

PLANT RULES

GENERAL MOTORS OF CANADA COMPANY

The purpose of these rules is to clarify expectations for job performance and employee behaviour, and to protect the rights of all and ensure cooperation. Please be advised that committing any of the following violations will be sufficient grounds for disciplinary action ranging from reprimand to immediate discharge, depending upon the seriousness of the offence in the judgment of Management.

1.	Falsification of personnel or other records.
2.	Failure to badge your own time, badging a card other than your own, or permitting your badge to be badged by another.
3.	Permitting improper use of your identification badge card, or other Company passes, papers or properties which may be entrusted to you.
4.	Failure to produce identification upon request of Plant Security or authorized personnel.
5.	<p>Absence from work or tardy arrival place of work.</p> <p>N.B. Employee absentee calls must be made on the first day of absence prior to the start of their respective shifts.</p> <p>Notification of absence must be reported by or on behalf of employees who are absent. Absences can be reported by telephoning 905-723-2203 or for long distance calls, call toll free 1-800-263-3821. These telephones lines will be open 24 hours per day, seven days a week. When you call to report an absence, you must indicate full name, GMIN, department number, reason for absence or tardiness, and probable date of return to work.</p> <p>If you are unable to return to work on the date first indicated, then the above procedure must be repeated. Failure to repeat such procedure may entail disciplinary measures.</p> <p>Note: You are still required to supply satisfactory evidence to the Company to excuse your absence or tardiness from work.</p>
6.	Leaving work assignment or plant during working hours without permission or failure to return to work after lunch period without permission.
7.	Distracting the attention of others, or otherwise causing confusion by unnecessary demonstration of any kind on Company premises.
8.	Creating or contributing to disorderly or unsanitary conditions.
9.	Possession of weapons on Company premises.
10.	Failure or refusal to follow the instructions of supervision or to do your job assignment. (Do you work assignment and follow instructions; any complaint may be taken up later through your supervisor.)
11.	Operation of machines, tools, or equipment to which you have not been specifically assigned.
12.	Making scrap unnecessarily; faulty or careless workmanship.
13.	Horseplay, scuffling, running or throwing things.
14.	Wasting time or loitering in toilets or on any Company property during working hours.
15.	Smoking, including e-cigarettes/vaping, except in specifically designated areas and during specific periods.
16.	Assaulting, threatening, intimidating, coercing or interfering with employees or supervision.
17.	Soliciting, or collecting contributions for any purpose whatsoever on Company premises, without the specific

	approval of Management.
18.	Distributing literature, written or printed matter of any description on Company premises, without the specific approval of Management.
19.	Posting or removal of notices, signs, or writing in any form on bulletin boards or Company property without the specific approval of Management.
20.	Misuse or unauthorized removal of employee lists, blue prints, Company records or confidential information of any nature.
21.	Gambling, lottery or any other game of chance (or the possession of gambling paraphernalia) on Company's premises.
22.	Careless use, misuse or abuse of any tools, equipment, materials, products or other property, owned by other employees or by the Company or in the Company's custody.
23.	Restricting output.
24.	The making or publishing of false, vicious or malicious statements concerning any employee, any member of supervision, the Company or its products.
25.	Abusive language to other employees or supervision.
26.	Fighting.
27.	Theft or misappropriation of property of employee's, or of the Company, or in the Company's custody.
28.	The use, possession, distribution, sale or offering for sale, of alcohol is strictly prohibited in the workplace. Any employee who reports to work under the influence of alcohol and is deemed to be in an unsafe condition will be subject to disciplinary action, up to and including, termination of employment.
29.	The use, possession, distribution, sale or offering the sale, of any controlled substance and/or recreational cannabis is strictly prohibited in the workplace. Any employee who reports to work under the influence of a controlled substance and/or recreational cannabis and is deemed to be in an unsafe condition will be subject to disciplinary action, up to and including, termination of employment.
30.	Sabotage or deliberate destruction of any property belonging to the Company, its employees, or in the Company's custody.
31.	Disregard of safety rules or common safety practices.
32.	Immoral conduct or indecency.
33.	Throwing refuse or objects on the floors or out the windows.
34.	Stopping work or making reparations to leave work (such as washing up or changing clothes) before lunch period or authorized quitting time.
35.	Failure to open and disclose the contents of lockers, vehicles, purses, handbags, briefcases, lunch pails, or other containers on request inside the plant or while leaving General Motors property or at the request of a Plant Security officer.
36.	Repeated violation of plant or safety rules.
37.	Failure to follow GM Canada's Workplace Policies, including, but not restricted to: Respectful Workplace Policy and Harassment Free Workplace, Bill 168, Social Media Policy, Personal Cell Phone Use Policy, Photo Policy, Dress-Code, etc.
38.	Sitting in a customer's vehicle during the Company's production process when not required for job assignment.