



Summary of Policy Sign Off

Welcome to the team at Acres. These below documents are intended to acquaint Employees with Acres and its various policies and procedures and are intended to provide fair, standardized incentives, opportunities, working conditions and benefits to all employees. We hope this documentation will help each Employee along the path of continued personal growth within the company.

Since documents of this nature must be somewhat general in scope, additional literature regarding certain policies and benefits may be necessary for you to understand what you can expect from the company, and all that the company expects from Employees. If you have specific questions or are uncertain of a policy or procedure, follow up by contacting your supervisor or Human Resources for clarification.

Acres Mission ■ Vision ■ Values:

MISSION

Our mission is to deliver a team of professionals who achieve the highest standard of construction and continually meet and exceed our clients' expectations. Strong relationships with partners and clients are integral to our organization's success and we value integrity and fairness in all our business dealings. From concept to completion, our processes and people set our company apart and we strive to build upon this strength.

VISION

We are a talented team of diversified, tech savvy, construction professionals who continually challenge the status quo. We innovate around traditional challenges to create opportunities, leveraging new technologies to achieve continuous advances in construction practices.

CORE VALUES

The fundamental values exercised every day by every employee:

ambitious – energetic, hardworking professional dedication

competent – consistent high quality workmanship

respectful – honesty, fairness, integrity, and respect

engaged – going above and beyond for each other, clients and the company

supportive – building a culture of loyalty and positive team work

Project Success Criteria

At Acres, it is our goal to be known as Professional Constructors and we want our clients, competitors, suppliers and subcontractors to be able to recognize the Acres difference. This means that we take pride in the work that we do, we strive to create additional value in our projects and make it a personal goal to satisfy our client's needs.

In order to support this goal, we have three principles that must be incorporated into our philosophy and are drivers for every decision that we make.

Principle 1: On Time

The primary target for every project is to ensure that we complete the work on time. To achieve this, we must know: the client's target dates; what resources are required; what the expected productivity rate is; what was planned; what milestones are there; and what are the risks that jeopardize completion. Productivity is the key element that drives profitability and so if we focus on completing work using the most efficient and safest methods, we are already managing that project on a trajectory of increased profitability.

Principle 2: On Budget

The second target for the project is to complete the work within the estimated budget. We have a team of competent estimators that calculate the cost of work and develop a detailed budget comprised of labour, equipment, materials and subcontractors. The total budget for the project should be a key focus of all project team members and opportunities to improve productivity, reduce material costs and minimize overall project costs is an ongoing and necessary method for ensuring that we are on scope at all times, cost conscious.

Principle 3: Satisfied Client and Engaged Employees

Every client has unique key success criteria, and it is our responsibility to identify what these are and how we can best achieve them. Assuming we are meeting schedule and budget, we have to know what else will determine our project success and thus satisfy the client's ancillary needs.

Employees are an organization's number one resource. Engaged employees strengthen our company and drive our teams towards project completion on time, on budget and with a satisfied client.

Acres Staff Policies and Procedures

Please review the policies listed below at www.acresenterprises.com/employee and initial each box once the document has been reviewed.

Initials

<input type="checkbox"/>	Acceptable Use of Technology Policy & Agreement
<input type="checkbox"/>	Acceptance of Third Party Gifts Policy
<input type="checkbox"/>	Acres Calendar
<input type="checkbox"/>	Acres Days Policy
<input type="checkbox"/>	Acres LEAN Innovation Incentive Policy
<input type="checkbox"/>	Averaging Agreement Policy
<input type="checkbox"/>	Background Checks Policy
<input type="checkbox"/>	Bullying and Harassment Policy
<input type="checkbox"/>	Bullying and Harassment Procedure
<input type="checkbox"/>	Code of Conduct Policy
<input type="checkbox"/>	Company Vehicle Policy
<input type="checkbox"/>	Confidentiality Policy
<input type="checkbox"/>	Conflict of Interest Policy
<input type="checkbox"/>	Conflict Resolution Policy
<input type="checkbox"/>	Copyright and Intellectual Property Policy
<input type="checkbox"/>	Corporate Credit Card Policy
<input type="checkbox"/>	Delegation of Financial Signing Authority
<input type="checkbox"/>	Dress Code Policy
<input type="checkbox"/>	Employee Expense Reimbursement Policy
<input type="checkbox"/>	Employee Referral & Signing Incentive Policy



	Employee Social Committee Policy
	Employee Social Networking Policy
	Employee Social Romantic Policy and Disclosure Form
	Employment of Relatives and Family Members
	Fuel Card Policy
	Fuel Card Fuel Form
	Hours of Work Policy (Hourly – Field & Shop Employees)
	Hours of Work Policy (Office and Salary)
	Interim Promotion Policy
	Leaves of Absence Policy
	Outside Employment Policy
	Pre-Job Policy
	Pre-Job Agreement
	Progressive Discipline Policy
	Remote Work Policy
	Return to Work Incentive Policy
	Retirement Policy
	Salary Uplift Policy
	Staff Recruitment Policy
	Time Theft Policy
	Training and Development Policy
	Travel Allowance & LOA Policy
	Vacation Policy

Employee Vacation Request Form (Hourly Field)

Employee Vacation Request Form (Supervisor, Office & Salary)

Whistle Blower Policy

Employee Acceptance

Your signature below acknowledges your receipt of the above policies and your understanding and acceptance that:

1. Having initialed each, I am responsible for reading, understanding and adhering to the policies outlined above; and
2. The provisions of the policies are guidelines, statements of policy and procedure, which may be changed by the employer, and it is my responsibility to monitor Employee Policies on the Employee Page (acresenterprises.com/employee) for such changes; and
3. I am required to adhere to Acres Core Values, the fundamental values exercised every day by every employee; and
4. I agree to support Acres Core Values in all my duties performed for the company, and if I fail to comply with company policies, I may be subject to disciplinary action:

Date

Employee Name

Employee Signature