

RESSOURCES HUMAINES		
	Politiques et Procédures	Date de révision: 19 avril 2022
PPFTE-0016	Work Equipment Allowance Policy	Date de création: 29 mars 2022

Goal:

The purpose of the Work Equipment Allowance Policy is to ensure fairness for all employees who require specific work equipment based on their position. The employer will make available to employees in need of equipment an allowance for the purchase of work clothing.

Process manager:

This process is established and managed by the Human Resources department

Responsability :

The application of this process, overseen by human resources, is the responsibility of:

- The General Management of Drilling FTE Drilling
- The Human Resources Department

Application:

This process applies to all of the following stakeholders:

- Any employee required to visit a mine site

Process:

The allowance for the purchase of work equipment is intended as a tool to enable employees in the mining sector to be suitably equipped for their job-related activities. The employee receives an allowance of \$50 per month, for a total of \$600, annually, for the purchase of work clothing through Forage FTE's boutique, to enable the acquisition of necessary clothing. Details of this allowance, as well as the items accepted, are listed below. Independently, an amount of \$200 + tx is allocated annually for the purchase of boots. **Only work boots may be purchased outside the boutique.**

Allocations are renewed on January 1, and unused credits from the previous year are transferred to the following year.

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Authorized work equipment for allocation:

Clothing accepted :

- High-visibility orange clothing

Boots:

The following items are accepted:

- Work boots with steel toecap and metatarsal protection
- Winter boot covers (Neos)

Coveralls:

Each year, starting January 1st, 3 unlined coveralls will be give to all employees of the Operations and Manufacturing Departments.

*Photos of accepted work equipment can be found in Appendix I

*Photos of NOT accepted work equipment can be found in Appendix II

As for personal protective equipment (PPE): goggles, helmet, gloves, mask, ear muffs, etc., employees must make sure they have this equipment before setting off on a worksite. This equipment is reimbursed at 100%. Here are the accepted items:

<https://www.princessauto.com/en/hard-hat-attachable-hearing-protectors/product/PA0008564437?srsId=AfmBOoode9Q5QQxBORh5798Fv4A5zL36MdKoAIdRT7vO-60TNvh6tWPLKvI&gStoreCode=55>

<https://canadaweldingsupply.ca/products/3m%E2%84%A2-peltor%E2%84%A2-ear-muffs-x-series?variant=10549810692140>

https://safety-supplies-canada.com/fr/hearing-protection-ear-plugs/hardhat-earmuffs/peltor-optime-95-series-earmuffs/?sku=H6B/V&utm_source=googleshopping&utm_medium=cse&srsId=AfmBOorT7Prvs1NZn99JD5LFTasV1w9ndJAVT8Gj1mIgKlxRGfcfXtv3cg

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https://www.tenaquip.com/produit/3m-respirateur-a-demi-masque-serie-6500ql-avec-mecanisme-de-bascule-quick-latch-silicone-moyen-6502ql-sej783?gad_source=1&gclid=EAlaIqobChMIm4bW3rugigMVC2NHAR0mwTCTEAQYASABEgK_5vD_BwE

During the probationary period, i.e. the employee's first 3 months of employment with FTE, the employee must purchase equipment in accordance with the list of authorized items (see acceptance criteria in Appendix I). The company will reimburse 50% of the allowance, i.e. \$300.

Please note that reimbursement is based on proof of receipt and invoice, and must be completed in the Expense tab of the timesheet. Only equipment accepted on mine sites will be reimbursed.

After 3 months, the unused amount will be added to the employee's profile on Forage FTE's internal store.

Unless there is a major break in the equipment (tear), which no longer allows use, the employee may not request new equipment if he/she has already received an allowance during the year.

**** In the event of quitting:** As the annual allowance is \$600, the employee is allocated an amount of \$50 per month for the purchase of work equipment, for a total of \$600. In the event that the employee leaves before the end of the year and places an order on the boutique using all his credits just before leaving, he will be entitled to the amount accumulated according to the number of months worked. For example, if the employee leaves in July after having worked 7 months, and places an order to use up the entire allowance a few weeks before leaving, he or she will be entitled to \$350. The employee will have 2 options: either he reduces his order to use the credits to which he is entitled, in this example \$350, or he keeps his \$600 order and reimburses \$250 to FTE.

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Appendix I: Accepted work equipment

Winter clothing:



ACCEPTED

Orange

Class 3 reflective strips

Removable hood

Vêtements 3 saisons :

ACCEPTED

Orange

Class 3 reflective strips

Removable hood



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Boots :

ACCEPTED

Steel cap

Metatarsal protection

CSA



8" ankle height



Coverall :

ACCEPTED

Full length

Orange with reflective stripes Type 3



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Appendix II: Work equipment NOT accepted

Winter clothing :

NOT accepted

With black band

Yellow, blue or any color other than



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3-season clothing:

NOT ACCEPTED

Color other than orange

With black stripes

With non-removable hood



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Boots :

NOT ACCEPTED

Less than 8"

No metatarsal protection

No CSA

No protective toe cap



Coverall :

NOT ACCEPTED

Other than orange

With black stripe

