

Health and Safety

| Health and Safety Policy |

Prodigy Ventures and all of its subsidiaries are committed to providing and maintaining a safe and healthy work environment for all employees in compliance with legislative requirements and industry standards by:

- Striving to eliminate all foreseeable hazards in the workplace and protect employees from injury and occupational disease;
- Respecting employee's rights to refuse work that they believe is dangerous to either their own health and safety or to that of others;
- Respecting and encouraging employees to report all accidents, incidents and health and safety hazards immediately; and
- Ensuring that no penalties or disciplinary action will be taken over legitimate health and safety concerns to employees.

Prodigy's management and its employees equally share the responsibility for reducing accidents and absenteeism by performing their jobs in a safe and healthy manner. Managers are responsible for ensuring that employees work in compliance with established safe work practices and procedures.

Incident & Accident Reporting:

Any incident or accident that occurs on the job is to be reported immediately to the manager and Human Resources, no matter how slight. First aid kits are located under the coffee stations in the kitchen.

Unsafe Working Conditions:

Employees are asked to report any safety hazards immediately to their manager. Lifting, lowering or moving objects should be done in a safe manner. As well, main isles, emergency exits and areas surrounding the fire extinguishers should be kept free of all obstacles.

| Influenza and Pandemic Safety Measures Policy |

Prodigy is committed to the health and overall wellbeing of our team members. Part of our commitment to you is that we will take necessary precautions to limit any work-based exposure to pandemic viruses, as well as provide the necessary support to team members impacted by any such illness.

Preventative Measures

Every team member should take the following preventative measures to help reduce the transmission of influenza and/or other pandemic viruses:

- Wash hands often with soap for at least 20 seconds and use alcohol-based hand sanitizer frequently.
- Cough or sneeze into your arm. If you use tissues, please dispose of them immediately and wash your hands.
- Get immunized. More information regarding available vaccines is available from [Heath Canada](#) and the [Centers for Disease Control](#).
- You should make every effort to keep your workspace clean.
- If you feel ill or get sick, please stay home and limit social interactions.
- See a health professional if you experience flu-like symptoms.

Exhibiting Symptoms of Coronavirus (COVID-19) or Other Pandemic Virus

Team members who have influenza like illness are strongly encouraged not to come to work and should remain home until they are free of fever (100° F [37.8°C]) for at least 24 hours, or signs of a fever without the use of fever-reducing medications. If you are working on site at a client, you are required to follow client site policies regarding influenza and pandemic safety measures, as directed by your client site manager.

Contact both your Prodigy and Client Site managers to advise them of the situation.

Many people with influenza illness will continue shedding the influenza virus 24 hours after their fevers go away, but at lower levels than during their fever. Therefore, when team members who have had influenza-like illness return to work they should continue to practice good respiratory etiquette and hand hygiene as outlined under the Preventative Measures section. Because some people may shed influenza virus before they feel ill, and because some people with influenza will not have a fever, it is important that all people cover their cough and wash hands often.

Business Travel

Do not travel if you are ill or exhibiting flu like symptoms. Updates regarding travel bans can be found on [the government website for travel and tourism](#).

If the influenza and/or pandemic severity increases, travelers should be prepared for travel delays, health screenings, and other activities targeted towards travelers.

If the severity of the outbreak worldwide increases in the fall or winter, public health officials may

recommend social distancing strategies, which include canceling non-essential travel and travel restrictions may be enacted by some countries which may limit the ability of team members to return home if they become ill while travelling. If such conditions develop, the Company may cancel all non-essential travel.

| Disconnecting From Work Policy |

Prodigy Ventures values the health and well-being of employees. Disconnecting from work at appropriate times is vital for a person's well-being and sustaining a healthy work-life balance. Disconnecting at appropriate times also enables employees to work more productively during their actual working hours and reduces the likelihood of employee burnout.

This Disconnecting from Work Policy (the "Policy") supports each employee in disconnecting from work outside of their normal working hours, subject to reasonable exceptions.

This Policy will be governed by and interpreted in accordance with all applicable legislation, including (but not limited to) Ontario's Employment Standards Act, 2000 (the "ESA") and Occupational Health and Safety Act.

The purpose of this Policy is to demonstrate the Company's support for employees to disconnect from work when appropriate to assist in achieving a healthy work-life balance, regardless of whether employees are working in the workplace, remotely or in a flexible working arrangement.

Due to the evolving nature of the Company's business, the Company may amend this Policy as it deems appropriate.

Disconnecting from Work

"Disconnecting from work" under this Policy means not engaging in work or work-related communications, including emails, telephone calls, video calls or sending or reviewing other messages such that employees are free from working outside of their normal working hours in accordance with the ESA and this Policy, including the exceptions detailed below.

Employer, Management and Employee Obligations

The Company, its management and employees must work together to ensure that everyone is able to disconnect from work outside of normal working hours in accordance with this Policy.

1. Employer Obligations
 - i. To provide new employees with a copy of this Policy within 30 days of the employee's start date
 - ii. To review and amend this Policy as often as may be required
 - iii. To provide existing employees with a copy of any amended versions of the Policy within 30 days of the amendment

- iv. To provide employees with information regarding their normal hours of work given the nature of their work and any other information required to assist employees with complying with this Policy
- v. To take all reasonable steps to ensure that management and employees are able to disconnect from the workplace at appropriate times as detailed in this Policy; and
- vi. To refrain from penalizing or taking any other reprisal action against employees who have questions regarding this Policy or request compliance with it. Legitimate employer direction and/or corrective action towards employees is not considered “reprisal action”.

2. Management Obligations

- i. To take all reasonable steps to ensure that the employees under their management are able to disconnect from work outside of their normal hours of work in accordance with this Policy
- ii. To try to resolve any employee concerns about this Policy
- iii. To advise employees of the limited instances in which they may be expected to perform work outside of their normal hours of work; and
- iv. To refrain from penalizing or taking any other reprisal action against employees who have questions regarding this Policy or request compliance with it. Legitimate management direction and/or corrective action towards employees is not considered “reprisal action”.

3. Employee Obligations

- i. Take all reasonable steps to ensure that they effectively manage their work and work-related communications during their normal working hours
- ii. To fully cooperate with any time recording methods which the Company uses to track hours of work
- iii. To take all reasonable steps to ensure that their colleagues are able to disconnect from work in accordance with this Policy; and
- iv. To notify their manager if they feel undue pressure to work or respond to work-related communications outside of their normal working hours, or if they are otherwise unable to comply with this Policy.

Working Hours

While normal working hours for Prodigy head office is 8:30am to 4:30pm Monday through Friday (excluding statutory holidays), employee working hours will vary within the Company, with each employee’s hours of work defined by past practice, their employment contract and/or by agreement with their manager. If you have any questions regarding your normal hours of work, please consult with your manager.

It is generally expected that all employees are able to complete their work, including reviewing and responding to any work-related communications, during their normal hours of work. The Company has no expectation that employees engage in work or work-related communications outside of their normal hours of work, subject to the exceptions detailed below.

If you are regularly unable to complete your work or attend to work-related communications within your normal hours of work, please notify your manager.

Exceptions

There are situations when it is necessary for employees to perform work or communicate with colleagues outside of their normal hours of work, including, but not limited to the following:

- Where an emergency or exigent circumstances arise, with or without notice
- To assist or fill in at short notice for a colleague
- Where the nature of the employee's duties requires work and/or work-related communications outside of their normal hours of work
- Unforeseeable business or operational reasons
- An employee's request or agreement to work certain hours or have flexible working hours; and
- Other unusual circumstances as your manager may advise or which are inherent to your position.

Meetings, Calls, and Work-Related Communications

Employees should make all reasonable efforts to book meetings and calls during the attendees' normal hours of work, subject to the exceptions detailed above. Similarly, employees should only review and send work-related communications during their normal working hours, subject to the exceptions detailed above.

Some employees' hours of work may differ within the Company. As a result, certain employees may attend to work-related communications outside of other employees' normal hours of work. Where this is the case, the sender should consider the timing of their communications and understand that the recipient will not be expected to respond until their return to work at the earliest. The sender should also consider all appropriate safeguards on other employees' normal hours of work, including but not limited to the following:

- Using the "Schedule Send" function for e-mail messages in Gmail or "Delay Delivery" in Microsoft Outlook, so that their message is sent during regular working hours; and
- Including a line in their e-mail signature as follows: *"I am sending you this email now because it is convenient for me. I do not expect you to respond to it outside of your normal hours of work."*

Automatic Replies

Employees are required to activate an automatic e-mail response whenever taking vacation or a leave from work. The automatic response should be sent automatically in response to all e-mail communications and advise the sender that the recipient is absent from work. The response should include the start and end date of the recipient's absence and provide an alternative contact's information. The automatic response should be active for at least the duration of the employee's absence from work.

Handheld and Remote Work Devices

Many employees used handheld devices, such as a mobile phone, laptop, tablet or other device to assist with working. Possession of these devices does not mean that an employee is expected to make themselves available for work or work-related communications outside of their normal working hours.

Questions and Concerns

Employees should consult with their manager if they have any questions or concerns about this Policy.

If any question or concern regarding this Policy cannot be resolved with an employee's manager, the matter should be raised with the Company's Human Resources department by emailing hr@prodigylibs.net.

| Office Cleanliness Policy |

Most staff at Prodigy are not in our offices full time. This means that perishable items are not maintained or replenished by Human Resources and areas cannot be cleaned or organized as often.

If you will be utilizing the office space to complete your work, please ensure to abide by the following guidelines:

- Desk stations should be left empty and clean at the end of each work day;
- Do not leave any perishable items in the desks or drawers; every single desk will be cleaned out on a regular basis. All perishable items will be thrown into the garbage, if found;
- If leaving perishable items in the kitchen or refrigerator, please ensure to follow their expiration dates and throw away items as needed. Any expired items found in the kitchen areas will be thrown away without prior approval;
- If using any kitchen cutlery or dishware, please ensure to clean, dry, and put away each item before the end of the day. The building maintenance and cleaning crew will not be doing this for you;
- Please ensure to leave the office space as you found it; there is no one available to clean up after you.

It is everyone's responsibility to ensure a clean and safe office space for all to use. Please contact [Human Resources](#) if any areas require cleaning / organization, or if you observe behaviour that does not meet our Office Cleanliness Policy.

Questions/Concerns/Suggestions

Please contact hr@prodigylibs.net to address any questions, concerns, or suggestions you may have.