

Hiring Policy -

Weber Manufacturing Technologies Inc.

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Midland, ON

POLICY NAME	Hiring Policy			POLICY NO.	
EFFECTIVE DATE		DATE OF LAST REVISION	04/18/2024	VERSION NO.	
APPLIES TO Apply group names to define applicable areas of staff.					
GROUP 1	Management	GROUP 2	Human Resources	GROUP 3	Employees
GROUP 4		GROUP 5		GROUP 6	

POLICY STATEMENT

Weber Manufacturing provides equal opportunity and fairness in all hiring practices and hires the most qualified individuals when filling positions. This policy ensures that all employees and candidates are considered for employment opportunities through a fair, consistent, and barrier-free approach.

POLICY SECTIONS

Job Postings

Available job openings will be posted on the company portal and on external job boards when required.

Qualified internal and external applicants are subject to the company's standard hiring processes, including application submission, interviews, and reference checks.

Certain categories of employees may not apply for internal positions, including those still in their probationary period and anyone on either a performance improvement plan or any ongoing progressive discipline program.

Recruiters & Temporary Help Agencies

Weber Manufacturing may use recruiters or temporary help agencies to assist in the hiring process. If the company uses a recruiter or temporary help agency, the company ensures they are licensed in accordance with Ontario Regulation 99/23: Licensing – Temporary Help Agencies and Recruiters, under the Employment Standards Act, 2000.

Before authorizing services from any business partners, we verify that they operate:

- As a legitimate business entity including that:
- They are appropriately registered and licensed with state authorities
- They have the necessary insurance in place
- They are not being liquidated/declared bankrupt
- Their directors are fit and proper i.e. they have no legal proceedings related to labour/ human rights abuses against them, the business or any associated businesses, they have not been disqualified from business ownership and they are not connected to a pattern of insolvent/liquidated businesses.
- In accordance with legal requirements and our responsible recruitment policy through audits and/or self-assessments as part of the tender process.

Before authorizing services from any business partners, we negotiate and sign a written legal contract and operational service level agreement

Application Submission & Screening

To be considered for any open, posted position, internal and external candidates must submit a job application to human resources that includes a current résumé.

Applications will be reviewed by human resources and the hiring manager based on the qualifications of each candidate in relation to the requirements in the job posting. Candidates deemed most qualified will be invited to complete the next stage in the recruitment process, which may include a test and an interview.

Candidates who for any reason do not meet the requirements for a position may re-apply for future job postings and receive equal consideration to other candidates. Applicants who do not meet the requirements receive notification in writing from human resources.

Human resources must be notified of all interviews conducted. Questions asked during interviews must be consistent across all candidates to ensure an equitable and unbiased process. Upon completion of all scheduled interviews, the results are reviewed by the hiring manager and human resources to determine which candidates should proceed to the reference check stage.

All interview documentation, including notes and scoring for each candidate, must be forwarded to human resources. Interviewees who are not selected receive notification in writing from human resources within two weeks of the closure of the position.

Human resources conduct background checks on all potential candidates for employment at the company. Background checks are designed to ensure that the candidate does not impose a significant risk to our business, employees, or customers. The company will ensure that record checks are used only for necessary positions and are in compliance with the *Ontario Human Rights Code*.

Reference checks are conducted only for candidates who have been selected through the interview stage. References are checked to verify information contained in the candidate's application form, on the résumé, and provided through the interview to ensure a candidate's qualification for the position. Weber Manufacturing does not ask questions pertaining to any prohibited ground under human rights legislation and keeps its questions to the candidate's knowledge, skills, abilities, and competencies.

Family Members

Weber Manufacturing accepts and considers job applications from members of a current employee's immediate family if the candidate has all the requisite qualifications. An immediate family member will not be considered for employment if doing so might create a direct or indirect manager-subordinate relationship with the family member, or if their employment could create a real or imagined conflict of interest. For the purposes of this policy, immediate family members are a spouse, partner, parent, sibling, child, grandparent, or any in-laws or step-relations.

Former Employees

A former employee who left the company on amicable terms may be eligible for reemployment. Former employees who left the company without proper notice, or whose employment was terminated for disciplinary reasons, are ineligible for reemployment.

Students

Human resources may attend job fairs at educational institutions to attract student talent. For student placements, human resources may work directly with educational institutions to advertise student work opportunities and recruit student talent for specific work terms. Student placement opportunities are not required to be posted internally before they are posted externally. Student applicants are otherwise subject to the company's standard hiring processes, including application submission, interviews, and reference checks.

Students are eligible for consideration for temporary employment if they:

- Are enrolled in a full-time degree, diploma, or certificate program, or participate in a recognized co-op student work program;
- Are eligible to work in Canada;
- Have a valid Social Insurance Number;
- Are at least 16 years of age;

Offer of Employment

Weber Manufacturing gives a conditional offer of employment to applicants selected through the application and interview process. Job offers are contingent on the applicant's agreement to company policies, successful reference and background checks, and any other conditions applicable to the position that are required of the employee.

If an applicant accepts an offer of employment, they are considered an employee of the company and receive a start date and required location to report for duty.

Employee orientation is provided, which includes workplace policies, rules, and regulations, as well as other job-specific information designed to assist the employee in their duties. Authorization forms and policies must be signed during this period of orientation.

Responsible Recruitment Standards

Weber Manufacturing is committed to ensuring responsible recruitment practices are followed internally and with external partners.

Responsible recruitment means recruiting all workers' lawfully and in a fair and transparent manner that respects and protects their rights throughout recruitment, work and post-termination. Unethical and unprofessional recruitment practices that drive worker exploitation will not be tolerated. Our policies are reviewed regularly to ensure other human rights and operational policies & processes are consistent and do not conflict with our responsible recruitment practices.

Recruitment fees

We will ensure no migrant worker pays for their employment, the costs of recruitment will be borne not by the worker but by the employer. The costs and fees associated with recruitment, travel and processing of migrant workers from their home community to the workplace, including through to return when the relocation is not permanent, shall be covered by the employer. Weber should pay the costs of recruitment directly to the extent possible. When not possible, or where the migrant worker is legally required to pay a fee or cost directly, the migrant worker shall be reimbursed by the employer as soon as practicable upon discovery.

Working Time

We believe that when workers work reasonable hours and have enough rest, they are safer, healthier and more productive. As part of this commitment, Weber has developed and will continue to maintain and strengthen practices, working collaboratively with each business partner, designed to ensure that working time is managed and does not exceed applicable national laws, labour standards and contractual limits.

Working time encompasses:

- Any period during which a worker works at the disposal of their employer/recruiter, Labour User, or other business partners and carries out their activities or duties (including periods during which the worker is requested not to leave the workplace, e.g. as part of strict food hygiene rules or during short periods workers cannot work, e.g. machinery breakdown).
- Any period during which a worker is receiving work-related training (including induction and any probation period).
- Any additional period which must be treated as working time according to national law or applicable contract.

Weber commits to conform with legal and other requirements listed below:

- Manage working time to ensure it does not exceed working time maximum limits
- Clearly inform workers of the working time that applies for each for each job/all work they will undertake before they start (or migrant jobseekers travel), so that then can make a voluntarily informed decision about whether to accept.
- Ensure that working time is accurately recorded
- Monitor all working time and takes proactive measures to prevent maximum working time limits being exceeded.
- Ensure that any overtime worked is genuinely voluntary and distributed fairly and equally.
- Investigate and remediate any cases where working time has exceeded maximum working time limits.

Freedom of Association

Weber believes that all workers, regardless of rank or grade, have the right to form and join trade unions or independent worker representative committees of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, we encourage and support parallel means of independent and free association and bargaining.

Legal Eligibility to Work

Weber will ensure that all workers have the legal eligibility to work in the job roles, countries and regions in which they are deployed.

- Jobseekers are asked to present an original, legal and allowable Identity Document (ID) e.g. passport or ID card, and if necessary, visa document(s) which establish their legal eligibility to work. The document is checked to ensure the worker is above the legal minimum age.
- Requirements and guidance set out in national immigration law is followed to firstly check that each presented document establishes that the worker is eligible to work in the countries, regions, employers and jobs they will be

deployed to, and secondly that the document is checked as genuine to ensure there are no reasonably obvious signs that the document is pseudo or counterfeited.

- Where workers have a time limited legal eligibility to work, the expiry date is recorded at application stage, and the individual is alerted before expiry so that documents can be renewed in a timely manner. Support and guidance is provided, without charge, to assist workers to renew documents where needed.

Recruitment Agencies

We carry out appropriate ongoing due diligence with all labour recruiters/providers/ intermediaries and take proactive steps to address issues where they are identified. Due diligence may include:

- Regularly communicating our responsible recruitment expectations and requirements
- Overseeing the recruitment of workers undertaken by labour recruiters/providers/ intermediaries
- Ensuring that workers can easily report confidentially any complaints or concerns related to our business
- Regularly interviewing a sample of workers to understand whether they have any complaints or concerns with the labour recruiter/provider/intermediary

Grievance Process

All candidates, employees and contractors are asked to report any concerns about recruitment practices immediately to the Human Resources Department so it can be investigated and corrective actions implemented when required.

We regularly monitor and review our performance on labour supply chain due diligence, take actions for improvement and communicate openly on our progress with our labour supply chain.

RELATED POLICIES AND OTHER REFERENCES

- Record Check Policy
- Code of Ethics
- Illegal Labour Policy

ROLES AND RESPONSIBILITIES

List the job titles and business offices directly responsible for the policy.

ROLE	RESPONSIBILITY
President	Ensure effective labour supply chain due diligence
Human Resources	Source and evaluate recruitment agencies Oversee the application and screening process Complete the offer of employment process. Upholding our business commitment to Responsible recruitment practices Conduct grievance investigations and associated correction action measures
Management	Follow hiring and onboarding procedures Support and cooperate in investigation processes.
Employees	Report any potential policy non-conformance through the grievance process.

TERMS AND DEFINITIONS

Define any acronyms, jargon, or terms that might have multiple meanings.

TERM	DEFINITION

VERSION HISTORY

VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR

APPROVAL AND REVIEW

ADDITIONAL NOTES

