



675 Garyray Drive, Toronto, ON, M9L 1R2
Tel: (416) 749-5666 Fax: (416) 740-0611
www.zerem.com

Alcohol and Drug Policy

Zerem recognizes the legal and moral responsibility to provide a safe, productive and reliable work environment for all workers. Drug and alcohol abuse in the workplace results in incidents, injuries, lower productivity, lost profits, increased health care costs and legal difficulties for workers and employers. The consumption, use, possession or distribution of drugs and alcohol in the workplace poses serious risks to the health, safety and well-being of our workers. For these reasons, we have adopted the following stipulations that will be consistently enforced:

- No worker shall report to work or be at work impaired by alcohol, cannabis or illegal drugs.
- No workers shall distribute, possess, consume or use alcohol, cannabis or illegal drugs on company property (including parking areas and other Company grounds), or while otherwise performing work duties away from company premises.
- Strict adherence to all legal stipulations regarding drug and alcohol abuse in the workplace including but not limited to; human rights, confidentiality of medical information and records, as well as worker privacy.
- Strict adherence to all legal stipulations regarding drug and alcohol abuse in the workplace including but not limited to; human rights, confidentiality of medical information and records, as well as worker privacy.
- Worker shall use prescription or non-prescription drugs while at work as directed by the worker's physician. If a worker is taking a prescription or non-prescription drug for which there is a potential unsafe side effect, he or she has an obligation to report it to the supervisor.
- Workers are responsible for reporting any situations where a violation of the company alcohol or drug policy has occurred.
- Supervisors are required to investigate any situation where a violation of the company alcohol or drug policy exists.
- Review on a regular basis the best practices regarding the management of alcohol and drug abuse related issues in the workplace.
- Communicate through toolbox talks, memos, safety meetings, etc. the company policy regarding alcohol and drug abuse in the workplace, etc.

A handwritten signature in blue ink, appearing to read "D. Zafrani", is written over a horizontal line.

David Zafrani, P.Eng.
President

JAN. 21, 2020

Date

7. Quality Policy

It is the policy of Zerem Electrical to deliver electrical contracting project completions that meet and exceed client expectations and quality standards. This will be achieved by:

- The setting and review of quality objectives consistent with client needs.
- Compliance with the requirements of our Quality Management System (QMS) and ISO 9001:2015.
- Striving to improve the QMS to optimize our processes and eliminate mistakes through continuous improvement initiatives.
- Constantly reviewing our quality objectives and continuing to over-deliver to clients.
- Understanding that quality is an important foundation for good client relationships

Our Mission

Zerem Electrical delivers value through reliable and professional electrical contracting services while maintaining high quality and safety standards.

Our Vision

Our vision is to be a leading contractor for complex electrical construction projects in Ontario, leveraging our expertise and positive attitude to ensure seamless client experiences.

Management Philosophy

At Zerem, we engage skilled professionals driven to excel in delivering exceptional client experiences. We offer guidance, leadership, and autonomy, fostering a culture that promotes individual initiative. Our commitment entails shaping an organizational framework that nurtures personal growth and job satisfaction for all team members. Upholding honesty and integrity in our management approach, we recognize employees as pivotal to our industry successes. We value client feedback, aiming to consistently deliver top-tier performance on all projects. Our interactions with clients, employees, vendors, and other stakeholders, are characterized by fairness and transparency.

Signed: -



President

Date: 2026-01-21



Workplace Harassment Policy

The management of Zerem Electrical Services Ltd is committed to providing a work environment in which individuals are treated with respect and dignity.

Workplace harassment will not be tolerated from any person in the workplace. Everyone in the workplace must be dedicated to preventing workplace harassment. Managers, supervisors, workers and all visitor/contractors are expected to uphold this policy, and will be held accountable by the employer.

Workplace harassment means engaging in course of vexatious comment or conduct against a worker, in a workplace, that is known or ought reasonably to be known to be unwelcome. Harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code.

This policy is not intended to limit or constrain the reasonable exercise of management function in the workplace.

Workers are encouraged to report any incident of workplace harassment. All reports must follow procedures for reporting workplace harassment. There will be no negative consequences for reports made in good faith. Management will investigate and deal with all concerns, complaints, or incidents of workplace harassment in a timely and fair manner while respecting worker's privacy, to the extent possible.

The workplace violence policy should be consulted whenever there are concerns about violence in the workplace.

A handwritten signature in blue ink that reads "D. Zafrani".

David Zafrani, P.Eng.
President

A handwritten date in blue ink that reads "JAN. 21, 2026".

Date



675 Garyray Drive, Toronto, ON, M9L 1R2
Tel: (416) 749-5666 Fax: (416) 740-0611
www.zerem.com

Workplace Violence Policy

The management of Zerem Electrical Services Ltd is committed to provide a work environment in which all individuals are treated with respect and dignity.

Workplace violence will not be tolerated from any person in the workplace. Any act of violence committed by or against any employee is unacceptable and will be subject to Zerem Electrical Services Ltd discipline policy and/or legal action.

For the purpose of this policy, violence includes but is not limited to:

- The use of, or attempt to use, physical force by a person against an employee, in the workplace, that causes or could cause physical injury. For example: hitting, shoving, pushing, or kicking.
- Any threat or action directed at an employee and interpreted to carry the potential to harm or endanger the safety of the employee. For example: Threatening language, shaking fists, destroying property or throwing objects.

Zerem Electrical Services Ltd will take whatever steps are appropriate to protect our employees from the potential risks associated with workplace violence: management will investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner. Supervisors must ensure that all measures and procedures set out in this policy and the supporting program are carried out in the workplace.

Workers are expected to comply with this policy and program and to report any concerns or complaints to their supervisor.

This policy prohibits reprisals against employees, acting in good faith, who report incidents of workplace violence or who are involved in an investigation. Management will take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence.

A handwritten signature in blue ink, appearing to read "D. Zafrani", written over a horizontal line.

David Zafrani, P.Eng.
President

A handwritten date in blue ink, "JAN. 21, 2020", written over a horizontal line.

Date



675 Garyray Drive, Toronto, ON, M9L 1R2
Tel: (416) 749-5666 Fax: (416) 740-0611
www.zerem.com

Health and Safety Policy

We place the utmost importance on the health, safety and well being of our employees and others who may be affected by our work. To achieve and maintain a safe working environment, we have developed a health and safety program which is designed to promote workplace safety, provide specific health and safety training for all employees, monitor the workplace for compliance with legislative requirements and attain compliance at all times.

We will strive to eliminate all foreseeable hazards in the workplace.

We will give support and assistance to our safety committee at all times.

We will provide the proper safety equipment and materials to all employees and train all employees in the proper use of such equipment.

We will respect our workers right to know about any potential hazards to which they may be exposed.

We will respect the right to stop work by a "certified" member of our Joint Health and Safety Committee.

We will respect and encourage our workers to be a part of the process of identifying and resolving workplace health and safety concerns.

We encourage all workers to report all health and safety hazards immediately.

Supervisors will adhere to section 27 of the OHSA. Furthermore ensure all employees work safely and are knowledgeable of the legislated and company safety policies.

No penalties, suspensions or disciplinary action will be taken over legitimate health and safety concerns of our employees in our job sites.

A handwritten signature in blue ink, appearing to read 'D. Zafrani', is written over a horizontal line.

David Zafrani, P.Eng.
President

A handwritten date in blue ink, 'JAN. 21, 2020', is written over a horizontal line.

Date