



# THREE FORKS FARMS

Employee Manual

Updated: June 2020

## Welcome Aboard

We're pleased that you're a Three Forks Farmer. The purpose of this manual is to lay out some policies and rules at the farm. It's best to have these types of things laid out for a smooth farm operation and to avoid misunderstandings. If you have any questions about the information within, please do not hesitate to ask.

Keep this handbook for future reference. From time to time changes may be necessary, so you will be given revised pages to replace or add to your handbook.

This handbook is not an employment contract or does not guarantee employment for any determined amount of time. You have been "employed at will".

If you have any questions about the information within, please do not hesitate.

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# Employment Policies

## Personal Policy

A huge part of the success of Three Forks Farms is dependent upon its most important asset: the team. It is our objective to provide a relationship of mutual trust and respect which will allow employees to attain personal satisfaction from their work and contribute to our operations' successful growth.

Three Forks Farms' policy is to:

1. Select and hire the best qualified people without regard to race, religion, sex, age, sexual orientation, or disability;
2. Provide a wage that is competitive with those provided for similar positions in the province, and a minimum of an annual review of salaries to insure our employment is competitive;
3. Provide safe working conditions by maintaining an orderly operation and developing and adhering to policies and practices that insure the safety and health of our employees;
4. Encourage an individual's self-development by providing educational programs, training and other opportunities for skill development and advancement;
5. Be fair in the administration of our policies and practices;
6. Keep employees informed by providing open communication of developments within the operation which are of interest to them; and
7. Encourage open discussion of all ideas, suggestions, problems and matters of concern among employees and managers. (Differences of opinion, complaints and problems may occur. When this happens, a fair hearing will be given to all viewpoints to develop a positive solution.)

## **WHAT THREE FORKS FARMS EXPECTS FROM YOU**

Your first responsibility is to know your own duties and how to do them promptly, correctly, safely and pleasantly. Secondly, you are expected to cooperate with your fellow co-workers and maintain a good team attitude. How you interact with fellow co-workers and our clients, and how you accept direction affects our success. Consequently, whatever your position, you have the important assignment to perform every task to the very best of your ability. The result will be better performance for us overall and personal satisfaction for you.

## Equal Employment Opportunity

Equal opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without discrimination on the basis of their race, religion, sex, age, sexual orientation, or disability.

For purposes of layoffs, the employee's qualifications, including ability to perform the work and physical fitness and service, will be considered without regard to race, religion, sex, age, or sexual orientation.

All compensation and benefit programs will be administered without regard to race, religion, sex, age, sexual orientation, or disability.

## Outside Employment

Other employment is acceptable as long as it does not:

1. Interfere with the individual's responsibilities to Three Forks Farms (job performance, availability for scheduled working hours, etc.);
2. Cause or contribute to a negative public image of Three Forks Farms.

## Harassment

It is the goal of Three Forks Farms to provide a work environment free of tensions involving matters which do not relate to Three Forks Farms' operation. We do not permit any form of harassment including but not limited to ethnic, sexual orientation, religious or sexual harassment involving any of its employees. Actions or remarks involving ethnic, sexual orientation or religious animosity, or conduct of sexual nature will not be tolerated.

Employees without fear or reprisal, have the responsibility to bring any form of harassment to management's attention. Complaints concerning harassment will be investigated by Three Forks Farms promptly in a confidential manner and the results will be reviewed with the persons involved.

Disciplinary action, up to and including discharge, will be taken against any employee engaging in any form of harassment.

## Sexual Harassment

Sexual harassment is a form of misconduct that can undermine the integrity of the team spirit. No employee - male, female or other - should be subjected to unsolicited and unwelcome verbal or physical sexual overtures or conduct.

Sexual harassment, whether committed by supervisory or nonsupervisory personnel, is specifically prohibited.

Three Forks Farms is responsible for taking action to effectively deal with all acts of sexual harassment occurring in the workplace or as part of the employment relationship, regardless of the manner in which it becomes aware of the conduct. This includes the acts of management personnel, employees and third parties.

Sexual harassment is defined as either:

1. Unwelcome sexual advances or requests for sexual activity, or
2. Other unwelcome verbal or physical conduct of sexual nature.

## Harassment Discipline

Violations of this policy by any team member (management or non-management) will result in appropriate disciplinary action up to and including termination of employment. Upon receiving an accusation of sexual harassment, Three Forks Farms will investigate and, if substantiated, will initiate the appropriate disciplinary procedures. There is a five year limitation period from the date of occurrence for filing a charge that may lead to discipline. An individual who makes an accusation of sexual harassment will be informed:

1. At the close of the investigation, whether or not disciplinary procedures will be initiated; and
2. At the end of any disciplinary procedures, or the discipline imposed, if applicable.

## Non-Retaliation

Policy also prohibits retaliation against any person who brings an accusation of discrimination or sexual harassment or who assists with the investigation or resolution of sexual harassment. Notwithstanding this provision, Three Forks Farms may discipline an employee who has been determined to have brought an accusation of sexual harassment in bad faith.

## Alcohol and Drugs

Three Forks Farms expects and requires all employees performing on behalf of or in the facility to report to work in, and maintain at all times while at work, an unimpaired and alert physical and mental condition.

## Probationary Period

New employees are regarded as probationary until they have completed thirty (30) days of continuous service. This period is intended to allow the employee time to learn the job and become familiar with Three Fork Farms.

This period is used to assure that the employee is a good “match” for the job (i.e. capable and willing to perform up to standards and expectations). During this period an employee can be terminated without prior notice.

## Inclement Weather

Inclement weather increases management needs. All farm operations personnel should report to work as scheduled, if possible. If you are unable to do so, (ei. Snow storm), you should contact a farm manager immediately.

All employees should report to work as scheduled unless notified by their supervisor.

## Pay & Hours

All employees will be paid by-weekly on Wednesdays. Timesheets must be submitted the Friday preceeding the payday.

## Rest Periods

Three Forks Farms' policy is, whenever possible, all employees shall be permitted two unpaid 15 minute rest periods, to be designated by the team, during the normal work day.

Employees scheduled to work less than a normal full work day shall be permitted, where possible, one 15 minute rest period during any four consecutive hours of work.

Employees shall not be permitted to relinquish rest periods for the purpose of making up lost time due to tardiness or absences or to permit early departure from work. We all need these rest periods to stretch, reapply sunscreen, and fill your water canteen & blast a dookie.

## Meal Periods

All employees are entitled to and expected to take a meal period for lunch of 30 minutes. Meal periods are unpaid. This is a great opportunity to break bread together and spend time away from work.

## Attendance Policy

Attendance and punctuality are important to Three Forks Farms, and the efficiency of an entire team is impaired if every individual is not at their work station at the designated starting time. Absence is defined as any unscheduled time lost from work regardless of reason, including sickness and tardiness. The term "unscheduled" excludes leave scheduled in advance, leave of absence, or bereavement.

Any unscheduled absence is to be reported daily to the farm manager at least one hour prior to the start of the shift (work day). Daily notification requirements may be waived in the case of hospitalization or extended illness.

An employee having excessive absences or otherwise violating the farm's attendance policy will be subject to disciplinary action up to and including discharge. An average of two or more occurrences in a 30 day period is considered excessive. Total attendance may also be considered relative to disciplinary action.

Failure to call in an absence is intolerable. Farm managers need to know if they will be short staffed. Failure to call in without a valid reason may be grounds for immediate termination.

## Tardiness

An employee must notify farm managers of any anticipated reasons that might cause them to arrive to work late the following day. Because it may often be difficult to notify us of lateness caused by unforeseen circumstances (e.g. a flat tire), call-ins for lateness due to emergencies will be required only if the employee expects to be late than 15 minutes or more. Upon arriving late, farm manager should be notified and an explanation given.

Employees who are frequently tardy, absent, or who leave early may be subject to further disciplinary action.

Absenteeism which will result in corrective action include:

1. Any unreported absence;
2. Report of absence for an unacceptable reason;
3. Patterns of absence preceding or following a weekend or scheduled day off;
4. Incidents of absence which exceed five or more within the preceding twelve month period (An incident constitutes an individual period of absence. Return to work ends an individual period of absence.); or

An employee who is absent from work for two consecutive shifts without notifying and securing approval from the manager will be considered to have resigned voluntarily, unless providing a valid reason that the employee could not communicate with the farm manager.

## Leave Policy

### Paid Leave, Holidays, or Vacations

Employees, temporary or seasonal employees are not eligible for paid leave, holidays or vacation time.

### Bereavement Leave

In the event of death in an intern's immediate family, the employee will be granted time off to attend the funeral (including travel time) without loss of pay.

Immediate family member is defined as: husband/wife, father, mother, grandparent/great grandparent, brother, sister, child, stepfather, stepmother, stepbrother, stepsister, stepchild, grandchildren, mother-in-law/father-in-law, or foster children who have become members of family.

### Termination of Employment

Should you decide to terminate your employment with us, several items need to be addressed prior to the separation:

1. Determine the reason for separation; and
2. Return of all company property or settlement of any debts owed, prior to the release of your final pay.



Employees resigning their employment with the farm are asked to inform the manager as early as possible, but no later than 30 days prior to their last day. This requirement is waived for employees during their initial probationary period.

## Work Rules

Employees are expected to observe “common sense” rules of honesty, good conduct, general job interest, safe practices and to adhere to generally accepted customs of good taste in our relations with each other. At our farm, as in any group with a common purpose, rules are necessary.

Occasionally, Three Forks Farms finds it necessary to take disciplinary action against an employee for violating a rule, regulation, or policy. The type of disciplinary action taken, be in the form of a verbal/written warning or immediate termination, is dependent upon the severity and frequency of the infraction.

Our rules and regulations are all easily understood and are essential for the efficient and orderly operation of our facilities. They include, but are not limited to, those noted elsewhere in this handbook.

Disciplinary action usually occurs in a progressive sequence: verbal warnings, written warning, final written warning, suspension and discharge. It is not necessary for all five steps to be followed. Discipline may begin at any step depending on the seriousness of the offense. Also, offenses do not have to be of the same nature to constitute a violation serious enough to move on to the next step of the disciplinary action sequence.

The types of disciplinary action are:

### *1. Coaching and Counseling*

The manager should discuss the problem with the employee and explain why the conduct or performance is unacceptable and why it is important. The manager should attempt to help the employee overcome the problem.

This step may be repeated as often as necessary or may be omitted for more severe “Minor Offenses and Poor Performance” problems or for “Serious Offenses”.

### *2. Verbal Warning*

A verbal warning is given by a manager in cases where violations are minor in nature. Managers will note in their records the date the verbal warning is given. If this does not correct the situation within a reasonable time, the supervisor should then use the next step below.

### *3. Written Warning*

A written warning is a formal warning given after the repetition of an infraction where a verbal warning has been given or for any offense constituting misconduct of a serious enough nature to use this step for the first offense. It should include a caution to the employee that a repetition of the offense or the continuation of an unsatisfactory condition will result in further disciplinary action, up to and including discharge.

Repetition within one year of an offense for which an employee has received a written warning may result in a final written warning. Unless circumstances change, requiring more severe action, the expectation is that a “First Notice” would be followed by a “Final Notice”. “Final Notice” requires that either “suspension” or “termination” be indicated as the next step.

#### *4. Suspension*

The manager completes a "Suspension Notice" form (see appendix). This form should be signed by the employee and the manager.

The employee's signature is not immediately required when the action is the result of a serious offense. The manager may verbally suspend an employee "on the spot." The manager should then complete the form and give the employee a copy of the form when the employee is notified of final action to be taken (return of work or termination). The employee will be asked to sign the original form at the time (if practical). Should the employee refuse to sign, it should be so indicated.

This generally occurs when suspension serves no practical purpose such as with performance and attendance problems. Suspensions are most commonly associated with policy and conduct violations.

#### *5. Involuntary Termination*

An employee may be discharged for repeating an offense or condition where the first four steps in the disciplinary procedure above have been exhausted. Further breaking any rule of an inexcusable nature may result in immediate disciplinary action up to and including discharge.

The manager completes the "Termination Notice" . A copy of the Notice will be provided to the employee.

## Workflow

Farming is not an hourly type of business, it's based on results. Agriculture works in very tight profit margins most of the time with margins that are 170% lower than more other manufacturing industries, so it is important for all team members to work efficiently with results in mind.

It's important to have fun while working, which we do, however it is also important to stay focused on the task. The farm manager will work one on one or with a group to demonstrate how a task should be completed, with safety, efficiency and quality in mind. It will be to all staff to maintain those standards when working on their own.

## Music

We love music on the farm, we find it can often give a good pace while working. Music and working in the field is a time old tradition. In this day and age, that music comes in the form of Ipods. Staff are allowed to listen to music while working if it is safe and/or appropriate

Listening to music is a privilege. However, selecting music needs to be quick, and don't keep pulling out your phone to change songs or albums. Pick an album or playlist and stick to it. Choosing, and changing music quickly become a way to break concentration, and a loss of productivity.

If a staff person is too frequently changing their music, or it is clearly more of a distraction. Their privilege to listen to music during working hours can be denied.

***\*Music is prohibited, while working with or around the tractor or machinery. Remember earbuds can quickly become a choking hazard.\****

## Cell Phone Use

Cell phone use is generally prohibited while working. Breaks or during lunch are not considered working hours. So it is generally advisable to let friends, and family know that you'll only return calls and messages during breaks or lunch. Exceptions can be made for valid reasons. Cell phones may be used if required to complete a farm task, e.g. timesheets.

## Safety Rules

Maintenance of a high safety standard requires the participation of every employee. The following safety rules are meant as guides in an effort to prevent injury to employees and damage to buildings, equipment and animals. The list is certainly not complete. Each facility has its own set of circumstances and additional hazards may exist. Violations of safety regulations will necessitate certain disciplinary actions.

1. Observe and practice the safety procedures established for the job.
2. Do not wear loose clothing or jewelry around machinery. Loose clothing can be caught in machinery which can lead to seriously injury, dismemberment, or death.
3. Where required, you must wear protective equipment, such as goggles, safety glasses, masks, gloves, hard hat, etc.
4. Observe smoking regulations.
5. Do not block driveway access when parking your vehicle.
6. You must not operate machines or equipment until you have been properly instructed and authorized to do so by farm manager.
7. Lift properly: use legs, not back. For heavier loads, ask for assistance.
8. Keep equipment, tools and materials and work areas clean and orderly.
9. Be sure all machine guards and protective devices are in place and working.
10. All vehicle operators will conform to province, local and Ministry of Transportation regulations.
11. Wearing of certain safety equipment is a condition of employment (where required). Earmuffs, gloves and safety glasses are provided in required areas. Glasses will be replaced for those damaged on the job through no fault of the employee. The employee is required to own and have available safety shoes at their own expense.
12. Do not approach a tractor when the PTO is engaged.
13. Avoid standing beneath the tractor bucket

# Accessibility Policy

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## Providing goods, services or facilities to people with disabilities

Three Forks Farms is committed to meeting its current and ongoing obligations under the Ontario Human Rights Code respecting non-discrimination.

Three Forks Farms understands that obligations under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and its accessibility standards do not substitute or limit its obligations under the Ontario Human Rights Code or obligations to people with disabilities under any other law.

Three Forks Farms is committed to complying with both the Ontario Human Rights Code and the AODA.

Three Forks Farms is committed to excellence in serving all customers including people with disabilities.

Our accessible customer service policies are consistent with the principles of independence, dignity, integration and equality of opportunity for people with disabilities.

## Assistive devices

People with disabilities may use their personal assistive devices when accessing our goods, services or facilities.

In cases where the assistive device presents a significant and unavoidable health or safety concern or may not be permitted for other reasons, other measures will be used to ensure the person with a disability can access our goods, services or facilities.

We will ensure that our staff are trained and familiar with various assistive devices we have on site or that we provide that may be used by customers with disabilities while accessing our goods, services or facilities.

## Communication

We will communicate with people with disabilities in ways that take into account their disability. This may include the following:

We will work with the person with a disability to determine what method of communication works for them.

## Service animals

We welcome people with disabilities and their service animals. Service animals are allowed on the parts of our premises that are open to the public.

When we cannot easily identify that an animal is a service animal, our staff may ask a person to provide documentation (template, letter or form) from a regulated health professional that confirms the person needs the service animal for reasons relating to their disability.

A service animal can be easily identified through visual indicators, such as when it wears a harness or a vest, or when it helps the person perform certain tasks.

A regulated health professional is defined as a member of one of the following colleges:

- College of Audiologists and Speech-Language Pathologists of Ontario
- College of Chiropractors of Ontario
- College of Nurses of Ontario
- College of Occupational Therapists of Ontario
- College of Optometrists of Ontario
- College of Physicians and Surgeons of Ontario
- College of Physiotherapists of Ontario
- College of Psychologists of Ontario
- College of Registered Psychotherapists and Registered Mental Health Therapists of Ontario

If service animals are prohibited by another law, we will do the following to ensure people with disabilities can access our goods, services or facilities:

- explain why the animal is excluded
- discuss with the customer another way of providing goods, services or facilities

## Support persons

A person with a disability who is accompanied by a support person will be allowed to have that person accompany them on our premises.

- Fee/fare will not be charged for support persons.

In certain cases, Three Forks Farms might require a person with a disability to be accompanied by a support person for the health or safety reasons of:

- the person with a disability
- others on the premises

Before making a decision, Three Forks Farms will:

- consult with the person with a disability to understand their needs
- consider health or safety reasons based on available evidence
- determine if there is no other reasonable way to protect the health or safety of the person or others on the premises

If Three Forks Farms determines that a support person is required, we will waive the admission fee or fare (if applicable) for the support person

I \_\_\_\_\_, have read and fully understand the Three Forks Farm Employee Policies

Date: \_\_\_\_\_ Signature. \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_