

## ACI Brands Inc.

### Return to Work Policy – Section 12 - April 17, 2020

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#### Intent

The Return to Work (RTW) Policy is designed for workers who have been injured on the job, and aims to safely return workers to employment at the earliest possible date following an injury or illness. This policy applies to regular full-time and part-time employees, and will be followed whenever appropriate.

#### Guidelines

ACI Brands recognizes that our employees are our most important assets. As such, we are committed to providing a safe and healthy workplace. In the event of an accident in the workplace, all employees are expected to report the incident immediately. Should the injury cause the employee to require substantial time away from work, or create a disability that restricts their ability to work, the employee will be expected to return to work as soon as it is safe to do so, under the guidelines of the ACI Brands Return to Work Policy.

In accordance with legislative and company requirements it is mandatory that all employees participate in the RTW program. It is also mandatory that all employees who sustain a work related injury report the incident in accordance with ACI Brands protocol.

In any employee absence that shall exceed ten (10) working days and is related to an injury sustained under the employ of ACI Brands, the employee shall be required to advise ACI Brands as soon as possible to begin the process of implementing the RTW Policy.

For the company to properly implement the RTW Policy, it is important that employees provide ACI Brands with detailed information pertaining to their inability to perform their employment duties with medical documentation, so that work alternatives may be sought out.

#### Responsibilities

##### Employee

- Employees shall establish and maintain contact with their supervisor regarding their injury rehabilitation progress. Contact should be made at least once a week.
- Employees shall obtain and follow all medical advice, and work towards full recovery.
- Shall produce documentation from their health care provider to corroborate that they cannot return to work for an extended period of time, and whether or not a RTW plan, or accommodation plan could expedite the employee's safe return to work.
- Employees shall put forth a reasonable effort to return to work safely, as early as possible.
- Employees shall provide their ACI Brands contact with all pertinent information that could aid in the establishment of RTW options.

##### Supervisor

- Shall maintain and document all contact conducted through the duration of the employees absence.
- Identify employment opportunities based on the returning employees' abilities and limitations.
- Establish a timeline for the return of the absent employee, and any changes in their ability to work.
- Shall take an active part in the planning and implementation of return to work arrangements for the employee.

## Human Resources

- Shall establish and maintain communications with employees whose absence relating to a workplace injury exceeds ten (10) days.
- Shall request that the employee produce documentation from his/her physician to establish his/her physical and mental abilities and any information on limitations resulting from the injury.
- Will coordinate and implement the RTW process.
- Provide the absent employee with information regarding the RTW process, and ensure that they understand the procedures, and their responsibilities.
- Shall communicate with the employee, supervisor, and attending physician to ensure a complete understanding of the absent employees abilities, possible job restrictions, the physical job demands required, and a timetable for a return to work.
- Shall attempt to find an appropriate job match in the event that an injured employee cannot return to their pre-injury position.

### Return to Work Job Offer

When appropriate work for the injured employee is found, and conditional upon the physician giving clearance for work, a written job offer letter will be prepared by ACI Brands and mailed to the employee. The letter will note the medical clearance, start date, hours, wage, duration and location of the work assignment. The employee will be asked to sign the bottom of the letter indicating acceptance or refusal of the job offer and to return the letter to HR.

### Termination of Employer's Obligation

In the event that an injured employee has been offered re-employment, and the worker has refused the ACI Brands offer, the employer's obligation to re-employ is ended.

### Legal Compliance

ACI Brands shall honor this policy in accordance with state, provincial and federal laws. Injured employees will be treated fairly and consistently.