



FULL-TIME EMPLOYMENT POLICY

Mission Green Buildings is committed to hiring full-time employees as the basis of our workforce, as defined by 37.5 hours per week minimum. Full-time employment, with the appropriate pay and benefits, is a necessity for individuals and families to have a measure of stability and predictability regarding their personal and financial well-being. Mission Green Buildings values its employees and their well-being, as they are the greatest asset of the firm. Full-time employment benefits not just the employee but their families and communities as well.

We are also committed to flexible working arrangements to accommodate valuable team members who do not wish to be in full-time employment.

Since all employees are hired for an unspecified duration, the following classifications do not guarantee employment for any specific period of time. All employees fall in one or more of the following classifications:

Regular Full-Time Employee:

An employee who regularly scheduled to work at least 37.5 hours per week, excluding meal periods.

Regular Part-Time Employee:

An employee who is regularly scheduled to work less than 37.5 hours per week, excluding meal periods. Part-time employees are not eligible for employee benefits unless specifically provided otherwise in this Manual or required by law.

Temporary Employee:

An employee who is hired on a daily, temporary or seasonal basis, usually for not more than 180 working days. This includes co-ops and interns, and are typically hired because of seasonal or unusually high workloads. Temporary employees are not eligible for any company-sponsored benefits, but are eligible for general holiday or general holiday pay and vacation or vacation pay according to the Alberta Employment Standards Code.

Matt Grace, President, 17th May 2018

Andrej Simjanov, Director (June 19, 2018)