



Inclement Weather Policy

1. Policy Statement

Inclement weather is any severe or harsh weather condition, such as blizzards, flooding, violent storms, etc.

The safety our employees is of utmost importance, and, in instances of extreme weather conditions posing any serious danger, Limen will consider closing our offices, yard and jobsites, and take steps to notify employees immediately

2. Purpose

When severe weather conditions pose a hazard to our employees' personal safety, it can be a significant barrier to our operations, and on such occasions Limen's offices, yard and jobsites may be required to close. This policy outlines the procedures for notification and employee responsibilities.

3. Scope

This Policy applies to all individuals that work for Limen including but not limited to full-time, part-time, temporary and contract employees, independent contractors, volunteers and employees of third party contractors or subcontractors that Limen engages to perform work at its facilities.

4. Business Closure

Limen will remain open and in full operation during regular hours, weather permitting. Poor weather conditions may sometimes make it difficult for employees to travel to work, but they are expected to plan ahead and/or make arrangements which will enable them to arrive safely and as soon as possible. However, under severe weather conditions, a decision may be made to restrict operations or to close altogether.

The decision to close, or to restrict certain activities, will not be made lightly. Some services and facilities may be closed only under the most extreme circumstances, and others must be maintained regardless of the weather. Only when the situation is extreme will the President, or designate, make a decision to close operations.

Closure Prior to start of Work day

If possible, the President, or designate, will make the decision by 6:15 a.m., to cancel or restrict operations, and will communicate this decision to the Health and Safety Manager.

The Health and Safety Manager will make immediate arrangements for communications to be sent out



During inclement weather, Limen staff are responsible for informing themselves about possible closure of operations.

To check the status of Limen operations:

- Check your Limen e-mail
- Visit Limen’s website at www.limengroup.com
- Call your immediate supervisor

Employees

In the event of a complete closure due to inclement weather, employees will be granted time off without loss of pay. However, if no announcement has been made on the above listed communications channels, employees are expected to make best efforts to report for regularly scheduled duties. Should they be unable to do so, they are expected to contact their immediate supervisor as soon as possible to advise of their anticipated absence or delay. In such cases, employees will normally be provided the opportunity to select from the choices listed below to cover missed times:

- using annual vacation or personal business leave days (if absence is a minimum of one half day or a whole day);
- taking leave without pay.

Closure after work day has commenced

In the event that the President, or designate, chooses to close operations once the working day has already begun, an internal announcement will be made via email to all employees, in addition to posted at the above channels. Employees are expected to inform anyone external to Limen who is expected to attend Limen facilities that day about the closure.

Antonio Lima, President

February 20, 2019

Date