

Hiring Policy

Equal Employment Opportunity (EEO) Statement:

Shakti by TELUS is committed to providing equal employment opportunities to all individuals regardless of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by applicable laws.

1. Application Process

- Anyone who wishes to be considered for employment may submit an application through the hiring form on our public website.
- The hiring form includes all relevant questions to begin the hiring process.
- If you are a new applicant to Shakti by TELUS, and selected for an interview, you will be sent an email inviting you to schedule a virtual meeting with our hiring team.
- If you are returning staff that is being included in the welcome back email you will be forwarded to the upcoming onboarding process.

All applications will be reviewed by two members of the Trees Team and one representative from the Leadership team, Shakti by TELUS uses a group consensus to try and eliminate or minimize any bias or discrimination in the selection process.

2. Interviewing Process

- Interviews will be conducted with applicants and the hiring team consisting of members of the trees team and the leadership team.
- Interviews will be a combination of relevant work experience and behavioral interview style.

3. Selection Criteria

- Will consist of relevant skills, qualifications and experience for the position one is applying for.
- Must speak and read in english with an ability to comprehend our company policies, procedures and training.
- Ensure that you are appropriately physically fit to perform their work tasks.
- Are not suffering from injuries or illnesses that prevent you from performing the work task you are applying for.
- Must be over 18 years of age.
- Must be able to provide a negative drug and alcohol test as a safety sensitive position requirement.
- Must have valid government certified Identification.
- Must be able to access online services for signing documents, submitting forms and general email communication.
- If you are applying for a position that requires driving such as Supervisor, Equipment Maintenance, Tree Delivery etc. you must have a valid driver's license and provide a current driver's abstract.
- You must be able to organize transportation to the company start work meeting location and back home once your contract has ended.

- You must be able to complete and submit all third party certifications before beginning work.
- You must be able to complete the online training portal and be able to access online training portals over the course of the season.

4. Reference Checks and Background Checks

- References provided will be contacted to ask for character references and to verify any relevant job related qualifications
- References will be completed before or after the virtual interview. There must be a signed consent from the candidate with their authorization to check references. Including your references in the application form will be considered signed consent.
- Reference checking will be broken down into two considerations: Job information (job duties, dates of employment, salary range), and the personal information and evaluative opinion.
- A candidate always has a right to see the factual job information. The personal information and evaluative opinion can be protected under section 19 of the FOIP Act.
- Shakti will ensure to keep the process of reference checking confidential.
- Shakti ensures that these checks are conducted in compliance with applicable privacy laws.

5. Offer and Employment Terms

If you are a successful applicant you will be notified via email communication of your acceptance and the next steps for onboarding.

6. Onboarding Procedures

- Emails with onboarding information will be sent to successful applicants.
- Onboarding emails will include all relevant links, documents, training links and contact information.
- Third party certifications will be necessary to obtain, along with completion of online in house training.
- Safety Sensitive Position Drug Testing will need to be provided before commencing work.

7. Content of Internal Training

- Shakti by TELUS Policies and Procedures.
- Shakti by Telus Standard Operating Procedures and Lock Out / Tag Out Procedures.
- Review of the Safety Management System.
- Emergency Response Plans and Drills.
- Location and Access to Safety Forms, SDS, ERP's.
- Roles and Responsibilities and Contacts.
- Shakti by TELUS App and Website use.
- General Forest Worker Safety and Ergonomics.
- In-house and Third Party Driver Training and Equipment Use.
- In-house and Third Party ATV and Advanced ATV Training.

Mentors and mentoring: A mentor will be defined as a person who is skilled and knowledgeable in an area of work another person may wish to apply for, mentorship will be an informal ongoing process over the season including but not limited to:

- Assigning new tasks (project, safety or otherwise) associated with desired new positions and reviewing the execution of tasks over the days and weeks.
- Monitoring of adaptability to new tasks, roles and responsibilities.
- Monitoring of behavior as new tasks, roles and responsibilities are introduced.
- Monitoring of safety performance.
- Monitoring of execution of hard skills related to data entry, recording, reporting and task completion.
- Monitoring of soft skills related to leadership, professionalism, respect, accountability.
- Informal reviewing of progression on skills.
- Informal feedback on areas of improvement.
- Mentor reporting with Trees and Leadership Team Members on employees progress and giving recommendations on competency and next steps.

Who will receive mentoring:

- Anyone new to their role will be paired with an experienced worker for the first month of their employment.
- Anyone learning supervising skills will be placed with a supervisor mentor for the first two months of their contract.
- Anyone working in the Trees or Leadership team will receive 1:1 mentorship from someone more skilled and experienced than they are.

8. Third Party Training

- First Aid
- H2S Alive
- WHMIS
- CSO
- Fatigue Management
- Joint Health and Safety Committee Roles and Responsibilities
- Blood Borne Pathogens
- Resource Road Driver Training
- ATV and Argo Operation

9. Competency Evaluation

- All In-House Training will be accompanied by quizzes specified for that training module. All employees must answer 80% of questions correctly in order to pass.
- All third party training competency evaluation will be concluded from the presentation of a valid certification.
- Driver and ATV Training and competency will be assessed mid season by certified driver trainers.
- All new employees or employees wishing to apply for a new role will receive a formal interview with relevant Tree and Leadership Team members after their mentorship period has ended to assess readiness for the new position.

10. Change of Job Description

When an employee's job description is altered to include new duties or the use of a new piece of equipment, the employee will receive supplemental training and/or supervision by a competent individual.

Supplemental training, on-the-job training and/or supervision will continue until the employee is deemed competent and able to work independently.

11. Confidentiality

Shakti is committed to protecting and ensuring the privacy of all applicants throughout the hiring process.

Review: As part of our commitment to ongoing safety improvements this policy and procedure will be reviewed once every three years and or in the event of a safety incident.

Reviewed on 3/13/2024

Reviewed on 12/5/2024

New, Young, Short Service Workers Policy

Purpose:

TELUS Environmental Solutions Inc. O/A Shakti Reforestation (Shakti by TELUS) recognizes the unique challenges associated with new, young, and short-service workers and is committed to ensuring their safety, well-being, and successful integration into the workforce. This policy aims to establish guidelines for the effective management of these workers during their initial period of employment.

Definitions:

- *New Worker:* Any employee within their first month of employment with Shakti by TELUS.
- *Young Worker:* Any employee within their first 6 months of employment, irrespective of age.
- *Short Service Worker:* Encompasses both new and young workers during their initial employment period.

3. Risk Identification:

Common risks associated with new, young, and short-service workers may include:

- Inexperience
- Lack of training, orientation, and supervision
- Limited understanding of the workplace
- Insufficient preparation for job demands
- Exposure to more hazardous tasks
- Hesitancy to seek clarification or ask questions

4. Training:

Review Hiring Policy Training Guideline

5. Mentoring and Expectations:

- Ensuring pairing new staff with experienced employees during the initial period.
- Shakti by TELUS will ensure ongoing supervision at the worksite to address challenges promptly.
- Shakti by TELUS has an established open line of communication to address concerns and questions.
- All persons new to tree planting will learn and use hand tendonitis taping techniques to help in the prevention of tendonitis related to tree planting. Planters will be supplied with Leukotape.

6. Visible Identification Program

- Identification will consist of company meet and greet, introducing the team to each other and their relevant experience, training and relevant medical information.
- Supervisors will be introduced to new employees and made aware of their skill level.
- Trees Team and Leadership Team will also be informed and introduced to new employees for mentorship and monitoring benefit.

7. Monitoring and Assessment

Review Hiring Policy for Mentorship Guidelines

8. Completion of Program

- Will consist of an exit interview with relevant Tree and Leadership Team Members
- Purpose of the completion interview will be to assess the new workers competency and comfort with position and to assess if any further training is necessary.
- Provide additional training and support as needed.

Conclusion: By adhering to these guidelines, Shakti by TELUS is committed to fostering a safe and supportive environment for new, young, and short-service workers.

Review: As part of our commitment to ongoing safety improvements this policy and procedure will be reviewed once every three years and or in the event of a safety incident.

Reviewed on 3/13/2024

Reviewed on 12/5/2024