

COLLECTIVE AGREEMENT

BETWEEN

**UNI-SELECT CANADA INC.
Coquitlam Distribution Centre**

AND

**UNITED STEEL, PAPER AND FORESTRY, RUBBER, MANUFACTURING, ENERGY, ALLIED
INDUSTRIAL AND SERVICE WORKERS' INTERNATIONAL UNION
(UNITED STEELWORKERS)
(ON BEHALF OF LOCAL UNION 2009)**

COQUITLAM DISTRIBUTION CENTRE

FROM MAY 1st, 2021 TO APRIL 30th, 2024

Errors and Omissions Excepted
vbh/cope-343

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DATE AND REFERENCE

This Agreement is dated for reference **May 1st, 2021** and named for reference **Uni-Select Pacific Inc.**

WITNESSETH:

WHEREAS it is the intent and purpose of the Parties hereto that this Agreement will promote and Improve Industrial and economic relationships between the Company and the Union, and to set forth herein the basic Agreement covering rates of pay, hours of work, and conditions of employment to be observed between the Parties hereto.

NOW THEREFORE, in consideration of the mutual covenants and agreements herein set forth, the Parties hereto mutually agree as follows:

ARTICLE 1 - BARGAINING AGENCY AND RECOGNITION

1.01 The Company recognizes the Union as the sole and exclusive bargaining agency for its employees, as described in the current Certification issued by the Labour Relations Board, for the purpose of collective bargaining with respect to rates of pay, hours of employment and other conditions of employment.

1.02 All work within the bargaining unit shall be performed only by those persons coming within the bargaining unit, except for the following personnel and circumstances:

- (a) Supervisory employees will continue to work in the bargaining unit as they currently do, providing no employee is on layoff or will be laid off as a result of such work being performed. The work will be performed in a reasonable time and will occur in an emergency situation.

After informing on-site Union Representative(s), a Supervisory Employee may perform work deemed as necessary in the warehouse as follows:

- (i) Any work involving the daily operational planning and preparation(s) of Bargaining Unit Members and assignments in all Departments.
- (ii) Any internal projects that are related to the physical re-labelling, re-boxing, re-organization and inventory corrections. However, any movement of physical inventory will be completed by Bargaining Unit Members.
- (b) For physical inventory counts, and/or cycle counting (in the event of an emergency), the Employer may use as many people as necessary other than members of the Union provided no Union members are replaced or on lay-off.
- (c) The Union recognizes that the Employer may periodically require the use of sales representatives to manage their product lines by re-labelling, re-boxing, re-packaging and parts identification, along with work performed in the Returns Department. Although such work shall not include the picking and/or shelving of Customer or Supplier orders, movement of product and related materials in managing their applicable product lines may be completed as required in conjunction with a Bargaining Unit Member.

- (d) The Employer may call upon sales representatives to revamp their respective product lines once per calendar year for each applicable product line they manage in conjunction with a Bargaining Unit Member providing no Employee is on layoff or will be laid off as a result of such work being performed.

1.03 The term "emergency" as used in and for the purpose of this Agreement shall mean any sudden or unusual occurrence or condition that could not, by the exercise of reasonable judgement, have been foreseen.

ARTICLE 2 - DEFINITION OF EMPLOYEE

2.01 The term "employee" as used in and for the purpose of this Agreement shall include those employees that constitute the appropriate unit of the Collective Agreement as described in the Certification dated November 28th 1997 issued by the Labour Relations Board of British Columbia.

2.02 Both parties agree that gender language will be changed from he/she, him/her to they/them throughout the collective agreement.

ARTICLE 3 - MANAGEMENT

3.01 The Union recognizes that the Employer, according to its responsibilities as stipulated in this Agreement, has the sole right to:

- (a) Administer and manage the operations of its business; modify or cease operations when necessary;
- (b) Adopt and apply necessary reasonable rules concerning safety, work, discipline and protection of the employees and the equipment;
- (c) Determine the products to be handled, the methods of operations, the tools to use and their location, fabricating and assembling procedures in every aspect and the control of the use of all necessary materials;
- (d) Hire, transfer, promote, demote, layoff, re-call after a layoff, discipline or discharge employees for just cause;
- (e) Manage any other business of the Employer;
- (f) Provided however, that the Employer agrees that any exercising of these rights and powers in conflict with any provisions of this Agreement shall be subject to the provisions of the Grievance Procedure.

ARTICLE 4 – UNION SECURITY PROVISIONS

4.01 MEMBERSHIP

The Company agrees that all employees covered under this Agreement, and all new employees hired subsequent to the effective date of this Agreement shall, as a condition of their hiring or continued employment:

- (a) authorize the Company in writing to deduct union dues and initiation fees from their pay. The Union will provide a *Check-off Authorization* to the Company for this purpose, the "copy" portion of which is to be mailed by the Company to the servicing staff office of the United Steelworkers at #202 – 9292 – 200th Street, Langley, B.C. V1M 3A6
- (b) become members of the Union from their effective date of hire, and remain members of the Union in good standing.
- (c) complete and sign a Union Death Benefit card provided by the Union to the Company for such purpose, which will be mailed to the servicing staff office with the Union portion of the Check-off Authorization as per Article 4.01 (a).
- (d) **All new employees will meet with a member of the Union Committee on their first day of hire, during work time for Union Orientation.**

4.02 CHECK-OFF: PROCESS AND PROCEDURES

- (a) The Company shall deduct from the pay of each member of the bargaining unit, commencing the first hour worked, an amount equivalent to the initiation fees, the monthly dues, fees and assessments prescribed by the International Constitution of the United Steelworkers.
- (b) The Union will give reasonable notice to the Company of any changes in Union dues, fees or other amounts which the Company is required to deduct. All changes will coincide with the beginning of the Company's next pay period.
- (c) No later than ten (10) days following the last dues deduction of the month, the dues so deducted shall be made payable and remitted to:

United Steelworkers
P.O. Box 9083
Commerce Court Postal Station
Toronto, Ontario, Canada
M5L 1K1

- (d) The monthly remittance shall be accompanied by a completed USW R115 Form (a summary of the dues calculations made for the month, each month), as well as a statement showing the names of each employee from whose pay deductions have been made and the total deducted for the month. Such statements shall also list the names of the employees from whom no deductions have been made and the reason why, ie. W.C.B., W.I., laid off, etc.

- (e) A duplicate R115 Form and employee deduction statement as in (d) above shall be forwarded by facsimile to:
 - (i) United Steelworkers, Local Union 2009
Attention: Financial Secretary at fax number 604-513-1851.
- (f) The Company agrees to print the amount of total deductions paid by each employee for the previous calendar year on their annual statement of Remuneration (T4 Slip).
- (g) The Union agrees to indemnify and save the Company harmless against all claims or other forms of liability that may arise out of, or by reason of deductions made or payments in accordance with this Article.

4.03 EDUCATION AND TRAINING FUND - Effective date of ratification the Company shall contribute to the Union the sum of four cents (\$.04) per hour per employee for each hour worked for education and training of Union members.

The money shall be made payable to Local Union 2009 Education and Training Fund, #202 – 9292-200th Street, Langley, B.C. V1M 3A6 and shall be remitted by the 15th of each month for the previous month and the Company shall provide the necessary information regarding amounts paid for each employee.

4.04 HUMANITY FUND – For the purpose of international aid and development, the Company agrees to deduct twenty dollars (\$20.00) from each Full-Time employee on the first pay period of October each year and to forward such payment to:

United Steelworkers Humanity Fund
234 Eglinton Avenue E., 7th Floor
Toronto, Ontario
M4P 1K7

and to advise the Local Union that such payment has been made, the amount of such payment and the names of all employees in the bargaining unit on whose behalf such payment has been made.

It is agreed that the total for each employee's yearly deduction will be entered in Box 46 (Charitable Contribution) of the Revenue Canada T4 slip for the year it has been deducted. For this purpose, the payroll department will note the following Charitable Donation number for the "Humanity Fund": R119172278RR0001.

ARTICLE 5 - HOURS OF WORK

- 5.01 (a) The normal work week shall be forty (40) hours, four or five (5) consecutive days, Monday to Saturday, except in the case of Part Time schedules, which may not consist of consecutive days. A maximum of five Full Time employees would be scheduled for a shift from Tuesday to Saturday and these positions will be posted and assigned by seniority, Statutory Holidays falling on Mondays will be observed on Tuesdays.
- (b) The day shift will consist of an eight and one half (8 1/2) hour shift between seven a.m. (7:00 a.m.) and seven p.m. (7:00 p.m.). There will be one half hour unpaid lunch and two (2) fifteen (15) minute paid rest periods. The starting times shall be the same time on all five (5) days, and shift start times shall be awarded by preference, based on seniority. The shift schedule shall be for a minimum of one (1) month unless changed by mutual agreement. For shifts less than eight (8) hours, break time entitlement will be as follows:

Examples	*Paid Hours	Paid Breaks	Unpaid Breaks
8 :00 a.m. – 12 :00 p.m.	4 hours	1 X 15 Min.	N / A
8 :00 a.m. – 1 :30 p.m.	5 hours	1 X 15 Min.	1 X 30 Min.
8 :00 a.m. – 2 :30 p.m.	6 hours	1 X 15 Min.	1 X 30 Min.
8 :00 a.m. – 3 :30 p.m.	7 hours	2 X 15 Min.	1 X 30 Min.
8 :00 a.m. – 4 :30 p.m.	8 hours	2 X 15 Min.	1 X 30 Min.

*(Paid Hours Include Paid Breaks)

- (c) The afternoon shift will consist of an eight (8) hour shift between two p.m. (2:00 p.m.) and ten p.m. (10:00 p.m.). There will be one half hour paid lunch and two (2) fifteen (15) minute paid rest periods. The starting times shall be the same time on all five (5) days. The shift schedule shall be for a minimum of one (1) month unless changed by mutual agreement.
- (d) The ten (10) hour shift will consist of ten and one-half (10 ½) hour shift between seven (7) a.m. and seven (7) p.m. There will be one-half (1/2) hour unpaid lunch and two (2) fifteen (15) minute paid rest periods. The shift schedule shall be Monday through Thursday and shift start times shall be awarded by preference, based on seniority. The shift schedule shall be for a minimum of one (1) month unless changed by mutual agreement. For employees who are on the ten (10) hour shift schedule, all references in this Collective Agreement to a day shall be understood to be a ten (10) hour day. This shall include holidays and vacations.
- (e) Work schedules may be adopted outside the parameters in Article 5.01 upon mutual agreement between the Company and the Union.

5.02

- (a) The Employer agrees that if it becomes necessary to work overtime such overtime will be performed on a voluntary basis
- (b) Overtime shall be distributed as equitably as possible on the basis of seniority. In the event all Full-Time employees refuse the available overtime, the Employer will offer it to the Part Time employees on the basis of seniority.
- (c) The employer shall post a list of the previous weeks overtime activity on the workplace bulletin board. After the posting of the previous weeks overtime activity, the Shop Steward and the Supervisor shall discuss the overtime in the preceding week and attempt to resolve any inequities which may have occurred
- (d) For the purpose of this agreement, a Student is defined as an employee who is currently enrolled in a full time Secondary School Program. The Parties agree that Students will be given preference to work on Saturdays only, provided that there are enough Students that have the ability to perform the work available.

In the event there is an insufficient number of Students to fill Saturday positions, Part Time employees will be given the opportunity to work by order of seniority provided they have the ability to perform the available work. If during the regular work week all Part Time employees have been called into work and additional employees are required, Students may be called in to work.

5.03 OVERTIME

- (a) Any hours worked in excess of eight (8) hours and up to **twelve (12)** hours in any day during the normal work week shall be paid for at the rate of time and one half. Any hours worked in excess of **twelve (12)** hours, shall be paid for at the rate of double time.
- (b) Any hours worked before and over the normal hours of work, shall be considered as overtime and be paid at the appropriate rate.

Any hours worked in excess of forty-eight (48) hours in any week, will be paid for the rate of double time.

An employee required to work past the regular work day shall be entitled to one (1) fifteen (15) minute rest period after the first hour of overtime.

5.04 All time worked on the sixth day shall be paid at the rate of time and one half and all hours worked on Sunday shall be paid at the rate of double time. Employees who have been credited with a minimum of forty (40) paid hours during the regular work week will be eligible for this overtime benefit. For Full Time employees scheduled from Tuesday to Saturday, all time worked on Sunday shall be paid at the rate of double time while hours worked on Monday will be paid at the rate of time and one half.

5.05 Full Time employees shall be entitled to bank overtime up to eighty (80) hours in lieu of overtime pay for future time off. Time off will be given at the appropriate overtime rate, as per Article 5.03 and taken as mutually agreed. Banking period shall be July 1st to June 30th of each year.

Part-time employees shall be entitled to bank overtime up to forty (40) hours in lieu of overtime pay for future time off. Time off will be given at the appropriate overtime rate as per Article 5.03 and taken as mutually agreed. Banking period shall be July 1st to June 30th of each year.

Employees' banked time shall be deemed time worked and employees who are granted banked time off will be entitled to overtime as per Article 5.03.

Banked time not used shall be paid out on the first pay period of July of each year.

5.06 **OVERTIME MEAL** - Employees requested to work more than three (3) hours overtime after completion of their regular shift, will be given one-half (1/2) hour on Company time to eat their lunch and will be given \$10.00 meal money if the overtime request is made on the same day.

5.07 **OVERTIME - WHERE SHIFT PREMIUM PAID** - If overtime is worked in any job where a shift premium and/or any other premiums are paid, the premiums shall be included in the rate for the calculation of overtime.

5.08 **REST BETWEEN SHIFTS** - Employees will have eight (8) hours rest between shifts. In the event an employee is recalled to work before such eight (8) hours elapse, the employee will be considered as still working on their previous shift and will be paid the appropriate premium and overtime rates for the hours worked.

5.09 **GUARANTEED DAY** - Any employee reporting for work at the start of the employees' shift, will be guaranteed four (4) hours of pay at the employee's regular rate of pay. In the event that an employee has already worked four (4) hours, the employee will be guaranteed their regular scheduled shift hours.

The provisions of this Section will not apply in case of shutdowns necessitated by emergencies beyond the control of the Company, or if the employee:

- (a) Voluntarily quits.
- (b) Was previously instructed not to report. In such event or circumstance the employee will then only be paid for the actual time they worked.
- (c) Does not work a full shift at their own request.
- (d) Reports for work on a shift for which they were not scheduled.

5.10 CALL TIME - Employees recalled to work after leaving the premises of the Company after completion of their regular shift, will be paid double rate for all hours worked, with a guaranteed minimum payment of two (2) hours at double rate, i.e., four (4) hours at straight time rate.

5.11 WORK SHORTAGE AND CREW REDUCTION - In the event of a work shortage or a reduction or discontinuance of operations, the Company will discuss with the Union for the purpose of considering shortening the working hours and/or working week as an alternative to laying off employees.

ARTICLE 6 - HOLIDAYS

6.01 All employees covered by this Agreement will receive eight (8) hours pay at their regular straight time rates for each of the following Statutory holidays (regardless of the day on which the holiday falls) in addition to any wages which they may be in receipt of for work performed on such holidays:

- | | |
|-------------------|---------------------|
| 1. New Year's Day | 7. Labour Day |
| 2. Family Day | 8. Thanksgiving Day |
| 3. Good Friday | 9. Remembrance Day |
| 4. Victoria Day | 10. Christmas Day |
| 5. Canada Day | 11. Boxing Day |
| 6. B.C. Day | |

Except when New Year's Day and Christmas Day fall on a Sunday or Monday, the Company will operate with half staff on the day prior to those two Holidays. Every Full-Time employee will take eight (8) hours off with pay on one (1) or the other day.

In addition to the above listed holidays, all Full-Time employees shall be entitled annually to one days' paid "Floating Holiday". Floating holidays shall be scheduled in advance individually at the employee's request, and shall be mutually agreed upon subject to operational requirements, but such requests shall not be unreasonably denied. The Floating Holiday shall be added to each eligible employee's time bank in the first week of January of each calendar year.

6.02 When there is a requirement for work on a Statutory Holiday, opportunity shall be made available on a voluntary basis, awarded by seniority. For work performed on a Statutory Holiday, an employee shall be paid at two times (2X) their basic rate of pay in addition to the amount payable under 6.01 above.

6.03 When Holidays fall on Saturday or Sunday they will be celebrated on Monday, and when they fall on consecutive Saturday and Sunday or consecutive Sunday and Monday, they will be celebrated on the following Monday and Tuesday.

6.04 Should any of the above holidays occur during an employee's vacation period, they will be given an extra day's vacation with pay for each holiday to be taken at the beginning of or the end of the vacation period.

- 6.05 In order to qualify for eight (8) hours' pay for the above Holidays the employee must have completed thirty (30) calendar days employment with the Company.
- 6.06 Disciplinary action may be taken in instances where employees fail to work the day before or the day after a Holiday except where permission was previously obtained or the employee had a justifiable reason for being absent.
- 6.07 Full Time employees not actively employed because of:
 - (a) Lay-off.
 - (b) Unpaid leave of absence.
 - (c) Illness) and not eligible for W.C.B.
) payments for the involved.
 - (d) Injury) Holiday(s).

and who worked some time within the fourteen (14) day period prior to the Holiday(s) in question, will qualify for the Holiday pay for the Holiday(s).

- 6.08 Part Time employees must have worked a minimum of eight (8) shifts during the thirty (30) day calendar period prior to the Holiday to qualify for applicable Holiday pay. Where the employee has worked less than eight (8) hour shifts, a comparison will be done between the longest shift worked during the thirty (30) calendar day period prior to the Holiday. The greater of the two (2) figures will be applied for Holiday Pay.

ARTICLE 7 - VACATIONS WITH PAY

- 7.01 The reference year for the purpose of calculating vacation pay, is the twelve (12) month period extending from May 1st of the previous year to April 30th of the current year.
- 7.02 Part Time employees shall receive vacation pay with the employee's weekly earnings at a rate of four (4) percent.

A Full-Time employee who has less than one (1) year of service as of May1st, shall be entitled to one (1) day of vacation for every completed month of service to be a maximum of ten (10) days. Vacation pay shall be accrued at four (4) percent of the employee's earnings for that year ending May 1st.
- 7.03 Any Full-Time employee having completed one (1) year of service, shall be entitled to receive two (2) consecutive week's vacation at four (4) percent of their annual gross earnings for the reference year or eighty (80) hour's pay at the rate they were receiving at the date of taking their vacation, whichever is greater. Vacations to be scheduled in accordance with Articles 7.09 and 7.10.
- 7.04 Any Full-Time employee having completed five (5) years of service, shall be entitled to receive three (3) consecutive week's vacation at six (6) percent of their annual gross earnings for the reference year or one hundred and twenty (120) hour's pay at the rate they were receiving at the date of taking their vacation, whichever is greater. Vacations to be scheduled in accordance with Articles 7.09 and 7.10.

- 7.05 Any Full-Time employee having completed ten (10) years of service, shall be entitled to receive four (4) consecutive week's vacation at eight (8) percent of their annual gross earnings for the reference year or one hundred and sixty (160) hour's pay at the rate they were receiving at the date of taking their vacation, whichever is greater. Vacations to be scheduled in accordance with Articles 7.09 and 7.10.
- 7.06 Any Full-Time employee having completed fifteen (15) years of service, shall be entitled to receive five (5) consecutive week's vacation at ten (10) percent of their annual gross earnings for the reference year or two hundred (200) hour's pay at the rate they were receiving at the date of taking their vacation, whichever is greater. Vacations to be scheduled in accordance with Articles 7.09 and 7.10
- 7.07 Any Full-Time employee having completed twenty-two (22) years of service, shall be entitled to receive six (6) consecutive week's vacation at twelve (12) percent of their annual gross earnings for the reference year or two hundred and forty (240) hour's pay at the rate they were receiving at the date of taking their vacation, whichever is greater. Vacations to be scheduled in accordance with Articles 7.09 and 7.10

7.08 VACATION PAY ADJUSTMENT

Adjustments with respect to the percentage entitlement shall be made at the renewal of the reference year as per Article 7.01 and paid out as per Article 7.12.

<u>YEARS OF CONTINUOUS SERVICE</u>	<u>VACATION PERIOD</u>	<u>VACATION PAY</u>
Less than one year	1 day for each major fraction of month worked (max. 10 working days)	4%
1 year but less than 5 years	2 weeks	4% or 2 weeks*
5 years but less than 10 years	3 weeks	6% or 3 weeks*
10 years but less than 15 years	4 weeks	8% or 4 weeks*
15 years but less than 22 years	5 weeks	10% or 5 weeks*
22 years and over	6 weeks	12% or 6 weeks*

*pay at employee's current classified rate whichever is greater at the time the vacation is taken.

- 7.09 **VACATION PERIOD** - Vacations will be scheduled as soon as possible in April to allow Full Time employees to take two weeks of their vacation during the summer period (June 1st to September 30th). Employees will have preference of vacation periods in accordance with their seniority to the extent that they will not unduly interfere with the operations.

Employees are required to submit their choice of vacation days by no later than April 15th otherwise they lose their seniority rights for first choice of vacation times. Employee vacation entitlement will be distributed on or before April 1st and scheduling will be completed by end of day on April 30th.

- 7.10 **VACATIONS EXCEEDING TWO WEEKS** - Vacations with pay in excess of two (2) weeks for which employees may be eligible shall be scheduled sufficiently in advance and taken at a mutually agreed upon time, that will not unduly interfere with the operations.
- 7.11 **VACATION SHUT DOWN** - The Company reserves the right to shut down a part or all of an operation, for a part or all of a scheduled vacation, during the period of July 1st to August 31st. The date of the shut-down period will be announced by April 1st.

7.12 VACATION PAY – WHEN PAYABLE – Upon request from the Full-Time employee, vacation pay will be paid on the pay day prior to taking a vacation. The amount of the vacation payment will relate directly to the portion of the vacation time entitlement which is being taken at that particular time. Annual adjustments shall be paid out in the second pay of May in the following year.

When the payroll system allows for it, the calculation used by the employer to determine an employee's vacation pay will be shown on the pay stub. This calculation should show the comparison of both methods of payment entitlement.

7.13 VACATION PAY - ON TERMINATION - Employees who leave the employ of the Company will be paid vacation pay at the time of severance on the preceding percentages, based on the earnings of the employee for which vacation pay has not been previously paid.

7.14 An employee's vacation period which has been requested as per Article 7.08 and 7.09 and approved by the Employer, cannot be changed without the agreement of the employee.

7.15 CARRY OVER OF VACATION TIME TO FOLLOWING YEAR – Employees may be permitted to carry over one (1) week of vacation to the next vacation year.

7.16 PAYMENT OF CARRY OVER VACATION TIME – Vacation time carried over to the following vacation year, in accordance with Article 7.15 shall be paid at the Full-Time employee's regular classified rate at the time the carry over was permitted.

ARTICLE 8 – SENIORITY

The Employer shall maintain two separate seniority list groupings: a Part Time employee seniority list; and a Full-Time employee seniority list. Seniority dates on either list shall be established following a probation period, and shall be retroactive to the date the employee was successful in obtaining their posting in the grouping.

8.01 (a) PROBATIONARY EMPLOYEES

An employee shall be considered as a Probationary Employee until the employee has actually worked a total of four hundred and eighty (480) hours. Upon completion of probationary period, the employee will be put on the appropriate seniority list. No employee shall be required to serve more than one probation period.

(b) TEMPORARY EMPLOYEES

- 1. An employee who is hired to fill a temporary vacancy to replace a regular employees' absence.**
- 2. An employee who is hired to fill a short-term high-volume production need.**

The Employer will notify the Union when temporary Employees are hired and include their name, date of hire and rationale for hire as per 8.01 (b) 1 or 2 above.

- I. Temporary employees will be direct employees of Uni-Select and:**
 - Will be subject to union dues**
 - Will not accrue seniority**

- **Will not be entitled to Medical, Dental or Pension Benefits**
- **Shall receive vacation and statutory holiday pay in accordance with the Employment Standards Act.**

During period of time when Temporary Employees are employed, overtime will be offered to regular employees first, in accordance with Article 5.03, Overtime Provisions.

- ii. Temporary employees may be utilized for a period of up to six (6) months at which time they will become a regular employee and credited with seniority to their original date of hire.**

(c) PART TIME EMPLOYEES

Any employee who is regularly scheduled to work less than forty (40) hours or per week shall be defined as a Part Time employee. Part Time employees who are regularly scheduled to work twenty-four (24) hours or more per week shall be entitled to medical and dental benefits per Article 14. Part Time employees shall not be entitled to Pension benefits per Article 18.

(d) FULL TIME EMPLOYEES

Any employee who is regularly scheduled to work forty (40) or more hours per week shall be defined as a Full-Time employee. Full Time employees who have completed their probation period and no less than three (3) months employment, shall be entitled to benefits per Article 14 and Pension, per Article 18.

8.02 In preparation for early retirement transition, upon the request and mutual agreement between the Company and a Regular employee, the conditions defined below will apply for a Full-Time employee to retain employment on a reduced schedule with Full Time Employee Status for a defined period of time, (maximum 12 months):

- (a) The Company will consider any/all requests on an individual basis.**
- (b) The Company has the right to determine the hours of work.**
- (c) In order to retain the Company's Benefit Package, the employee will be required to meet the insurer's eligibility requirements.**
- (d) The employee's rate of pay will remain the same as of the time the request was approved by the Company.**
- (e) The employee will not accumulate vacation time entitlement and vacation pay (paid weekly) will be based on their Regular date of seniority.**
- (f) Sick days will be prorated based on the number of hours worked.**

8.03 (a) The parties recognize that job opportunity and security shall increase in proportion to length of service. It is therefore agreed that in all cases of vacancy, promotion, demotion, transfer, shifts, vacations, the senior employee within the applicable grouping (either Full Time or Part Time) shall be entitled to preference. If there are no successful candidates, applicants from the other seniority group shall be considered, again with a priority on seniority, before external applicants can be considered.

- (b) In recognition, however, of the responsibility of Management for the efficient operation of the Employer, it is understood and agreed that in all cases referred to in Section 8.03 (a), Management shall have the right to pass over any employee who does not have the ability, skills and competency considered and/or physical fitness to perform the work after being given reasonable trial or training period as defined in paragraph (c).
- (c) The successful applicant may be entitled to up to forty-five (45) working days and not less than ten (10) working days of training or trial period.
- (d) In preparation for an employee entering a new job opportunity, a Training Outline, Skill Evaluation, Personal Improvement Plan (PIP), and Skill Enhancement Progress Report will be utilized to ensure the candidate's success.

8.04 Seniority will be maintained and accumulated until it is lost under 8.05 below.

- 8.05** (a) A Full-Time employee will lose all seniority rights, and their name will be removed from all seniority lists for any one of the following reasons:
- (i) If the employee voluntarily quits;
 - (ii) If the employee is discharged for just and reasonable cause, and they are not reinstated in accordance with the provisions of this Agreement;
 - (iii) If the employee is recalled to work, and does not report within five (5) work days after the Employee has been notified to do so by the Employer by registered mail to the Employee's last known address. (A copy of such notice shall be sent to the Union.) However, should the registered notice be delivered in the ordinary course of the mail, through no fault of the employee, the five (5) work day period will commence only after the employee has become aware of the recall;
 - (iv) Is on layoff for a period of time equal to the employee's service up to eighteen (18) months.
- (b) A Probationary/Part Time employee will lose all seniority rights, and their name will be removed from all seniority lists for any one of the following reasons:
- (i) If the employee voluntarily quits;
 - (ii) If the employee is discharged for just and reasonable cause, and they are not reinstated in accordance with the provisions of this Agreement;
 - (iii) If the employee does not accept any available shifts during a period of sixty (60) calendar days. Any request to stay on the seniority list exceeding the sixty (60) day reference period will be reviewed on an individual basis. Leave of absences may be requested by the employee as per article 15.06

8.06 (a) Lay-off and recall shall be based on seniority provided that the senior employee has the ability to perform the work available. It is understood that in such cases ability means immediate ability without further training.

- (b) No Probationary /Part Time employees shall be called for work if Full Time employees are on lay-off and have not been given the opportunity to work.

- 8.07 Shop Stewards will be issued up-to-date seniority lists on or about March 31st, June 30th, September 30th and December 31st of each year. A copy of such seniority lists will be posted on the bulletin board in the warehouse. The Employer agrees to provide the Union every December 31st with seniority lists which includes the employee's hire dates, addresses, telephone numbers, rates of pay and regular classification.
- 8.08 In the event that a Full-Time employee is laid off, the employee shall have the option at the end of eight (8) weeks of lay-off of remaining on the seniority list or accepting severance pay. Should they elect to remain on the seniority list, they may renew their option every eighth (8th) week for a maximum of twelve (12) months.
- 8.09 **NOTICE OF LAY-OFF** – In the event of lay-off, one week's notice of lay-off per year of seniority as per the Employment Standard's Act will be given to each Full-Time employee or pay in lieu thereof.
- 8.10 **RECALL PROCEDURE** Full Time laid off Employees with seniority will be given the first opportunity to be rehired based on their seniority. This article covers employees on lay-off since the date of certification.

ARTICLE 9 - SAFETY & HEALTH

- 9.01 The Employer and the Union will maintain an Occupational Health & Safety Committee consisting of two (2) members elected or appointed by the Union, and two (2) members appointed by the Employer.
- 9.02 The general duties of the Occupational Health and Safety Committee will be to enforce the provisions of the Industrial Health and Safety Regulations Act of British Columbia, and;
 - To make a monthly inspection of the warehouse for the purpose of determining hazardous conditions, to check unsafe practices, and to receive complaints and recommendations with respect to these matters.
 - To investigate promptly all serious accidents, and any unsafe conditions or practices which may be reported to it. Such investigations will include accidents which might have caused an injury to workman, whether or not such injury occurred.
 - To hold regular meetings for the discussion of current accidents, their causes, suggested means of preventing their recurrence, and reports of investigations and inspections.
- 9.03 No disciplinary action will be taken against any Employee by reason of the fact that the Employee has exercised the right conferred upon the Employee under the Act respecting the Industrial Health and Safety Regulations.
- 9.04 The Employer will supply, at no cost to the Employee, all protective clothing and other devices deemed necessary to protect Employees from injuries arising from their employment with the Employer.
 - All safety meetings and tours of the warehouse will take place during working hours.
- 9.06 The Employer and the Union agree to promote safety and hygiene in the warehouse to follow procedures as outlined in Provincial Legislation. A Union selected representative of the Occupational Health and Safety Committee will accompany Company Managers on monthly tour inspections and all Workers Compensation Board/ Worksafe BC inspections.

- 9.07 (a) The Employer and the Union agree to cooperation in developing and maintaining a strong sense of safety awareness among employees and supervisors. It is, therefore, recognized that every employee has the right to refuse work if he has reasonable cause to believe that doing such work would create undue hazard to the health or safety of any person.
- (b) An employee who refuses to carry out any work or operate equipment, in compliance with (a) above shall immediately report the circumstances to their supervisor.
- (c) The Supervisor receiving the report shall immediately investigate the matter and if the report is not valid, they shall inform the employee who made the report.
- (d) If the employee continues to refuse to carry out the work, the Supervisor must investigate the matter in the presence of the employee who made the report, together with a Union member of the OHSC, or their designate.
- (e) If the investigation under (d) above does not resolve the matter and the employee continues to refuse to carry out the work, both the supervisor and the employee must immediately notify a WCB/Worksafe BC officer, who must investigate the matter without undue delay and issue whatever orders are deemed necessary.
- (f) While the matter is under investigation, the employee who refuses to work is entitled to be reassigned alternate work with no loss of pay and to return to the job in question when it is determined safe to do so. No employee will be permitted or required to perform work, where another employee has refused to work, unless the alternate employee in the presence of the Union member of the OHSC has been informed by the supervisor of the reason for the refusal.
- (g) An employee must not be subject to disciplinary action because the employee has acted in compliance with (a), (b), (c), (d), (e), and (f) above or with an order made by a WCB officer.

9.08 Any Employee suffering any injury or employment induced illness while in the employ of the Employer must report same to the First-Aid attendant immediately, or as soon thereafter as practicable, and a complete record of all such cases must be kept by the First-Aid attendant. The safety committee will be notified immediately of each accident or injury. The Occupational Health & Safety committee will investigate and report, as soon as possible, on the nature of the accident or injury.

Any time there is a work place accident resulting in serious injury or fatality, the Union shall be notified, and the Union shall appoint a representative or representatives to conduct an accident investigation, and the Company shall provide full access to the workplace for that investigation.

9.09 SAFETY BOOTS /WORK CLOTHING ALLOWANCE

Employees, who have completed their probation period (480 hours) will be reimbursed up to a maximum of **two hundred and twenty-five dollars (\$225.00)** for the purchase of CSA approved safety boots and/or work clothing once every calendar year on May 1st.

All employees working in the warehouse are required to wear their safety footwear during working hours.

All employees are required to wear boots in safe condition and appropriate clothing, the allowance being provided for that purpose.

9.10 Lockers - The company agrees to provide lockers to each employee for the storage of boots, clothes and other personal belongings.

9.11 (a) The Employer will continue with its Work Place Hazardous Materials Information System (WHMIS) Training Program to ensure that all employees are up-to-date with material identification and use.

(b) Forklifts shall be operated by certified operators only. Training will be provided by the employer. A sufficient number of certified operators shall be scheduled at all times.

9.12 As part of the new-hire orientation, each employee shall be familiarized with all areas of the warehouse, fire exits, how to get first-aid, be introduced to the first aid attendants and be informed of the "Right to refuse unsafe work". The employee shall be introduced to the on-site Union representatives.

9.13 **INJURED EMPLOYEE – DAILY EARNINGS** – If an employee is injured on the job and a doctor recommends no further work on that day, the Company will maintain the employee's normal daily earnings for the day of injury.

9.14 **FORKLIFT AND EXPRESS CARTS MAINTENANCE AND SAFETY**

It is to the mutual advantage of both the Employer and the Employees that employees should not operate vehicles which are not in safe operating condition and not equipped with the safety appliances required by law. The maintenance of equipment in a sound operating condition is not only a function, but a responsibility of Management, and in respect thereto the Employee agrees to the following:

(a) The Employer shall not require employees to take out any of these vehicles to the warehouse that are not in safe operating condition or equipped with the safety appliances or stickers prescribed by law. It shall not be a violation of this Agreement where employees refuse to operate such equipment.

(b) When a driver reports a defect in equipment, they must tag or mark the vehicle involved in such a manner so that any other employee will notice the defective equipment. It shall be the Employer's responsibility to supply such tags or other marking devices. This tag is to be left on the vehicle in order to show the work has been completed and shall be removed by the outgoing driver.

(c) The Employer shall not compel any driver to operate a vehicle in excess of the legal load limits.

9.15 **RETURN TO WORK**

(a) Employees on Sick leave, (STD, LTD or Workers Compensation Claims) are to provide appropriate medical updates to the Employer when requested in writing. The Employer will provide the Employee with a Functional Abilities For which determines limitations and restrictions to facilitate an appropriate return to work.

(b) The Union and the Employer agree that Employees on Sick Leave (STD, LTD or WCB Claims) will participate in a Return to Work (RTW) Program designed to provide reasonable accommodation up to a point of undue hardship.

- (c) **The development of and participation in such a program shall be determined jointly by the Parties upon receipt of written recommendations and instructions from the Employee's treating Medical Practitioner. Where appropriate, there may be consultation between the parties, WCB or the disability carrier before confirming the Employee's return to work date.**
- (d) **Upon returning to work, the Employee will make every effort to follow their documented Return to Work Program (RTW), and the Employer and representatives of the USW 2009 will provide the Employee with ongoing additional support until such time as the Employee has fully completed their Return to Work (RTW) Program.**

ARTICLE 10 - GENERAL PROVISIONS

- 10.01 (a) **The employer and the union agree that there will be no discrimination, intimidation, interference, restrictions or coercion exercised or practiced by either of them or any of their representatives because of the question of membership of an employee or any other person employed by the employer in the trade union or in any trade union or because of their activity or lack of activity in the trade union or any other trade union.**
- (b) **The employer and the union agree that they shall administer the provisions of this Agreement in a manner which is consistent with the Human Rights Code of British Columbia and, in accordance with that Act, there shall be no discrimination against any employee on the basis of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or conviction for which a pardon has been granted.**
- (c) **"Harassment" is defined as unacceptable conduct or comment that undermines the employment relationship or that might reasonably be expected to cause offence or humiliation to any person or might be viewed by the employee as placing an improper condition on employment. Harassment may take various forms including the following:**
- (i) **Harassment of an individual or individuals on any of the prohibited grounds of discrimination under the Human Rights Code of British Columbia as listed in 10.01 (b) above. It includes: deliberate or unintentional gestures, comments, racial slurs, questions, representations, or other behaviours that ought reasonably to be known to be unwelcome by the recipient.**
 - (ii) **Sexual Harassment is deliberate and/or unsolicited verbal comment or physical contact of a sexual nature that is unwelcome to the recipient. Various behaviours that can be interpreted as sexual harassment include: sexually suggestive gestures, sexist jokes that embarrass, flirtations, advances or propositions, leering, the display of sexually offensive material, derogatory or degrading remarks directed towards members of one sex or one sexual preference group.**
- (d) **The employer shall endeavour to provide a work environment free from harassment. The employer and union agree that harassment will not be tolerated and no person should be subjected to such conduct. An employee who commits harassment or knowingly condones harassment of another person will be subject to disciplinary action up to and including discharge.**

- (e) It is understood that any harassment investigation shall be handled in accordance with the guidelines established by the employer under its policy on "harassment-free" employment.
 - (f) The Employer may discipline, up to and including discharge, or undertake other appropriate action against any person who makes a frivolous or vindictive claim under 10.01 (c) above.
- 10.02 (a) The Company and the Union recognize the right of employees to work in an environment free from harassment, including sexual and racial harassment and the Company undertakes to discipline any person employed by the Employer engaging in the harassment of another employee.
- (b) **SEXUAL HARASSMENT WILL BE DEFINED AS:**
- Inappropriate touching, including which is expressed to be unwanted;
Suggestive remarks or other verbal abuse with a sexual connotation;
Compromising invitations;
Demands for sexual favours;
Sexual assault.
- (c) An Employee may initiate a grievance under this clause. At any step of the grievance procedure, grievances under this clause will be handled with all possible confidentiality and dispatch.
- 10.03 The Employer and the Union agree to observe the provisions of the Individual's Rights Protection Act and the Canadian Bill of Rights.
- 10.04 The Employer agrees it shall not interfere with, restrain, coerce or discriminate against Employees in their lawful right to become and remain members of the Union, and to participate in its activities.
- 10.05 **UNION REPRESENTATION**
- (a) The Employer acknowledges the right of the Union to appoint or otherwise select Shop Stewards for the purpose of representing employees in the handling of complaints and grievances.
 - (b) The Employer agrees to recognize Shop Stewards, as provided in writing from the Union.
 - (c) The Employer will be notified by the Union of the names of the Shop Stewards, and any changes made thereto.
 - (d) The Employer agrees to recognize and deal with a Union Grievance Committee consisting of not more than two (2) representatives from the Unit President and/or Shop Steward list.
 - (e) When the legitimate business of a Unit President, Grievance Committee Member, Shop Steward or Occupational Health & Safety Committee Member requires such Employees to leave their department, the Employee will first receive permission from their Manager. Such permission shall not be unreasonably withheld.

- (f) The Employer agrees that Unit President, Shop Stewards, Grievance Committee Members and Safety Committee Members will not suffer loss of pay for time spent in the handling of grievances and any legitimate union business. All such hours shall be counted as time worked.

10.06 NEGOTIATING COMMITTEE

- (a) The Employer agrees to recognize and deal with a Negotiating Committee of not more than two (2) Employees, who will be regular Employees of the Employer, along with representatives of the International Union.
- (b) The Employer agrees to allow members of the Negotiating Committee the time off work without loss of pay for the purpose of meeting with the Employer in the negotiation of the renewal or modification of this Agreement.

10.07 APPENDICES - The attached Appendices are part of this Agreement and the parties are bound by their terms.

10.08 UNION ACCESS TO WAREHOUSE - Representatives of the Union will have access to the Employer's premises by obtaining the permission of the Employer's management. Such permission will not be unreasonably withheld.

10.09 BULLETIN BOARD - The Union will have the exclusive use of one (1) Bulletin Board on the Premises of the Company and provided by the Company for the purposes of posting official Union notices which may be of interest to Union members. All such material may be posted only upon the authority of the Executive Committee of the Union or Shop Stewards of the warehouse.

10.10 CONSULTING WITH UNION - The Company agrees to inform the Shop Steward or Union Representative, prior to discharging, suspending, laying off, transferring, promoting or demoting any Employee.

10.11 NOTICES BETWEEN EMPLOYER AND UNION - Any notice to be given to the Employer or to the Local Union under the terms of this Agreement will be given by hand to a Union Representative or a Management Representative. Any notice to be given to the International Union under the terms of this Agreement will be given by registered mail addressed to the Secretary of the Union at its registered address.

10.12 PAY DAYS

- (a) Wages will be paid on every second Thursday by direct deposit. The rate of pay or rates of pay, hours of work, details of overtime hours, and all necessary and pertinent information will be furnished to each Employee on the Employee's pay statement.
- (b) Whenever there occurs an error in the pay of an Employee, of a minimum of \$50.00, the Company will remit to the Employee within twenty-four (24) hours, the difference between the amount of the cheque and that to which the Employee is normally entitled.
- (c) Net errors of \$50.00 net must be brought to the attention of Management prior to 12:00 p.m. (P.S.T.) of each Friday after payday.

10.13 DISABLED EMPLOYEES - employees sustaining injuries or affected by disease, and becoming physically disabled as a result thereof, every effort will be made by the Company to give the handicapped Employee such suitable employment as is available.

- 10.14 **SEVERANCE PAY** – A Full-Time employee whose services are terminated due to a merger or a permanent suspension of operations, or as provided for in Article 8.08 shall be entitled to severance pay. The amount of severance pay shall be two (2) weeks pay for each completed year of service to a maximum of twenty (20) weeks.
- 10.15 **JOINT LABOUR MANAGEMENT MEETING** – In order to maintain and improve harmonious and productive Industrial, economic and labour relations, the Parties agree to schedule semi-annual Joint Labour Management meetings. If either party requests, meetings may be convened more frequently.
- 10.16 **HIRING** - When additional staff is required, the Employer will inform the Local Union Representative in order for the Union to refer potential applicants.
- 10.17 **NO STRIKE – NO LOCKOUT** – No employee bound by this collective agreement shall strike during the term of this collective agreement, and no person shall declare or purport to authorize a strike of those employees during that term.

The Employer shall not, during the term of this collective agreement, lock out any employee bound by this collective agreement.

ARTICLE 11 - GRIEVANCE PROCEDURE

- 11.01 It is the mutual desire of the Parties hereto that any complaint or cause for dissatisfaction arising between an Employee and the Company with respect to the application, interpretation or alleged violation of this Agreement shall be adjusted, as quickly as possible. Any Employee or the Union may present a grievance.
- 11.02 It is generally understood that an Employee has no complaint or grievance until they, either directly or through the Union, have first given the Employee's Supervisor an opportunity to adjust the complaint.
- 11.03 If, after registering the complaint with the Supervisor, and such complaint is not settled within three (3) regular working days or within any longer period which may have been agreed to by the Parties, then the following steps of the Grievance Procedure may be invoked:

STEP ONE

The grievance shall be submitted in writing to the designated Management Representative either directly or through the Union. The designated Management Representative will meet with the Employee's Union Steward within one (1) working day of the receipt of the grievance in an attempt to resolve the grievance. The grievor may be present at this meeting, if requested by either Party. The designated Management Representative will within a further one (1) working day give the Company's answer on the grievance form, and return it to the Union.

STEP TWO

If the grievance remains unsettled at the conclusion of Step One, the grievance may be submitted to the designated Management Representative within fifteen (15) days, who shall within three (3) working days or as mutually agreed, hold a meeting between the Union Grievance Committee (not to exceed two (2) in number) and the appropriate representatives of the Company, in a final attempt to resolve the grievance. A Staff Representative of the Union and the grievor may be present at this meeting, if requested by either Party. The Company's representative will within a further two (2) working days give the Company's decision in writing to the Union on or attached to the grievance form.

11.04 The Company shall not be required to consider any grievance which is not presented within ten (10) working days after the grievor first became aware of the alleged violation of the Agreement.

11.05 If final settlement of the grievance is not reached at Step Two, then the grievance may be referred in writing by either Party to arbitration, as provided in Article 12, at any time within thirty (30) calendar days after the decision is received under Step Two.

11.06 At any stage of the Grievance Procedure, including arbitration, the conferring parties may have the assistance of the Employee(s) concerned, and any necessary witnesses and relevant records. All reasonable arrangements will be made to permit the conferring Parties or the arbitrator to have access to the warehouse to view disputed operations, and to confer with the necessary witnesses.

11.07 DISCIPLINE

(a) The Employer shall only discipline, discharge or terminate an Employee for just cause. The burden of proof of just cause shall rest with the Employer.

(b) Any Employee who is to be interviewed regarding disciplinary action shall be interviewed in the presence of a Shop Steward, Grievance Committee member or other Union designee.

(c) The Employee, the Shop Steward or Grievance Committee member and the Local Union President shall receive a copy in writing of any disciplinary action taken including, but not limited to all written reprimands, or notices involving suspension or discharge and the reasons in full for such action within twenty-four (24) hours of the taken action.

11.08 RELIEF

All written warnings, reprimands or suspensions shall be rescinded, and removed from the Employee's personnel file after a period of twelve (12) months after the date of issued disciplinary action and shall not be used against the Employee thereafter.

11.09 PERSONNEL FILES

(a) One personnel file shall be maintained by the employer for each Employee in the bargaining unit. Such file shall contain all records and reports concerning the Employee's employment and work performance.

(b) No negative comments or report about any Employee shall be placed in any personnel file unless the Employee concerned is first given a copy of the information.

(c) Personnel files, as referred to in this Agreement, shall include both hard copy and/or any other methods, systems or forms of maintaining such records and files related to Employees as may be implemented by the Employer.

11.10 **EMPLOYEE ACCESS TO PERSONNEL FILE** - An Employee shall have the right to read and Review their personnel file at any time, upon reasonable notice and by written request to the Employer. An Employee may request and shall receive a copy of any record or document contained in the Employee's personnel file.

ARTICLE 12 - EXPEDITED ARBITRATION

- 12.01 Expedited Arbitration may be proposed by the Union or the Company within forty-five (45) days after the grievance has been filed as per Article 11. Within seven (7) days of referral to Expedited Arbitration, either party may proceed to Expedited Arbitration subject to the following steps.
- 12.02 The parties must attempt to mediate the dispute within seven (7) days of being referred to Expedited Arbitration.
- 12.03 If mediation should fail, an Expedited Arbitration shall be held no less than ninety (90) consecutive calendar days after referral to Expedited Arbitration.
- 12.04 The Union and the Company agree that grievances referred to Expedited Arbitration will be adjudicated by an Arbitrator mutually agreed upon by both Parties.
- 12.05 A final and binding decision will be handed down within twenty (20) days of the Expedited Arbitration case being held.
- 12.06 Matters not referred to Expedited Arbitration may be referred by either party to the regular arbitration procedure as contained in Article 13 and all arbitrations referred under Article 13 must be held within ninety (90) consecutive calendar days of referral to arbitration and a decision must be rendered within twenty (20) days of the arbitration being presented.

ARTICLE 13 - ARBITRATION

- 13.01 Where a difference arises between the parties relating to the interpretation, application, or administration of this Agreement, including any question as to whether a matter is arbitrable, or where an allegation is made that this Agreement has been violated, either of the parties may, after exhausting the grievance procedure established by this Agreement, notify the other party in writing of its desire to submit the difference or allegation to arbitration.
- 13.02 Any matter referred to arbitration, as provided in Article 12 and 13, hereof, shall be submitted to a single arbitrator mutually agreed upon by the Parties.
- 13.03 The arbitrator will have the authority to act as a mediator/arbitrator upon application of either party and will hear and determine the difference or allegation, and will issue a decision, and the decision is final and binding upon the parties, and upon any Employee affected by it.
- 13.04 The arbitrator will have the right to enter any premises where work is being done or has been done by the Employee, or in which the Employer carries on business, or where anything is taking place or has taken place concerning any of the differences submitted to the Arbitrator and inspect and view any work material, machinery, appliance or article therein, and interrogate any person respecting any such thing or any of such differences.
- 13.05 Except where otherwise provided for in this Agreement, each of the Parties hereto will bear its own expense with respect to any arbitration proceedings. The Parties hereto will bear jointly the expenses of the arbitrator on an equal basis.
- 13.06 No matter may be submitted to arbitration which has not first been properly carried through all preceding steps of the Grievance Procedure.

- 13.07 The Arbitrator will have jurisdiction and authority to interpret and apply the provisions of this Agreement insofar as it may be necessary for the determination of a grievance referred to it, but will not have the jurisdiction and authority to alter or amend any of the provisions of this Agreement.
- 13.08 A claim by an Employee that the Employee has been unjustly discharged, suspended or laid-off may be settled by confirming the Employer's decision in discharging, suspending or laying-off the Employee, or by reinstating the Employee with such compensation, either full, partial or such other settlement as may be agreed upon by the conferring parties or determined by the Arbitrator, as the case may be.
- 13.09 At arbitration the Company will compensate the grievor, the grievor's steward and the necessary witnesses for time spent at the arbitration hearing. All such hours shall be counted as time worked.
- 13.10 It is hereby agreed by both parties that the Company will not subpoena or call as a witness in any arbitration hearings the grievor themselves. The proceeding does not mean that the Employer cannot cross-examine the grievor when called by the Union.

ARTICLE 14 - BENEFIT PLAN

- 14.01 The Employer agrees, for the duration of the collective agreement, to maintain in full under the same conditions the various plans already in existence for the benefit of all its Full Time Employees.

A summary of the Benefit Plan is attached in Appendix B.

When a Full-Time employee is absent for reason of sickness or Injury (work related or not), the Company will advance (up to four (4) weeks) the equivalent of the weekly foreseen benefits until the employee receives their cheque from the insurance company or Worker's Compensation Board, unless the event is contested by the employer.

SICK BANK – The reference year is from December 1st to November 30th. Each year, on December 1st, all Full-Time employees will be credited a sick bank of fifty (50) hours.

All unused hours at the end of the reference year will be reimbursed at the current rate of pay, approximately mid December of each year. **New hires and employees on approved leave of absence will have their entitlement prorated based on months worked.**

If a Full-Time employee leaves the employment of the Company, a final calculation shall be Made using the reference year and any used or unused sick days. Should an employee owe sick days, they shall be deducted from the employee's final pay. Should an employee be owed sick days, they shall be paid on the employee's final pay.

ARTICLE 15 - LEAVE OF ABSENCE WITHOUT PAY

- 15.01 Employees who have been elected or appointed by the Union to attend Union conventions or conferences or other Union business, shall be granted unpaid leave of absence for this purpose. The Union will notify the Company in writing, not less than ten (10) working days prior to the start of the leave, of the name of the delegates.
- 15.02 Legitimate Union business of two (2) shifts or less will be considered a valid reason for unpaid leave of absence. The Union agrees to give the Company as much prior notice as possible of such leave. In addition, the Union agrees to have regard to the Company's operational requirements when requesting such leave. This leave will be limited to a total of two (2) employees at one time.
- 15.03 The Company will grant an employee an unpaid leave of absence of not more than three (3) years to work in an official capacity for the Local or International Union. The Union agrees to have regard to the Company's operational requirements when requesting such leave. The Employee must request the leave of absence in writing, and the Union must approve it.

15.04 MATERNITY AND PARENTING LEAVES

The Company shall grant an unpaid leave of absence for maternity, adoption and parental leave as provided in the Employment Standards Act of B.C.

15.05 BIRTH OR ADOPTION LEAVE

Full Time employees (fathers) will be granted three (3) days with pay in the event of their child's birth. In the event of an adoption of a child, permanent employees will be granted three (3) days leave with pay. Further leave will be granted under the provision of Article 15.04.

- 15.06 **JURY & WITNESS DUTY** - An employee who has attained seniority shall be granted leave of absence with pay at the Employee's regular hourly rate, for the normally scheduled number of hours the Employee would have otherwise worked, for the purpose of serving jury duty, or as a material witness subpoenaed to an appearance, the Employees shall reimburse the Employer to the full amount of the jury pay or witness fees received by the Employee. All Jury Duty pay or witness payments received by the employee from the Courts or otherwise shall be reimbursed to the Employer by endorsement of Jury Duty cheques and/or witness fees to the Employer.

15.07 BEREAVEMENT LEAVE

Full Time employees will be granted five (5) days leave of absence with pay in case of death in the immediate family. "Immediate family" shall mean spouse/partner, parents, guardian, children, and siblings.

Part Time employees will be granted three (3) days leave of absence with pay in case of death in the immediate family. "Immediate family" shall mean spouse/partner, parents, guardian, children, and siblings.

Full Time employees will be granted three (3) days leave of absence with pay in the case of death of grandparents, grandchildren, mother-in-law, father-in-law, sister-in-law or brother-in-law.

Upon request, employees will be granted additional bereavement leave, to a maximum of ten (10) working days, without pay.

15.08 **COMPASSIONATE LEAVE** - If there is a serious illness in the Employee's immediate family, the Employee will receive a special leave without pay for three days plus two days for travel time if needed. The Employee will also receive without pay one (1) day to attend the funeral of a close friend.

15.09 The Employer may grant a leave of absence without pay to an employee requesting leave for an emergency or other unusual circumstance. All requests and approvals for leave shall be in writing.

15.10 **Domestic Violence Leave**

(a) The Parties recognize that employees sometimes face situations of violence or abuse in their personal life that may affect their attendance and performance at work.

(b) Employees experiencing domestic violence or abuse will be able to access up to five (5) days of paid leave for attendance at medical appointments, legal proceedings and any other necessary activities. This leave will be in addition to existing leave entitlements and may be taken as consecutive or single days or as a fraction of a day, upon approval.

(c) The employee, Union and Employer will only disclose relevant information on a "need to know" basis to protect confidentiality while ensuring workplace safety.

In addition to the above, the Employment Standards Act of BC covers full descriptions of all Leaves of Absences available to Employees and should therefore be referred to when considering a Leave of Absence from one's Employer, in order to receive the most up to date information and guidance.

ARTICLE 16 - WAGES

16.01 The Company agrees to pay and the Union agrees to accept for the term of this Agreement, the wages as set out in Appendix "A" attached hereto, and forming a part of this Agreement.

16.02 **WAGE SCHEDULE**

(a) The job classifications and rates of pay listed in the attached Wage Schedule is agreed upon by both parties and is part of this Collective Agreement.

(b) The rates set forth in the attached Wage Schedule may not be used in any way for the purpose of reducing the wage rate(s) presently received by an employee(s).

(c) The rates for the classifications set forth in this Agreement, and for any subsequent, mutually agreed upon additions thereto, are the agreed upon rates for those classifications, and therefore no employee may perform work within the classifications for a rate other than the rate set forth in this Agreement, subject only to the provisions of daily rate retention. The refusal of any employee to perform work contrary to the provisions of this Section, shall not constitute grounds for any reprimand or any form of disciplinary action, or dismissal by the Company.

16.03 TEMPORARY TRANSFER

A Full Time or Part Time employee who is temporarily transferred to another job, exceeding one day (8) hours, to meet the convenience of the employer, for which the regular rate is less than that which the employee is receiving, the employee shall retain the employee's former rate, and if such transfer is to a job with a higher rate, the employee shall receive the higher rate paid for such job.

16.04 NEW OR CHANGED JOB CLASSIFICATION

- (a) If any new job classifications are established, or if there is a significant change in the job content of any job classification(s) set forth in this Wage Schedule, or if any job classification(s) have been overlooked in this Wage Schedule, the Parties hereto are agreed to negotiate a rate for the job(s) in question.
- (b) If the Parties are unable to reach agreement then the dispute will be settled through the Grievance and Arbitration procedures of this Agreement.

16.05 RATE RETENTION – When a Full or Part Time employee is temporarily removed from their regular work and placed on other work for less than one shift for the Employer's convenience, the employee shall be paid the employee's regular rate of pay. If the employee is employed on such work in excess of four (4) hours the employee shall be paid for the full scheduled shift at the higher rate and no employee's rate may be reduced below their regular rate.

When an employee is permanently transferred to a lower rate position the employee will continue to retain the original higher rate for a period of twenty (20) working days. Afterward, the employee will receive the lower rate assigned to the job classification.

16.06 FIRST AID ATTENDANTS - There shall be a person designated as a First-Aid Attendant who shall have at least a St. John's Ambulance Certificate.

When the Employer requires an employee to take a First-Aid course, the Employer will pay for the course as well as any straight time lost by the employee. If such a certificate is necessary, the premium shall be determined by the level of certificate the Worker's Compensation Board / Worksafe BC requires.

For those employees (maximum of 2 employees) attaining a First Aid Certificate, they shall be paid the applicable premium for all hours worked.

\$ 0.50	per hour over occupational rate - Level I
\$ 0.75	per hour over occupational rate - Level II
\$ 1.00	per hour over occupational rate - Level III

16.07 LEAD HAND AND GROUP LEADER DEFINITION

LEAD HAND is an employee who co-ordinates the work of other employees in their assigned department will receive a premium of \$1.00 per hour.

GROUP LEADER is an employee who co-ordinates the work of other Employees and is responsible for the quality and quantity of work performed and will receive a premium of \$2.00 per hour.

ARTICLE 17 - JOB POSTING

- 17.01 (a) Temporary jobs or vacancies which shall not exceed thirty (30) calendar days shall not be subject to the posting procedure defined in 17.02 below. The Employer may back fill temporary vacancies with Part Time shifts, or through external hire.
- (b) All jobs which will be vacant for more than thirty (30) calendar days, and all new jobs will be posted for three (3) full work days on the bulletin board. New jobs shall be posted immediately as they occur. The successful applicant will be selected subject to 8.03 of this Agreement.
- 17.02 (a) **JOB OPENINGS (NOT TEMPORARY)** All Job openings in the bargaining unit, will be posted on the Bulletin Board for three (3) full work days. The posting shall clearly identify whether the opening is for a Full Time or Part Time position, and the shift hours and days of the opening.
- (b) In the event there is no successful applicant from within the applicable employee seniority group, employees from the other seniority group may apply for any job opening. Preference will be given to the senior employee in accordance with the principle established in article 8.03.
- (c) The job posting procedure to be completed prior to outside recruiting or advertising.
- 17.03 **TRAINING OR TRIAL PERIOD** - The successful applicant may be entitled to up to forty-five (45) working days and not less than ten (10) working days trial period.
- 17.04 **RETURN TO FORMER JOB**
- (a) In the event that an employee is promoted or transferred in accordance with the provisions of this Article and within forty-five (45) working days of such promotion the employee is not performing efficiently, or the employee wishes to do so, the employee will revert to their immediate previous job, without loss of seniority.
- (b) In the case of temporary employees, they will return to the status of temporary employee and will suffer no loss of accumulated hours as a result of the change.
- If additional employees are required, they will be drawn from the previous posting, provided, however, there are enough applicants on the previous posting to fill the vacancy.
- 17.05 **JOB APPLICATIONS (DELAYED)** If an employee is not at work, for the following reasons, when a job is posted, they may apply for the job, if they do so within three (3) working days of their return to work:
- (a) vacation.
(b) authorized leave of absence not exceeding thirty (30) days.
(c) absence resulting from an accident or illness not exceeding thirty (30) days.
(d) absence on Workers' Compensation not exceeding thirty (30) days.
(e) regularly scheduled days off
- 17.06 **SUCCESSFUL APPLICANT NOTICE** - The name of the successful applicant will be posted no later than five (5) days after the removal of the Job Posting notice. All job postings not filled by successful applicants within thirty (30) days are considered void.

- 17.07 In the event that none of the applicants meet the requirements of the job in relations to Section 8.03 of this Agreement, the Employer may fill the vacancy from any available source.

ARTICLE 18 - PENSION

- 18.01 The Pension Plan benefit is only available to Full Time Employees. The Employer agrees, for the duration of the collective agreement, to maintain in full under the same conditions the pension plan already in existence for the benefit of all its Full Time Employees.

With an effective date of July 1, 2015, a defined contribution component is added to the Plan and is to be designated as Text B of the Plan. This new component will apply to all employees hired on or after July 1, 2015 and who are to join the Plan after having met the eligibility requirements under Text B of the Plan.

For any employee having joined the Plan on or prior to January 1, 2015, this amendment does not encompass any change in benefits payable under the Plan and such participants will continue to be covered under Text A of the Plan, i.e. the defined benefit component.

Moreover, any employee hired prior to July 1, 2015 and who had not yet joined the Plan under Text A will have the choice between:

1. Joining the Plan under Text A (i.e. the defined benefit component) after having met the eligibility requirements under the said Text A, or;
2. Joining the Plan under Text B (i.e. the defined contribution component) after having met the eligibility requirements under the said Text B and the Collective Agreement.

ARTICLE 19 - TECHNOLOGICAL CHANGE

- 19.01 (a) In the event that the Company introduces a technological change which results in:

Displacement of employees from employment with the Company. The Company will cooperate with Canada Manpower training facilities to train such employees, if there are job openings with the Company, and such employees have the necessary potential to fill the positions.

- (b) An employee being terminated will receive one (1) week's pay for each year of seniority in excess of five (5) years seniority up to a maximum of eight (8) weeks.

ARTICLE 20 - SAVINGS CLAUSE

- 20.01 Should any part of this Agreement or any provision herein contained be rendered or declared invalid by reason of any existing or subsequently enacted legislation or by any judgment of order of a court, tribunal or board of competent jurisdiction, such invalidation of such part or portion of this Agreement shall not invalidate the remaining portions hereof and such remaining portions shall continue in full force and effect.
- 20.02 In the event that any clause or section is held invalid or enforcement of or compliance with which has been restrained as above set forth, the Parties affected thereby shall enter into immediate collective bargaining negotiations upon the request of either Party for the purpose of implementing the requirements of any such order, judgment or legislation or for the purpose of arriving at a mutually satisfactory replacement for such Article or Section during the period of invalidity or restraint. If the Parties do not agree on a mutually satisfactory replacement, they shall submit the matter to arbitration.

ARTICLE 21 - DURATION OF AGREEMENT

- 21.01 This Agreement shall be for the period from and including **May 1st, 2021**, to and including **April 30th, 2024** and from year to year thereafter subject to the right of either Party to the Agreement within four (4) months immediately preceding the date of expiry of this Agreement, which is or immediately preceding the date of **April 30th, 2024**, in any year thereafter, by written notice to require the other Party to the Agreement to commence collective bargaining.
- 21.02 Should either Party give written notice to the other Party pursuant hereto, this Agreement shall thereafter continue in full force and effect until the Union shall give notice of strike and such strike is implemented, or the Employer shall give notice of lockout and such lockout is implemented, or the Parties shall conclude a renewal or revision of this Agreement or a new Collective Agreement whichever shall first occur.
- 21.03 The operation of Section 50 (2) and (3) of the Labour Relations Code of B.C. is hereby excluded.

IN WITNESS WHEREOF: The Parties have executed this Agreement at _____, British Columbia, this ____ day of _____, 2021.

UNI-SELECT CANADA INC.

[Signature]

[Signature]

**UNITED STEELWORKERS
(ON BEHALF OF LOCAL UNION 2009)**

[Signature]

[Signature]

[Signature]

APPENDIX A

SALARY SCALES

Material Handler and Customer Service Representatives

Hours Worked	May 1 2021	May 1 2022	May 1 2023
14561	23.40	23.70	24.00
10401- 14560	21.30	21.60	21.90
8321 – 10400	19.50	19.80	20.10
6241 – 8320	18.20	18.50	18.80
4161 – 6240	17.15	17.45	17.75
2081 – 4160	17.00	17.30	17.60
0-2080	16.75	17.05	17.35

Students Min Wage Min Wage Min Wage

Hours of Service Include : All paid time, vacation and WCB

Part Time Employees' wages shall be capped at 10400 hours.

The applicable premium for the following positions are :

- 1. Returns Co-ordinator – Group Leader \$2.00/Lead Hand \$1.00**
- 2. Receiver : Group Leader \$2.00/Lead Hand \$1.00**
- 3. Head Shipper : Group Leader \$2.00/Lead Hand \$1.00**
- 4. Lead Express Counter Person : Group Leader \$2.00/Lead Hand \$1.00**
- 5. Lead Customer Service Representative : Group Leader \$2.00/Lead Hand \$1.00**
- 6. Lead Deconsolidation : Group Leader \$2.00/Lead Hand \$1.00**

The applicable premium for the following positions is \$.50:

- 1. Shippers**
- 2. Customer Service Representatives**

APPENDIX B

Summary of Benefits

OPTION U	OPTION S	OPTION 1
<i>Basic Life and Accidental and Dismemberment (AD&D) Insurance - Employee</i>		
1 x annual salary Max: \$500,000	1 x annual salary Max: \$500,000	2 x annual salary Max: \$500,000
<i>Basic Life Insurance – Spouse and Children</i>		
Spouse - \$8,000 Children - \$2,500	Spouse - \$10,000 Children - \$8,000	Spouse - \$10,000 Children - \$8,000
<i>Optional Life Insurance</i>		
Yourself: Units of \$10,000, minimum of \$20,000 and a maximum of \$1,000,000 combined with Basic Life Insurance Your Spouse: Units of \$10,000, minimum of \$20,000 and a maximum of \$1,000,000 Your Children: Units of \$5,000 up to a maximum of \$25,000		
<i>Short-Term Disability</i>		
70% of your weekly salary. Max: \$1,000 per week Taxable	75% of your weekly salary. Max: \$1,000 per week. Taxable	75% of your weekly salary. Max: \$1,000 per week. Taxable
<i>Long-Term Disability</i>		
66 2/3% of your monthly salary. No Indexation Max: \$12,000 per month. Taxable	70% of your monthly salary. Indexation (CPI, max 2%) Max: \$12,000 per month. Taxable	70% of your monthly salary. Indexation (CPI, max 2%) Max: \$12,000 per month Taxable
<i>Optional Critical Illness Insurance</i>		
Yourself: Units of \$10,000 up to a maximum of \$200,000 Your spouse: Units of \$10,000 up to a maximum of \$200,000 Your children: Units of \$5,000 minimum of \$10,000 and maximum of \$25,000		
<i>Dental Care</i>		
No deductible Current fee guide applies (based on the province where the treatment is performed). Recall exam: 1 exam every 9 months		
Diagnostic & preventative treatments: 80% Minor treatments: not covered Orthodontics: not covered	Diagnostic & preventative treatments: 90% Minor treatments: 50% Major Treatments: 50% Orthodontics: 50% for children only	Diagnostic & preventative treatments – 100% Minor treatments – 90% Major treatments – 50% Orthodontics – 50% for children only
Annual maximum - \$1,000 per person	Annual maximum - \$1,800 per person. Lifetime maximum for orthodontics - \$2,000 per child	Annual maximum - \$1,500 per person. Lifetime maximum for orthodontics - \$2,000 per child

OPTION U	OPTION S	OPTION 1
Medical Care		
No Deductible		
Prescription Drugs -Drug Card -Generic substitution -Drug requiring a prescription -75% coinsurance	Prescription Drugs -Drug Card -General substitution -Drug requiring a prescription -85% coinsurance	Prescription Drugs -Drug Card -General substitution -Drug requiring a prescription 90% coinsurance
Hospital -Semi-private – 100%	Hospital -Semi-private – 100%	Hospital Private – 100%
Medical Services and Supplies -75% coinsurance -Orthopedic shoes – not covered -Orthotics – not covered -Hearing aids – not covered	Medical Services and Supplies -85% coinsurance - Orthopedic shoes – 1 pair per year maximum - \$400 -Orthotics - \$250 per year -Hearing aids - \$400 every 8 years	Medical Services and Supplies 90% coinsurance -Orthopedic shoes – 1 pair per year maximum \$500 -Orthotics - \$300 per year -Hearing aids - \$500 every 5 years
Paramedical Services -Not covered	Paramedical Services -85% coinsurance -Annual combined maximum of \$900 for acupuncturist, audiologist, chiropractor, dietician, massage therapist, naturopath, occupational therapist, osteopath, physiotherapist, podiatrist and speech therapist - Annual combined maximum of \$750 for psychologist, psychotherapist and social worker	Paramedical Services -90% coinsurance -Annual combined maximum of \$1,100 for acupuncturist, audiologist, chiropractor, dietician, massage therapist, naturopath, occupational therapist, osteopath, physiotherapist, podiatrist and speech therapist - Annual combined maximum of \$800 for psychologist, psychotherapist and social worker
Vaccines Covered	Vaccines Covered	Vaccines Covered
Lab Tests and X-rays \$600 per year	Lab Tests and X-rays \$900 per year	Lab Tests and X-rays \$1,100 per year
Vision Care -Not covered	Vision Care -\$50/24 months for eye exam	Vision Care -\$50/24 months for eye exam -\$200/24 months for glasses and contact lenses (including laser eye surgery)
Health Spending Account -Individual - \$425 -Family - \$850	Health Spending Account -None	Health Spending Account -None

Outside Canada Coverage
100% for emergency medical services and travel assistance up to a \$5,000,000
lifetime maximum

Maximums indicated in these tables represent the maximum reimbursement you will receive from the plan per insured person.

LETTER OF UNDERSTANDING #1

BETWEEN: UNI-SELECT CANADA INC.
(hereinafter referred to as "the Company")

AND: THE UNITED STEELWORKERS
On Behalf of Local No. 2009
(hereinafter referred to as "the Union")

Re: Cameras

Uni-Select has installed video cameras in the shipping and in the future in the receiving areas of the Coquitlam Distribution Centre; the viewing area of each camera is fixed; the cameras are not used for panning the area. The purpose of the cameras is to monitor inbound and outbound shipments, whether by pick-up or delivery.

The video footage produced by the cameras is not monitored on an ongoing basis, rather is reviewed in a historical context when there is a concern raised about the contents of an order. Video records from each camera are kept for approximately six weeks, on a rolling basis. Although it is possible to view workers in the shipping and pick-up areas, the intent is to be able to review final disposition of orders, to be able to verify or refute customer reports of missing, wrong or extra time.

The Employer has emphasized that the video cameras are in place for these purposes only, not with the intent of watching workers in the normal course of their days, and have not been placed with the intent to monitor employees working.


A grievance was filed after the cameras were installed, due to privacy concerns. Based on the location and viewing area of each of these cameras, as displayed to the Union on January 5, 2015, and with the Employer's commitment that the videos are not being used to monitor employees doing work, the Union agrees to withdraw the grievance with the following provisions:


1. Monitoring of the video footage is to be done by management when there is a reasonable cause due to a complaint or an incident, but in no case are computer screens with the video camera records visible to be left unattended by management, and video footage is not to be utilized for any purpose other than the resolve of a complaint (worker privacy is to be protected).
2. Signage regarding the use of video surveillance will be posted in the shipping and order pick-up areas.

The Union retains the right to grieve in future if it is found that the video cameras are being used for the purpose of watching employees working, or if worker privacy is violated. Any future camera installation or change of viewing area will be reviewed separately.

Signed this _____ day of _____, 2021.

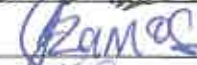
UNI-SELECT CANADA INC.






UNITED STEELWORKERS
(On Behalf of Local Union 2009)







LETTER OF UNDERSTANDING #2

BETWEEN: UNI-SELECT CANADA INC.

(hereinafter referred to as "the Company")

**AND: THE UNITED STEELWORKERS
On Behalf of Local No. 2009**

(hereinafter referred to as "the Union")

RE: EMERGENCY LAYOFF

Both parties recognize the need for quick action in response to a significant event (i.e. natural Disaster, pandemic, local, provincial and federal emergencies, etc.) beyond the control of the Company, where the Employer has no other option but to temporarily lay-off its workers due to the unforeseen circumstances. Therefore, the notice of lay-offs may be reduced to five (5) working days.

It is understood that this does not negate the employee's right under Article 8.09 should the layoff become permanent. Temporary lay-off shall not exceed the specified duration in BC Employment Standards.

Signed this _____ day of _____, 2021.

UNI-SELECT CANADA INC.

**UNITED STEELWORKERS
(On Behalf of Local Union 2009)**

LETTER OF UNDERSTANDING #3

BETWEEN: UNI-SELECT CANADA INC.
(hereinafter referred to as "the Company")

AND: THE UNITED STEELWORKERS
On Behalf of Local No. 2009
(hereinafter referred to as "the Union")



Preamble:

During the 2021 negotiations, the Employer advised the Union that Uni-Select Canada may seek out alternative benefit carriers, which may result in changes to the current Carrier and subsequent benefit coverage.

Should Uni-Select seek to implement a change to the existing benefits coverage, current entitlements to the benefit levels as per Appendix B Benefit Plan must be maintained or exceeded. The Employer agrees that it will meet with the Union prior to any implementation.

Should the Employer seek to make inferior changes to the benefit levels it must be agreed to and ratified by the membership and will be negotiated through a Letter of Understanding.

Signed this day of ,2021.

UNI-SELECT CANADA INC.



UNITED STEELWORKERS
(On Behalf of Local Union 2009)
