ Good Friday
- ✓ Easter Monday
- ✓ Victoria Day
- ✓ Canada Day
- ✓ Heritage Day
- ✓ Labour Day
- ✓ National Day for Truth & Reconciliation
- ✓ Thanksgiving
- ✓ Remembrance Day
- ✓ Christmas Day
- ✓ Boxing Day

2.4 Hot Shot Policy

Purpose

Definition: An internal Hotshot is the movement of equipment or personnel from one point to another performed by an employee of TTT.

Procedure

An individual can qualify for this pay if the following criteria are met:

- The hot shot meets the trip Eligibility requirements.
- The trip is authorized by an appropriate individual.

Trip eligibility

A trip is eligible for hot shot pay if it meets the following criteria:

- Is performed at the request of an authorized individual.
- Further then 100km when performed during regular shop hours, Mon-Fri 8am to 5pm.

Note: If a hotshot is required as a result of negligence or equipment being forgotten and left behind by a service crew at the shop or at another well site and the equipment is necessary for the completion of a job, in lieu of hotshot pay the hotshot driver will be added to the applicable job ticket.

Note: Hotshots are paid out as "One Ton Hours" and are processed on payroll and are subject to income taxes.

Trip Authorization

All trips that may be eligible for bonus must be approved by a Manager or equivalent or by a designate of the Manager before the trip commences. This may be a verbal approval obtained by your supervisor or the employee.

All Employees who conduct a hotshot must:

- Never drive faster than conditions safely allow and obey posted speed limits at all times.
- Ensure they know what the maximum speed limit is for the vehicle they are driving.
- Report road safety problems, including crashes, incidents, fixed penalty notices, summons and convictions for any offence, including speeding, to their supervisor.

2.5 Personal Information and Privacy Act (PIPA)

The purpose of this policy is aimed at governing the collection, use and disclosure of personal information by Titanium Tubing Technology in a way that recognizes both an individual's right to have their personal information protected and kept private, and the need of Titanium to collect, use or disclose personal information for reasonable purposes.

Definitions

Personal Information
Any information about an individual that is capable of identifying them is “personal” information. Personal information includes, but is not limited to address, age, weight, height, gender, employment or financial history, ID numbers, place of birth, ethnic origin, opinions, evaluations or comments about an individual. Personal information does not include business contact information.

Personal Employee Information
Personal employee information means, in respect to an individual who is an employee or potential employee, personal information reasonably required by an organization that is collected, used or disclosed solely for the purposes of establishing, managing or terminating:

- an employment relationship; or
- a volunteer work relationship between the organization and the individual but does not include personal information about the individual that is unrelated to that relationship.

Business Contact Information
Any information that is required to identify an individual for business reasons including but not limited to name, job title, business telephone numbers, business address and email of an employee, client or service provider of Titanium for the purpose of contacting that person in their capacity as an employee, client or service provider of Titanium.

Policy

Accountability and Identification of Purpose

Titanium is accountable and committed to identify and communicate the purpose for which the personal information is collected before it is collected. Each department within Titanium is responsible for the development, implementation and maintenance of the practices governed by this policy within their area of expertise. In the event of any queries or concerns around Titanium’s personal information policy, employees and third parties should contact Titanium’s HR Division.

Consent

Consent may be expressed or implied, and may be given orally or in writing (including electronically). When an individual voluntarily provides personal information for business purposes of such information it is deemed consent. Titanium may consider consent by providing reasonable notice to the individual and request a response to opt-out within a reasonable time period.

All personal information collected by Titanium before January 1, 2004 is presumed to have been collected pursuant to consent as per PIPA (Alberta).

Individuals may refuse to consent to the collection, use or disclosure of their personal information by Titanium or withdraw a previously given consent at any time. Should consent for use and/or disclosure of personal information provided to Titanium be withdrawn or insufficient in order for Titanium to manage an ordinary business relationship, Titanium may be prevented from proceeding with the relationship.

Collection and Accuracy

The collection of personal information shall be limited to that which is necessary for the purposes identified by Titanium. Information shall be collected by fair and lawful means.

Due to the nature of Titanium's business and the ability to carry on business, it is necessary to collect and retain certain types of personal information including, but not limited to:

- Basic information such as name, social insurance number, address, telephone and fax numbers, e-mail address, birth date, marital status and dependent information.
- Beneficiary information.
- Information required for processing payment for services or wages.
- Emergency contact information.
- Driver's record.
- Medical information.

Titanium may obtain personal information from external parties. Titanium takes necessary steps to ensure that personal information obtained from external parties is disclosed to Titanium pursuant to consent of the individual. Some examples include, but are not limited to:

- Business clients and/or service providers.
- Insurance companies.
- Motor vehicle and driver licensing authorities.
- Financial institutions.
- Medical professionals.
- Collection Agencies.

Titanium collects information through resumes, filling out forms, email, fax, correspondence, or telephone conversations.

The type and accuracy of information collected is solely contingent upon what is provided or available to Titanium. To ensure accuracy, notification must be provided to Titanium to update or make any changes to the personal information.

Use of Personal Information

Personal information collected by Titanium will be used solely for the purposes of carrying on ordinary business relationships with employees and external parties. The information Titanium collects will be used to create records during the course of our active business dealings and assist with making decisions, providing client services and organizing events or providing perks. Some examples include, but are not limited to:

- Provide compensation & benefits or to provide fees for services.
- Undertake employment reviews and assessments.
- Use in emergency situations.
- Communicate with employees and external parties.
- Undertake security and investigative procedures.
- Ensure that employee and external party information is accurate and up-to-date.
- Protect Titanium and/or employees and/or external parties against inaccuracy.
- Address and or recognize employees for special occasions and events such as a birthday, a birth of a child, corporate events, or for recognition in the company newsletter.
- Ensure Titanium employees meet the terms of the company policies as set out in the employee handbook.
- Corporate health and safety initiatives and regulations.
- To ensure compliance with regulatory requirements.
- Initiate and complete the relationship with the client or a service provider.

Accessing Personal Information

Employees and external parties may access personal information pertaining to them on record by providing a written request to Titanium's Privacy Officer. Titanium will make every reasonable effort to respond to the request within 45 calendar days of receiving the request. To the extent the individual can demonstrate that any objective information is out-of-date or inaccurate, Titanium will update or correct it.

Storage and Disclosure

All personal information collected by Titanium will be stored in a secure manner that restricts the right of access only to those people who have a need to know. Titanium will not disclose, reveal, share or otherwise disseminate any personal information to anyone without consent unless the disclosure is

- Required by law or within the course of legal undertakings.
- Required for safety and emergency purposes.
- Required for a business transaction such as an acquisition, merger or sale of an organization.
- Otherwise compliant with privacy legislation.

Titanium may disclose personal information to external parties including but not limited to clients and service providers. Some examples include, but are not limited to:

- Entities providing payroll, retirement plan, savings or health benefits or similar employee services (such as the bank providing payroll services, Alberta Health Care, Group Benefit Carriers, and industry exchange committees).
- AEUB, CCRA, Canada Pension Plan, Employment Insurance.
- Regulatory bodies related to compliance and security including but not limited to Canadian Nuclear Safety Commission, Natural Resources Canada, Explosives Regulatory Division, Transport Canada, Alberta Transport.
- Financial institutions.
- Professionals working on behalf of Titanium or insurer (such as adjusters and lawyers).
- Titanium's Landlord or their affiliates, assigns or replacements.
- Business clients and/or service providers.

Titanium employees who are asked to provide employment references may only do so upon receiving consent from the individual, and should consent be given, employees will state that references will be from the employee and not on behalf of Titanium.

Retention

Titanium will retain personal information for a reasonable period of time and follow various retention schedules as required to effectively carry out its business in accordance with privacy legislation and other laws. Some retention schedules may already be set, based on external requirements such as financial, legal, operational, audit or archival requirements. Titanium will use care in disposing of or destroying personal information to prevent unauthorized parties from gaining access to the information.

If any of the content of this policy is not accurate in accordance with Bill 44 ("PIPA"), Bill 44 will apply.

3 PAYROLL

3.1 Payroll Submission Schedule

The purpose of this document is to outline the important payroll related dates. This will ensure that employees are able to submit their paperwork in a timely manner, allowing earnings to be reported in the correct pay period.

Titanium Tubing Technology Pay Dates

Titanium Tubing pays base pay earnings on a semi-monthly schedule. Our pay dates are the 15th and 30th of each month.

In cases where the pay date falls on a weekend or a statutory holiday, pay will be scheduled for the Friday prior to the weekend. In order to allow the payroll service company sufficient time to process the payroll (taxes, cheque run etc.) data must be submitted to our payroll administrator ten (10) business days prior to the pay date.

Submission Schedule

The following guidelines will apply to the submission of payroll paperwork.
HR Email Address: ***HRGroup@Titanium-es.com***
HR Hotline: ***780-872-4866***

Hourly Employees-Timecards

Employees must complete and deliver the timecards for the period end date (5th and 20th) to their Payroll Administrator (HR) on the first business day following the end of the period. In the event that you are working out of town and cannot get to the office before the deadline you may text pictures or email your timecard to the Payroll Administrator (HR). This will allow the timesheets to be verified and entered into the payroll system in order to meet the payroll submission deadlines.

Time-Cards

All time cards must include your first and last name, as well as the month. The space on the back of the timecard should be used for short descriptions such as shop work done, hotel stays or any other relevant information that will be needed for payroll calculations. Truck hours should be marked as they are billed out on the ticket. Include the unit number, ticket number and the company worked for.

Truck hours on your timecard that are over and above truck hours that have been billed out on the ticket need to be clearly marked with a description as to why you have a discrepancy. Management will review this at the time of processing. Tickets that span more than one day need to be clearly marked for all days so they can be properly matched to hours marked on the ticket.

Deadlines

All hours from the **1st to the 15th of the month need to be submitted no later then the 20th**. All **hours from the 16th to end of the month need to be submitted by the 5th**. A group text message will be sent on the 20th and the 5th of each month to any employees that have not handed their hours in. After these deadlines payroll will be processed and if you do not get paid you will have to wait till the next pay period. No exceptions will be made. **Timecards can be submitted to the payroll phone 780-872-4866.**

Job Bonus

A Job Bonus (not a day rate). Job bonuses are based on billable time and job performance. Working on days off does mean an increase to the Job Bonus per day. This again is only applicable with billable time in the field. If you are trading your days off with another employee and work through your originally scheduled days off in order to take other days off you are not entitled to the additional Job Bonus

Overtime

Job Bonus will be paid out at 1.5x when you are working 14 hours or more (billable) time on location. This can be done with a single job/ticket or with multiple jobs/tickets but must fall on the same day.

Subsistence

Subsistence needs to be calculated by the amount billed to the customer less any accommodation costs covered by Titanium. When you are working out of town and your manager has not requested you to return to home base you are entitled to having your accommodations covered as well as $51 per day in subsistence to cover your meal costs. Subsistence is not applicable when you are working for a customer and staying in camp. If you are unsure of the hotel amount, write on the back of your timecard where you have stayed and for how many days. If you have covered all your own costs, make note of it. Note of any days off worked and travel that is over 500km if applicable on the back of your timecard.

Vacation Pay

Vacation Pay is calculated at 6% of your salary. This calculation equals 3 weeks of pay per year. Vacation can be requested by making a note on your timecard to have it added to your pay cheque. If you require your vacation pay separate from your cheque, please let Jade know via email or text message. This will be done in a cheque format not direct deposit. Please give a few days' notice to receive the cheque as there is not always someone available to sign

Supervisors/ Managers/ Sales - Expenses

In order to meet the submission deadlines, employee paperwork must reach the Lloydminster office 7 days prior to end of month. This will allow sufficient time for the paperwork to be processed via Accounts Payable prior to being submitted for input. Please be aware of how these deadlines coincide with your shift cycle. If you are on scheduled days off at the end of period, it may be necessary to submit your paperwork at the end of

your shift, rather than the end of period, so that the paperwork reaches the Lloydminster office prior to the submission deadline.

Paystubs

All paystubs will be emailed out once payroll is completely processed. Paystubs are considered sensitive information and are password protected. If you have not received an emailed copy of your paystub, please send an email to ***HRGroup@Titanium-es.com***. This verifies to your email provider that the emails are acceptable and the email address is valid. Once the email is received from you, you should be able to receive all emailed paystubs.

Dates to Remember- Annual

To assist you in meeting these submission deadlines, the Payroll department will provide a calendar, annually of all important dates for all payment processes.

Payroll Disclosure

Discussing pay and compensation with colleagues often causes unnecessary tension, confusion and miscommunication. Simply put, your pay is your personal agreement with your employer.
It is advised anyone who has questions or concerns about how they are compensated, to talk to their employer / Manager directly about their own situation and not their co-workers.

Compensation is determined based on a number of variables, including seniority, merit, and previous experience. Given this, we often see comparable ranges in pay for similar roles but not always the same pay for the same role. When colleagues discuss or share this information directly, it often becomes a point of tension for no valid reason.

If you are concerned about your compensation, this should come from you to your employer / Manager directly, and not because you heard someone else makes more. We encourage you to put faith in your employer you work for, and trust their compensation strategy. If you don't, then we encourage you to speak to your employer/ Manager directly about your concerns.

Engaging in discussions about compensation, which leads to the disturbance of the health of the workplace, will be dealt with progressive discipline measures, up to and including terminations
We also encourage you to keep in mind other aspects of your total compensation, such as flexible work arrangements, vacation, benefits, and a good work environment.

3.2 BENEFITS SUMMARY

See "Attachment 10"

3.3 Personal Data Changes

It is vital that Human Resources have current and correct personal information for each employee, in order for HR to distribute proper information and keep accurate records. Please notify your Supervisor or the Human Resources Department of any and all changes.

Policy

It is the responsibility of each employee to inform Titanium Tubing Technology Ltd. promptly of any changes in personal data. Changes in personal data may include:

- Personal Mailing address.
- Telephone numbers.
- Number and names of dependents.
- Banking information.
- Individuals to be contacted in case of emergency.
- Educational accomplishments.
- Certifications and other such changes.
- Next of kin

Procedure

Contact Titanium's Payroll & Benefits (***HR Hotline***)
HR Email Address: ***HRGroup@Titanium-es.com***
HR Hotline: ***780-872-4866***

3.4 Disability

Purpose

When employees are injured and are not able to come to work, Titanium Tubing provides all permanent employees with Disability benefits.

Eligibility

All active permanent employees that work a minimum of 30 hours per week are eligible to participate in this plan effective the date of benefits eligibility.

Short Term Illness:

- If you are going to be on sick leave for 3 consecutive work days you must provide a note from a physician that indicates the anticipated date when you can return to work.
- If your note from your physician indicates that your sick leave is to exceed 7 consecutive work days you must complete an application for Short Term Disability as soon as possible to avoid any gap in pay

Short Term Disability ("STD"):

- The application for STD will be adjudicated by a third party administrator and if the application is approved, you would be eligible for STD benefits based on the following schedule:

Yrs of Service	Weeks	Weeks
0-1	7 weeks @ 80%	10 weeks @ 75%
1< 3	7 weeks @ 90%	10 weeks @ 85%
3+	7 weeks @ 100%	10 weeks @ 95%

- Payment of your STD benefits will be paid to you and is subject to all withholdings and deductions.
- The duration of STD benefits is 17 weeks. If your physician anticipates that you will not be able to return to work upon completion of the 17 weeks, you must apply for Long-term Disability benefits on or approx. the 12th week of the STD coverage.

Managing a recurring or new disability:

- Upon your return to work from a disability, if you require further time off for the same disability you will have the full benefit available to you again as soon as you have been back at work for at least three (3) weeks.
- If you require further time off for the same disability within three (3) weeks after you have been back at work, the STD benefits will continue from the point where the previous STD period ended, (i.e. if you returned to work after 12 weeks of STD and within the three (3) week period you require further time off with the same illness or injury, the STD benefits would continue for another 5 weeks to the end of the STD period).
- If a need for disability coverage arises after you have already taken 17 weeks of STD coverage, due to a new illness or injury, you will have the full benefit available to you again as soon as you have been back at work from the first disability.

Long Term Disability ("LTD"):

***When you are on STD or LTD it is required that you provide a physician's report indicating the effective date that you are fit and able to return to work prior to returning to work*.**

See "Benefits Summary: (Attachment 10)

3.5 Maternity, Adoption and Parental Leave

Purpose

The following guidelines are to support and assist all employees where possible during pregnancy, after the birth of a child, and following an adoption.

Guideline

This policy applies to all permanent full or permanent part time employees. To be eligible for Maternity Leave and Benefits the employee must be employed with Titanium for at least 12 consecutive months on the Due Date.

The employee must notify the Human Resources Department or line management that she is pregnant and of the intended commencement date of her Maternity Leave. An employee must provide Titanium no less than 4 weeks' written notice of her intention to cease work along with a medical certificate certifying that she is pregnant and confirming the Due Date. The notice will specify the day on which the Maternity Leave is to commence and the expected return to work date. Where a pregnant employee gives birth before requesting or commencing Maternity Leave, her Maternity Leave will be deemed to have started on the date she gave birth.

Maternity Leave is an unpaid leave of absence. Maternity leave may be combined with Parental Leave, however, the length of Maternity Leave is 15 weeks and Parental Leave is a maximum of 37 weeks, combined shall not exceed 52 weeks.

Medical leave required prior to Due Date that arise with complications of pregnancy or due to danger of interruption of the pregnancy is treated in accordance with the Short Term Disability policy outlined in Tucker's Benefits Handbook.

If during the 12 weeks immediately preceding the Due Date the employee is required to be off work for medical reasons that interfere with the performance of her duties Titanium reserves the right to give the employee written notice requiring her to start Maternity Leave.

Parental Leave

The maximum period of Parental Leave is 37 weeks. The duration of Maternity Leave and Parental Leave shall not exceed 52 weeks.

To be eligible for Parental Leave the employee must be employed with Titanium for at least 12 consecutive months on the Due Date.

The employee is requested to provide Titanium with a minimum of 4 weeks' written notice that the employee intends to commence a Parental Leave. The notice will specify the day on which the Parental Leave is to commence and the expected return to work date.

Parental Leave is an unpaid leave of absence. Any employee who is a new parent is entitled to a Parental Leave following the birth or adoption of a child.

Adoption Leave

The maximum period of Adoption Leave is 37 weeks.

To be eligible for Adoption Leave the employee must be employed with Titanium for at least 12 consecutive months at the date when a child comes into the care and custody of the employee.

The employee must provide Titanium with a minimum of 4 weeks' notice that the employee intends to commence an Adoption Leave. The notice will specify the day on which the Adoption Leave is to commence and the expected return to work date. Where a child comes into the care and custody of an employee sooner than expected, the Adoption Leave will be deemed to have started on the date

The employee stopped working. The leave must be taken within 52 weeks from the date on which the employee first obtains custody.

Adoption Leave is also an unpaid leave of absence.

Return to Work

An employee is entitled to return to the position the employee occupied when the Maternity Leave, Parental Leave, or Adoption Leave started, or alternative work of a comparable nature at not less than the earnings and other benefits that had accrued to the employee on departure.

An employee who does not wish to resume employment must give Titanium at least four weeks' written notice of the intention to terminate employment.

Notification of Return

An employee who intends to return to work at the end of a Leave will provide Titanium with at least four weeks' written notice of the date on which the employee intends to return to work.

If the employee fails to provide the relevant notice of return to work, Titanium is under no obligation to reinstate their employment.

Employment Benefits during Maternity, Parental, or Adoption Leave

Provision of extended health, dental, basic life, dependant life, accidental death and dismemberment, provincial health care and long-term disability benefits will continue during the Maternity, Parental, or Adoption leave unless Titanium advises otherwise, or the employee waives the benefits coverage. Vacation accrual will be suspended for the period of the Maternity, Parental, or Adoption Leave. Prior to commencing Leave, the employee is required to provide Payroll with post-dated cheques to pay for their share of the health and dental benefit plan coverage for the duration of the Maternity, Parental, or Adoption Leave.

During the Leave of Absence, an employee may continue to contribute to their Group RRSP via post-dated cheques. Following the Leave, and upon completion of one months' active return to work, Titanium will match the employee contributions made during a Leave in accordance with the RRSP plan provisions. This payment will take the form of a lump-sum contribution made directly to the employee's RRSP account.

Continuous Service

Upon return to work, the employee will be deemed to have continuous service, provided that the employee re-joins Titanium on the notified date of return or any subsequently agreed return date.

3.6 Worker's Compensation

These are the steps necessary for an employee of Titanium Tubing Technology if he or she is injured at work.

Procedure

Step One:

Inform your Employer regarding the details of your injury. Titanium Tubing has 72 hours after being informed to report your claim to the Worker's Compensation Board (WCB), if you require medical assistance, or if you cannot do your job.

- ✓ Ensure an incident Report/Injury Report is being completed
- ✓ Ensure immediate superior, Manager and HSE Manager has been informed

Step Two:

Tell your healthcare provider you were injured at work. The doctor or practitioner must report your injury to the WCB within 48 hours.

- ✓ Provide the Heath Care Worker with the Titanium Energy Service Letter to the Physician and the Physicians Medical Status Report to complete

Step Three:

Inform the WCB of your injury. You must send in the Report of Injury Form as soon as possible.

- ✓ Ensure the Employee WCB Forms are completed and submitted
- ✓ Complete the Modified Work Agreement or decline the Modified duties and sign off

Note: Titanium has a Modified Duties - ***Return to Work Program to assist injured workers to remain active in the work force and to help workers gradually return to normal duties. More information on the program will be disclosed to you during orientation***

Any worker that sustains an injury is required to inform his doctor of the availability of this program with the purpose of obtaining advice in regards to restrictions, and length of time needed for recovery.

4 FIELD GUIDELINES

4.1 Hours of Work

Titanium Tubing's Field Employees hours of work are as follows:

- Titanium Tubing is a 24 hour per day, 365 days a year, Oil & Gas Service Company. Therefore as a Field Employee your schedule will be 15 days on with 6 days off (15/6).

- When you are on shift you are required to be on call 24 hours a day. It is necessary that you be reachable by phone at all times during these 15 days. You are also required, when called, to be at the shop within 30 minutes.

- After you have been on your days off you are expected to be available starting at 07:00 on your first day back.

- If you have been out on a job after midnight you are expected to be back at the shop 10 hours after your return from the job.

- When you are not out in the field on a job, you are required to be at the shop to put in a normal day of work starting, at 8:30 a.m.

- You are expected to come into the shop on weekends and statutory holidays unless instructed otherwise by your Supervisor.

- Always come to work prepared to leave the shop without having to return home for clothes, etc., because you never know where the job may take you.

- Shift change is as follows: You are back at 7:00am on Wednesday and on days off at 7:00am on Wednesday.

4.2 Hotel Rooms and Meal Allowance

Titanium Tubing Technology provides accommodations for all employees when they are away from their home District. This policy outlines the rules for employee hotel accommodations and meal allowance.

Guidelines

The room allotment for each crew is described below:

Hotel Rooms

1 Supervisor	2 Operators		= 2 Rooms
1 Supervisor	1 Trainee	2 Operators	= 2 Rooms
2 Supervisors	2 Operators		= 2 Rooms
1 Supervisor	1 Trainee	1 Operator	= 2 Rooms
1 Supervisor	1 Operator		= 1 Room
1 Supervisor	1 Trainee		= 1 Room

When there are 2 individuals, you will stay in 1 room; 3 individuals will stay in 2 rooms; 4 individuals will share 2 rooms. When these guidelines are not followed, the room charge will be deducted from the employee's pay check.

It is the employee's responsibility to pay for all other charges attached to the room during their stay. For example, if you choose to rent a movie, have room service, or laundry service, these charges must be cleared up before check out. If this is not taken care of the total remaining will be deducted off of the Employee's pay check.

While in their home District Employees must provide their own transportation, meals and accommodations.

Meal Allowance

Meal allowance is paid as follows:

Subsistence will be available to field personnel while working on shift away from their home base.

4.3 Expense Accounts

This section outlines the items that Titanium Tubing Technology acknowledges as appropriate for expense account claims.

Field Supervisors

Field Supervisors are entitled to some discretionary expense allowance to handle situations that may arise while in the field while performing their jobs. They include:

- Client Meals
    - From time to time we have the opportunity to buy the Client a meal before or after a job. Please do so!! Include your crew.

Field Supervisors & Operators

- Truck Supplies

    - On occasion, you are required to purchase supplies (permits, air hoses, filters, screws, etc.) in order to do field repairs on the logging truck. We expect you to do so with full reimbursement on your expense account. Food and snacks are not included in truck supplies.

NOTE: Expense reports must be received in Lloydminster on or before the date indicated on the payment cycle calendar to be paid that month.

4.4 Company Issued Items

Titanium Tubing Technology is pleased to provide personal protective equipment for all of our employees. The following policy outlines the types of protective equipment Titanium provides, along with guidelines for replacing or receiving new equipment as required.

Coveralls

Titanium Tubing Technology supplies all employees with coveralls. Each field employee is given 5 pairs coveralls for their use while employed with Titanium Tubing technology.If you lose your coveralls, you will be required to pay 100% of the price of the replacement pair. If your employment with Titanium terminates, you are required to return the coveralls assigned to you or you will be charged the full price.

Steel Toe Boot Allowance

You are required to show up on your first day of employment with a pair of **CSA** approved safety boots. Titanium allows for each individual to spend $ 200.00 to replace their safety boots each calendar year. This amount will be allotted to you after six (6) months of active service and will be reimbursed through your payroll account.

Cell Phone / Allowance

For business use, or for personal use, according to Company guidelines.

4.5 Safety Training

The following outlines the safety courses that individuals at Titanium Tubing Technology may receive depending on job requirements:

Titanium Basic Safety Certifications

- WHMIS
- TDG
- First Aid
- H2S Alive
- CSO – Common safety Orientation
- 4 Head Personal Gas Monitor Training

Titanium Driver Training

- Transportation Policies & Procedures
- Hours of Service Course
- Fatigue Management
- ODA or equivalent

Division Specific Competency Development Course

- Boom Course
- Oilwell Blaster Course
- Radiation Safety Training
- Petroleum Safety Training or equivalent
- General orientation

Attachment 1: NEW HIRE OREINTATION & SHORT SERVICE EMPLOYEE PROGRAM (HR-0045)

Attachment 2: PRODUCT LINE COMPETENCY PROGRESSIONAL MANUAL (HR-00__)

Attachment 3: ACCOUNTABILITY AND CORRECTIVE COUNSELLING POLICY (HR-0030)

Attachment 4: DRUG AND ALCOHOL POLICY / SUBSTANCE ABUSE POLICY (HR-0003)

Attachment 5: ELECTRONIC COMMUNICATIONS POLICY (HR-0005)

Attachment 6: NON-DISCLOSURE AGREEMENT (HR-0006)

Attachment 7: DAYS OFF REQUEST FORM (HR-0010)

Attachment 8: SHOP TOUR CHECKLIST (HR-0019)

Attachment 9: SOCIAL MEDIA POLICY (HR-0020)

Attachment 10: BENEFITS SUMMARY BOOK