



Workplace and Labour Practices

| Recruitment Practices |

Open Roles

Interested candidates can apply directly to our open roles on our [Careers Page](#). A list of our current open roles, job descriptions, and further details can be found [here](#).

Accessibility

Prodigy Ventures and all its subsidiaries is committed to providing equitable treatment and accommodation to ensure a barrier-free recruitment process and workplace. If you require accommodation at any stage during the recruitment process, please contact us at accessibility@prodigylabs.net or call 416-488-7700 ext. 4

Hiring Approval Process

All new hires, consultants, contractors and temporary employees must be approved by Human Resources and the CEO prior to an offer being presented. Hiring Managers must also review and/or update the job description for the role before it is posted.

Job Offer Process

- Once the final candidate has been selected, Human Resources will work with the Hiring Manager to finalize the employment offer details.
- If the successful candidate is internal, the Hiring Manager will work with the current Manager on job transition and start dates.
- Human Resources will generate an Employment Agreement and make a verbal offer to the candidate.

Reference Checks

Some roles within Prodigy may be subject to a professional or personal reference check prior to confirming an offer of employment. Reference checks will only be completed for full-time employee roles and may not need to be administered, depending on the role itself. Human Resources and the Hiring Manager will decide prior to opening a new role if reference checks will need to be completed.



Human Resources will obtain a minimum of two (2) successful business reference checks prior to confirming an offer of employment. If reference checks cannot be conducted prior to presenting an offer of employment, the offer must be contingent upon obtaining satisfactory reference checks.

Reference information that is collected will be kept in the employee's BambooHR file for the period of their employment and is only accessible to Human Resources and their direct Manager.

Background Checks

All offers of employment at Prodigy are contingent upon clear results of a thorough background check. Background checks will be conducted on all final candidates for full time employees and Independent Contractors.

Background checks are conducted through Sterling Backcheck and will include:

- Canadian Criminal Record Check with electronic ID Verification
- Canadian Credit Inquiry
- Canadian Cross-Identity Check

Process

An email from Sterling Backcheck will be sent to the new hire's personal email address, where they will be asked to consent and authorize these checks to be run. The new hire will be asked to fill out online forms, which include their personal details, work history, and other various pieces of information which may be necessary to run the background check.

Once the background check is returned, Human Resources will notify the hiring manager of the results of the background check. In instances where negative or incomplete information is obtained, the hiring manager and the Vice President of Human Resources will assess the potential risks and liabilities related to the job's requirements and determine whether the individual should be hired.

Completed background checks will be stored in the staff member's BambooHR file and will be only visible to Human Resources.

Staff Referral Program

At Prodigy, we believe our people are at the heart of our organization and our success. With that in mind, our team members surround themselves with a network of highly talented individuals who are likely to be a great fit with our corporate culture, values and mission. When a team member refers a candidate for an open position, this resource is incorporated into the hiring process through this referral program.

Prodigy's referral program consists of a **\$1,000** bonus awarded to a team member who refers anyone who gets hired and remains employed with Prodigy for a minimum of 3 months.



Conditions

- Both team members, the one who submitted the referral, as well as the one who was hired must be employed with Prodigy at the time the bonus payment is made.
- The bonus will become payable, in one instalment, after the new hire has completed their probationary period (3 months).
- Senior management are not eligible to be awarded the bonus for referring candidates for open positions at the company.
- Hiring Managers cannot be awarded the bonus for referring individuals for open positions in their own department.

Process

You can submit your referrals' resume in one of two ways:

- Send an email to Human Resources at HR@prodigylabs.net, including your referrals resume and the role you are submitting them for.
- Through our [Prodigy Intranet](#) under the "Referral Programs" tab on the top of the page.

| Privacy & Personal Information |

Staff Files

All staff member's personal information is stored in BambooHR, Prodigy's Human Resources Information System and is password protected. All personal details are kept **confidential** and access to most employee files is **restricted** to human resources only. The Payroll team has access to your payroll details, direct deposit information, and hours worked.

External References

Employees and Independent Contractors at Prodigy can request their direct Manager or Human Resources to provide an outside party with their confirmation of employment. There are several instances where an employment reference or confirmation of employment may be required, including mortgage approval, rental applications, Permanent Resident applications, etc.

Please contact Human Resources if you would like a written confirmation of employment letter. This letter will include your **job title, salary, employment length**, and any other requested details that may be required, depending on the use for the employment letter. For example, an employment letter being used for a Permanent Resident application will also include your current job duties.

Telephone requests from outside parties will be completed by Human Resources and is limited to confirming information above stated by the external party.



Your Manager and Human Resources can only disclose your personal employment details if they have received your **written consent** beforehand. Management and Human Resources cannot divulge any personal or employment details to any outside party without your expressed written consent.

Human Resources will not divulge any details on work performance for any current or formal Prodigy staff member.

Changes to Personal Information

Much of your personal information can be reviewed and maintained yourself through BambooHR. Please update your BambooHR profile directly with any of the following changes:

- Home Address
- Personal Email
- Personal Contact Number
- Emergency Contact Details

Please contact Human Resources directly and as soon as possible with any changes to your:

- Banking Information
- Residency Status (PR, Work Visa, SIN, etc.)
- Incorporation Details
- HST Number
- Benefit/Dependent Details
- Legal Name Updates

For any other details that you would like updated in our systems, please contact Human Resources directly for assistance.

Work Permits

If you are currently on a Work Permit in Canada, it is your responsibility to ensure that your Work Permit is renewed within the required time frame. A copy of your Work Permit is kept in your BambooHR file and Human Resources is aware of its expiry date. Human Resources will do their best to inform you of your expiring Work Permit approximately 6 months prior to its expiration to confirm you have started the renewal process. It is your responsibility to keep Human Resources informed of renewed Work Permits. Please send a copy of any renewed Work Permits to Human Resources as soon as possible to ensure your right to work in Canada.



| Probationary Period |

Probationary periods are an essential tool for both employees and for Prodigy. It gives both parties sufficient time to gauge whether the role is a good fit for the new hire and if they both want the employment relationship to continue.

All full-time employees at Prodigy are subject to a probationary period of **three (3) months** from their hire date which will allow both parties to assess fit.

Employment may be terminated anytime, and without notice, during the probationary period by either party, subject only to any entitlements you may have under the Employment Standards Act of Ontario.

Independent Contractors at Prodigy are not subject to a probationary period.

| Hours of Work |

Operating Hours

Prodigy operates Monday through Friday from 8:30am to 4:30pm EST. Staff schedules may vary depending on client requirements, project requirements, or deadlines.

Staff members who are working “onsite” for one of Prodigy’s clients may be subject to a workday of either **7.5** or **8** hours per day. You will be notified of client requirements prior to joining the client project team. Please note, client hours of work may change as your contract is renewed and requirements are updated.

Staff members who are not working directly with a client are subject to our standard operating hours; Monday through Friday from 8:30am to 4:30pm, but there is flexibility in the start and end time each day, subject to your manager’s approval. Each manager is responsible for their teams work schedules to ensure operational needs are met.

Overtime Hours

All overtime hours at Prodigy must be **pre-approved** in writing by your Manager, Project Manager and/or client. This is especially critical for any staff member working for a client as the client must approve all overtime hours worked.



If overtime hours are requested from you by one of our clients, please forward this request over to Human Resources so that we are aware and can make our Payroll team aware, as well.

Salaried employees are not subject to any overtime pay. Independent Contractors with approved overtime hours will be paid at their regular hourly wage.

| Payroll & Compensation |

Please note that the following policies and procedures for Payroll and Compensation apply only to staff at Prodigy Labs and IDVerifact Inc.

Payroll

Prodigy runs on a **monthly** payroll cycle and all employees and independent contractors at Prodigy are paid on a monthly schedule. Your pay will be deposited through direct deposit into the personal or business account provided on BambooHR on the **15th of each month**. If the 15th of the month falls on a weekend, your pay will be deposited into your account by the Friday of that week.

Full-time Employees

Your monthly pay will include your entire salary for the previous month. For example, the pay deposited into your account on February 15th is your salary for the entire month of January.

Your direct deposit will include your regular monthly wages, minus

- Provincial Tax
- Federal Tax
- Canada Pension Plan remittance
- Employment Insurance remittance
- Any unpaid time off taken
- And any other deductions you may have



Independent Contractors

Invoices submitted by independent contractors include all hours worked during one (1) calendar month, plus HST. For example, all hours worked in the month of February will be paid out through direct deposit into your business bank account on March 15th. Your direct deposit will match the amount on the invoice you submitted. More information on invoices and the submission process can be found in the [Invoices](#) section.

Pay Stubs / T4s

Pay stubs for all full-time employees are sent to your Prodigy email account approximately 1 – 2 weeks prior to that month's payroll. This will give you a snapshot of your net pay for that month, including all deductions.

T4s for all full-time employees are provided electronically within the first quarter of each year to your Prodigy email account. T4s will be sent to the personal email addresses on file of all former employees.

*Please note: It is crucial to have your updated home address on your T4s each year. Please update BambooHR with updated home addresses as soon as possible. For more information on changes to your personal info, please see the [Changes to Personal Information](#) section.

Tax Forms

Provincial and Federal tax forms are completed by all full-time employees during onboarding in BambooHR. Your tax forms will tell payroll how much provincial and federal tax to deduct from your monthly pay.

Tax forms can be updated at any time. If you have any changes to your personal circumstances, please request new tax forms from Human Resources as soon as possible to ensure accurate tax deductions are completed on your behalf.

| Timesheets & Invoices |

Timesheets

All Prodigy employees and independent contractors that are performing tasks for a client must submit a Prodigy timesheet as part of their regular job duties. These timesheets are used to accurately bill the client for your time and to confirm the hours on your invoice (Invoices are submitted by Independent Contractors Only).

Some teams within Prodigy that are not billing a client also utilize timesheets. All staff within IDVerifact, for example, also submit and complete Prodigy timesheets to assist in tracking project hours.



How to Complete your Timesheets

Filling in your Prodigy timesheets is quick and easy:

1. You will receive an email to your Prodigy account from Quickbooks requesting you to register
2. Once [logged in](#), use the “Weekly Timesheet” page
3. Select “Consulting Hours” (not Hours, Sales, etc.) as the type
4. Select your project name as the customer (If your project is not listed or unknown, please ignore)
5. Enter a description in the following format “your name – your project”
6. Enter the number of hours worked each day and click “Save”
7. There is no “submit” button, so once you hit “save”, you’re all set to go!

Timesheets do not require approvals, signatures, or client confirmation. You can also edit your timesheets at any time. Submission timeframes and requirements can be found in the following section.

When to Complete your Timesheets

You can fill in and edit your Prodigy timesheet as often as you like (daily, weekly, bi-weekly, etc.) as long as your timesheet is fully up to date and saved by:

- 15th of each month (captures all hours worked from the 1st to the 15th)
- Last working day of each month (captures all hours worked from 16th to the last working day)

We recommend setting a reminder in your calendar for these two dates each month so that a timesheet is not mistakenly forgotten.

Important Notes

Please pay attention to the following:

- Your hours should not exceed 7.5 or 8 hours per workday on average over a two week billing period (depending on your specific project).
- All overtime must be **pre-approved** in writing by your Manager.
- Depending on your project, you may also have to complete and submit a timesheet for the client (Prodigy does not have visibility into these).
- Any time off taken can be recorded by entering “0” in the hours cell of the particular day and then adding a note to explain the absence (vacation day, sick day, furlough, etc.).



| Termination of Employment |

Resignation (voluntary termination)

While we are always disappointed to see an Employee or Independent Contractor choose to leave their role at Prodigy, we are always very supportive of personal choices and understand that sometimes it is simply time to move on.

If you choose to resign from your role at Prodigy, we ask that you provide us with:

- a resignation letter, preferably through email
- a minimum of two weeks' notice prior to your final work date

Your resignation letter should be provided to your Manager and/or Human Resources and should include:

- your name
- the position you are leaving
- your intention to resign from your current position
- the length of your notice
- your final work date

Exit Interview

Once you have provided Prodigy with your resignation, Human Resources will share a Departure Discussion link with you through email. This survey will ask you questions regarding your time at Prodigy and should take approximately 10 – 20 minutes to fill out, depending on the length of your responses. Your participation and honesty are truly appreciated.

Some exit interviews may be conducted through phone by the Vice President of Human Resources.

Involuntary Termination

If Prodigy is obligated to terminate your Employment Agreement or Independent Contractor Agreement, you will be provided with written notice informing you of which termination protocols will apply.

Your written notice will provide you details regarding your final work date, payment of outstanding wages and vacation, and when your group insurance plan will terminate, if applicable.



Working Notice

If you are provided with working notice, you are still required to perform your regular job duties until your final work date, which will be specified in your working notice letter.

Termination Notice

If you are provided with a termination notice, your termination will be immediate and you will no longer be required to perform your job duties.

Return of Equipment

All Prodigy equipment, including laptops, chargers, mice, monitors, mobile phones, keys, passcards, etc., will need to be returned to Prodigy before the end of day on your final work date.

Human Resources will reach out to you directly to coordinate the return of your equipment through courier or drop off at the Prodigy offices prior to your final work date.

If you are in possession of any client own devices or equipment, please coordinate the return of these devices with your client site Manager, Supervisor, or Team Lead. You may be required to either drop it off at their offices, or ship it through courier using a shipping label provided by the client. Human Resources will be in touch with you through email to ensure the return of your equipment has been scheduled/completed with the client.

Questions/Concerns/Suggestions

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