



COVID-19 POLICY

Intent

The health and safety of The Authentic T-Shirt Company®/SanMar Canada's employees is of paramount importance. Working in conjunction with the Communicable Disease Policy and Warehouse Personal Protection Equipment (PPE) Policy, all employees working at any SanMar Canada location must follow Public Health Agency of Canada's recommendations to prevent the spread of COVID-19.

Expectations

If you are exhibiting symptoms of COVID-19, even if mild, do not go to work. All employees are required to report their symptoms to their manager immediately. If feeling unwell, please refer to the self-assessment links per region and follow provincially guided recommendations:

- BC: <https://bc.thrive.health/>
- AB: <https://myhealth.alberta.ca/Journey/COVID-19/Pages/COVID-Self-Assessment.aspx>
- MB: <https://sharedhealthmb.ca/covid19/screening-tool/>
- ON: <https://covid-19.ontario.ca/self-assessment/>
- QC: <https://ca.thrive.health/covid19/en>
- NS: <https://ca.thrive.health/covid19/en>

The Company can lawfully request that employees provide information regarding COVID-19, to the extent that it directly relates to ensuring the health and safety of employees in the workplace. If you are managing your illness at home, please abide by Provincial regulations and Public Health Agency of Canada with regards to COVID-19 isolation and/or testing requirements. Links are provided below for reference to each Province:

- British Columbia: <https://www2.gov.bc.ca/gov/content/covid-19/info/response>
- Alberta: <https://www.alberta.ca/coronavirus-info-for-albertans.aspx>
- Ontario: <https://covid-19.ontario.ca/>
- The Company will follow up to ensure a return to work when it is safe to do so

Travel Requirements into Canada

- For eligibility and travel requirements please reference: <https://travel.gc.ca/>

Personal Protective Equipment (PPE) is optional based on Provincial regulated dates, please refer to these for your location. PPE is provided for all employees at all locations:

- PPE for the purpose of this policy is in reference to disposable face mask and gloves

Getting Vaccinated

The Company will abide by Provincial regulations for mandated rules to allow employees to take paid leave for COVID-19 vaccinations. Please check with your manager or HR Representative if you are eligible for paid time off to get vaccinated. All employees are required to work with their manager or supervisor when scheduling time off to get vaccinated.

It is the expectation that all employees will treat each other with respect and dignity in the workplace. The Authentic T-Shirt Company®/SanMar Canada will not tolerate any circumstances of mistreatment thus the Workplace Violence, Harassment and Bullying Policy applies.

The COVID-19 Policy is susceptible to changes and may be adjusted with the introduction of additional governmental guidelines in accordance with Health Canada's recommendations. The Authentic T-Shirt Company®/SanMar Canada will treat the private health and personal data of each employee with high confidentiality and sensitivity. 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. Team members have the responsibility to report all violations of this policy to their direct manager. If the violation includes management, contact your HR Representative immediately.

Acknowledgement and Agreement

I, _____, acknowledge that I have read and understand the COVID-19 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