

THE
AUTHENTIC
T-SHIRT COMPANY®



WORKING FROM HOME POLICY

Intent

The Authentic T-Shirt Company®/SanMar Canada's is committed to ensuring the health and safety of all employees whether working onsite or working remotely. The purpose of the Working from Home Policy is to help all employees understand that working from home is an extension of the workplace, and the Workers Compensation Act and Occupational Health and Safety Regulation still apply. This policy is meant to help you to understand the roles, duties and responsibilities in maintaining a safe and healthy working environment.

Expectations

All employees, including management, are **required** to take all necessary steps to assess their workspace and report any potential hazards to their direct manager. This is crucial in ensuring a safe working environment *at all times*; which includes the following:

- All employees must contact their manager or supervisor immediately in the event of an emergency
- In the event of an emergency, all workers must have a safe location to evacuate to
- All work related injuries must be reported to your direct manager immediately and a First Aider or JHSC member will be in contact to conduct an inquiry on the work related incident
- All managers must communicate regularly with their team members to guarantee adequate working conditions and ensure all team members report unsafe conditions and activities directly to them. Examples of unsafe working conditions may include the following:
 - Environment
 - Electrical safety
 - Ergonomics
 - Slips, trips and falls
 - Violence
 - Working alone
- Anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home; symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, runny nose, loss of smell/taste, headache, fatigue, diarrhea, loss of appetite, nausea/vomiting, muscle aches, stuffy nose, dizziness/confusion, abdominal pain, skin rashes or discoloration of fingers/toes. All employees are required to report their symptoms to their manager immediately.

The Working from Home Policy is susceptible to changes and may be adjusted with the introduction of additional governmental guidelines in accordance with the Workers Compensation Act and Occupational Health and Safety requirements.

Failure to adhere to these requirements will result in a reminder of mandated adherence to this Policy as well as immediate disciplinary action up to and including termination of employment for cause.

Acknowledgement and Agreement

I, _____, acknowledge that I have read and understand the Working from Home Policy at The Authentic T-Shirt Company®/SanMar Canada. I agree to adhere to this policy.

Employee Name (Please Print)

Date

Employee Signature

Manager Signature